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 <u>http://cowweb.exnet.iastate.edu/CowWeb/faces/</u> or follow the link from <u>www.KSUBeef.org</u>. 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 (Figure 2). 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

Registration

Ranch/Farm Name*				
First Name*				
Last Name*				
Phone Number*				
Email*				
Address:				
Street				
City				
State*				
IA T				
Country*				
Zip*				
Username*				
Password*				
Other Usernames				
User1, Password				
,				
User2 , Password				
3				
Ranch/Farm Name*				
,				
Submit Reset				
Login				

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 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.

First	Name*		
Dinesh redo	iy		
Last	Name*		
Poddaturi			
Phone	Number	*	
252378071	0		
E	mail*		
dinesh@ias	tate.edu		
Add S	dress: treet		
	City		
S	tate*		
IA			•
Co	untry*		
US			
2	Zip*		
50014			
Use	rname*		
dinesh			
Pas	sword*		
dinesh			
Other U User1,	sername Passwo	es rd	
	,		
User2,	Passwo	rd	
	,		
User3 ,	Passwo	rd	
	,		
Undate	Home		
opulato			

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 "<u>Records saved successfully</u>" will show. Hit "Send Breeding Calendar" to send this group of items.



Coww	eb.emet.iastate.edu/CowWeb/I	faces/AutoSave.jsp		C	Q. Search	☆ 自 ♥ ↓ ☆ @
			Calendar for	Breeding		
					Help	
		Desired Calv	ing Date* 03/01/2016	Cow	•	
			Get Breeding	Activities		
			Breeding Date	* 5/21/2015		
Select	Sub Category	Activity	ActivityDate	Notes		Weblink
	BULLS	Shop for new sires	1/20/2015		http://articles.exte	ension.org/pages/72946 on-recommendations
V	AI	Shop for AI sires cows	3/21/2015		http://www.asi.k-s	tate.edu/doc/beef-genetics lctionmanual2ndedition.pdf
V	AI	Plan Al protocol cows	3/21/2015		http://www.asi.k-s /estrusovulation.p	tate.edu/doc/beef
V	AI	Order AI supplies cows	3/21/2015		al .	
	BULLS	Body condition score sires	3/21/2015		http://beef.unl.edu /youngbullmanag	u/cattleproduction ement
V	BULLS	Semen and Trich test bulls, vaccinate and deworm	3/21/2015		a.	
V	HEALTH	Order products for spring vacinations and parasite control	3/21/2015			
V	AI	Order semen cows	4/5/2015			
		Prebreeding	-		_	

Figure 8. Manual Build Calendar Short Guide for use

		Cai	eriuar
			Help
		Cat	egory*
	Plea	ise selec	t category 🔻 🙎
		Group	ldentifier1
A Instructions - Google Chrome			2
Cowweb.exnet.iastate.edu/CowWeb/face	es/CalendarHelp.jsp	Q	ory Date*
Short guide for use:		-	<u>í</u>
Oten () Onlant Ontenen:			
Step2: Enter associated date			ivition*
Step3: Select activity		. F	vicies
Step4: Adjust the date for your operation acc keep the date as it is	ording to the default dat	te or	otes
Step5: Enter group identifiers as needed			
Step6: Hit "Save" Step7: Repeat process for desired categories a	nd activities		<u> </u>
Hit "?" for more information on each heading	nd activities		Identifier2
Hit "Send Calendar" to send cal.ics file to your e	e-mail	,	<u>i</u> ty Date*
To view the saved records, select a category at	id fill "view".	F	
Click here to close th	e window		2
<u></u>	<u></u>		
		s	Undo Send Calendar
		ŀ	
		1	ome
		5	AVE after each entry
		s	elected to view records

Colondar

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).





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

20		Category*
	• 2	Breeding
	r1	Group Identifie
	2	
	*	Category Date
	2	12/30/2015
e.eau/Cowweb/ta	Based on the date Cate	Shop for new sires Notes
e.edu/CowWeb/fa	CategoryInformation - Google	Activities* Shop for new sires Notes
is loaded. e list, provide a nge the suggested VE. that you want to be it in indicate	default list of Activities is Select the item from the note if necessary, chang date if needed and SAV Note that if the activity the do is not on the list type	Group Identifie
links with more articular activity.	the date and SAVE. Click here or web lin information on this pa	Activity Date 8/31/2015
		Save View YearPlus Und

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.



Calendar



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 "<u>Record saved successfully</u>" 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

Selec	t Record Number	Category	Category Group	Date	Activity	Activity Group	Date	Notes
	56	Breeding V		11/25/2015	Shop for AI sires 🔻		9/25/2015	
	59	Breeding 🔻		11/25/2015	Semen and Trich test bulls, vaccinate and deworm		9/25/2015	
	110	Breeding 🔻		12/31/2015	Semen and Trich test bulls, vaccinate and deworm		10/31/2015	
	131	Breeding V		12/30/2015	Shop for new sires		8/31/2015	h

Update Delete Back

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

Calendar



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

Se	lect	Record Number	Category	Category Group	Date	Ac
		56	Breeding •		11/25/2015	Shop for AI sires
		59	Breeding •		11/25/2015	Semen and Trich test bulls, vac
		110	Breeding •		12/31/2015	Semen and Trich test bulls, vac
	\Box	131	Breeding •		12/30/2015	Shop for new sires

Update Delete Back

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.

Instructions Below	
Manual Build Calendar	כ
Automated Breeding/Calving Calenda	ar
Automated Grass Turnout Calendar	
Automated Receiving Cattle Calenda	r
Automated Weaning Calendar	
Profile	
Logout	
The 'Manual Build Calendar' adds items one at a time and contains miscellaneous items under a general category (not available under any of the automatic	• m •

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).



Google	Search	Calendar			۹	Dinesh Reddy 🗰 🔕 🎑							
Calendar	Today < > Jan 10 – 16, 2016					Day	Week	Month	4 Days Agenda		More 🔻	Q -	
CREATE V	GMT-06	Sun 1/10	Mon 1/11	Tue 1/12	Wed 1/13		Thu 1/	14	Fri	1/15	Sat 1/16	6	
January 2016 < >	6am												
S M T W T F S 27 28 29 30 31 1 2	7am												
3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23	8am												
24 25 26 27 28 29 30 31 1 2 3 4 5 6	9am												
My calendars	Tuam												
Dinesh Reddy Podd	11am												
Birthdays	12pm												
	1pm												
Other calendars	2pm												
	3pm												
	4pm												
Terms - Privary	5pm												

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).

✓ My calendars	
Dinesh Reddy Podd	11am
Birthdays	12pm
Tasks	
	1pm
✓ Other calendars	2nm
Add a friend's calendar	Add a friend's calendar
Holidays in United St	Browse Interesting Calendars
	Add by URL
C	Import calendar
	Settings
Terms - Privacy	Com.
📀 🥝 🌷	🕘 📀 🚞 💿

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

Google					-	Q.				Dinesh I	Reddy 🔢	0 0
Calendar		< > Jan 1) - 16, 2016			Day	Week	Month	4 Days	Agenda	More *	۵.
CREATE V	GMT-06	Sun 1/10	Mon 1/11	Tue 1/12	Wed 1/1	Wed 1/13		Thu 1/14		Fri 1/15		6
January 2016	sam											
S M T W T F S 27 28 29 30 31 1 2	7am		Import calenda	r			x	1				
3 4 5 5 7 8 9	8am											
17 18 19 20 21 22 23			File:	Choose File No file cho	sen							
24 25 26 27 28 29 30	9am			Choose the file that contains	Choose the file that contains your events. Google Calendar c							
31 1 2 3 4 5 6	10.5m			import event information in iCal or CSV (MS Outlook) format.Learn more								
+ My calendars	- Colin			alendar: Dinesh Reddy Poddaturi 🔻			2004					
Dinesh Reddy Podd	tiam		Calendar:									
Birthdays	12pm			Import Cancel	ulese events si	iouio de san	ieu.					
	1pm											
	2pm											
Add a triorof's calendar												
Holidays in United St	3pm											
	4pm											
	500											

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





Figure 29b. Import cal.ics file step five

		< > Jan 10 -	- 16, 2016			Day	Week	Month	4 Days	Agenda
	GMT-06	Sun 1/10	Mon 1/11	Tue 1/12	Wed 1/13	Thu 1/1	4	F	fri 1/15	
>	6am									
S 2 9	7am		Import calenda	r		×				
16 23	8am		File:	Change File calling						
30 6	9am			Choose the file that contai import event information in	ns your events. Google Calen h iCal or CSV (MS Outlook)	dar can				
v	10am			format.Learn more						
i	11am		Calendar:	Dinesh Reddy Poddatu	i ▼	ed				
	12pm			Import Cancel						
v	1pm									
	2pm									
яца; -	3nm									

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

					÷ Q		Dinesh R	eddy III O
		< > Jan 10 -	- 16, 2016			Day Week	Month 4 Days Agend	a More 🕶
	GMT-06	Sun 1/10	Mon 1/11	Tue 1/12	Wed 1/13	Thu 1/14	Fri 1/15	Sat 1/16
< ×	6am							
F S 1 2	7am		Import calenda	ar	×			
15 16 22 23	8am		-					
29 30 5 6	9am		Processed 4 event Successfully impo	ts. rted 4 events.				
v	10am		Close					
odd	11am							
	12pm							
Ŧ	1pm							

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

Google	Search	Calendar			- Q	- Q Dinesh Reddy 🗰 🔕 🤗				
Calendar	Today	< > Jan 10	- 16, 2016		Day Week Month 4 Days Agenda More -					
CREATE V	GMT-06	Sun 1/10	Mon 1/11	Tue 1/12	Wed 1/13	Thu 1/14	Fri 1/15	Sat 1/16		
January 2016	6am									
S M T W T F S 27 28 29 30 31 1 2	7am									
10 11 12 13 14 15 16 17 19 19 20 21 22 23	8am									
24 25 26 27 28 29 30 31 1 2 3 4 5 6	9am									
w calendars	10am									
Dinesh Reddy Podd	11am									
Birthdays	12pm									
Tasks	1pm									

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).

Google	Search Calendar				- Q		Dinest	n Reddy 🔢 🔘 🌾
Calendar	Today < >	February 2016			Day	Week Month	4 Days Agenda	More 🕶 🗘 🕶
CREATE	Sun	Mon	Tue	Wed	Thu		Fri	Print
February 2016 < S M T W T F S 31 1 2 3 4 5 6 7 8 9 10 11 12 13	31	Feb 1	2	3	4		5	Refresh
14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 1 2 3 4 5 6 7 8 9 10 11 12	7	8	9	10	11		12	13

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).

← → C Attps://a	au-mg6.mail.yahoo.co rch News Sports	om/neo/launch?.ranc s Finance Celel	d=985l2ofgdi84a&a brity Weather (ction=calendar Games Answers	Flickr Mobile	e More ✓		F 🏡	<pre> Firefox » </pre>
	Search				Searc	h Calendar Search	Web	A Home 🚺 Dines	h 🗘
🗭 New Event	Today Day	Week Month	Year List 🔅 🗸	Actions 🗸				To Do's - List	•
< 2016	January	2016		*Dinesh Reddy	+				
JAN FEB MAR APR MAY JUN JUL AUG SEP	Sun 27	Mon 28	Tue 29	Wed 30	Thu 31	Fri 1 New Year's Day	Sat 2	010.005.	
OCT NOV DEC My Calendars Dinesh Reddy	3	4	5	6	7	8	9		
> Holidays > Sports > Others	10	11 Today	12	13	14	15	16		
You don't have any other calendars yet	17	18 Martin Luther King Day	19	20	21	22	23		
	24	25	26	27	28	29	30		
<u>لم</u>	31	1	2 Groundhog Day	3	4	5	6		

Figure 36. Choose calendar to import

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

Figure 37. Drop down arrow for import options

< >		2016	< > Janı	uary 2016		
JAN APR JUL	FEB MAY AUG	MAR JUN SEP	Sun 27	Mon 28	Tue 29	Wed 30
ОСТ My Cal	NOV endars	DEC	3	4	5	6
Dine	esh Redd		10	11	Today 12	13

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

Figure 38. Import calendar options in Yahoo

🔒 Home	Mail	Searc	h News	Sports	Finar	ice	Celebrity	Weath
Y/		D!	Search					
	11	Θ 🛛						
🕂 Nev	w Event		Today	Day	Week	Month	Year	List
$\langle \rangle$		2016	< > Ja	nuary	2016			
JAN APR JUL	FEB MAY AUG	MAR JUN SEP	Sun 27		Mon 28		Tue 29	
OCT My Caler Dines	NOV ndars	DEC	3		4		5	
 Holidays Sports Others 	inteduy	Edi Shi Imj	t Calendar are port	$\overline{}$			12	
You don't calendars	: have any ; yet	vothe Exp	oort	-			19	
				-	-	_	26	

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

YAHOO!	Search			Sear	ch Calendar Search V	/eb	A Home
🕢 New Event							
OCT NOV DEC My Calendars Dinesh Reddy		Calastan in f	le to import into Discol	Paddu selandar	×		
		ICS f	ile: Choose File o	file chosen	15)		
					-22		

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

< > January					
			×	8	
	Select an .ics file ICS file	to import into Dinest Choose File cal.	Reddy calendar cs Select a .ics file	15	
	Import	Cancel		22	

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

Figure 42. Import cal.ics file step four

YAHOO!	Search	Sports Finance	Celebrity Weath	er Games Answ	ers Flickr Mot	arch Calendar Searc	h Web
MAIL							
	< > Janu						
OCT NOV DEC /ly Calendars * Dinesh Reddy			Colort on 1	ce file to import into Dire	-h Padah salandar	× ⁸	
			Today	CS file: Choose File ca	al.ics	15	
			ing		_	22	
a							

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



A Home	Mail	Search	n News	Sports	Financ	e Cele	brity \	Veather	Games	Answers
YA	HOO!		Search							
🖬 🖪 🖻		9 0								
🗭 New	Event	•	Today	Day	Week I	Month	Year I	List 🔅	Actions 🗸	
< >	2	016	< > Ja	anuary	2016					
JAN	EB M	AR	Sun 27		Mon 28		Tue 29		Wed 30	

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

YAHOO!	Search							
E New Event	Today Day	Week Month	Year List	🏟 Actions 🗸				
< > 2016	< > January	2016	Print)				
JAN FEB MAR APR MAY JUN JUL AUG SEP	Sun 27	Mon 28	Tue 29	Create New Calendar Create New To Do's List Share	Thu 31			
OCT NOV DEC	3	4	5	• Hide To Dos	7			
 My Calendars Dinesh Reddy 				Add Holidays				
≺Holidays ✔ Holiday Calendar	10	11 Today	12	Add a Friend's Calendar Follow Other Calendars				
> Sports	17	19	10	Sync Help	21			
> Others	1/	Martin Luther King Day	19		21			

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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