

Producer Portal User Guide

V1.0

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1.0 Producer Portal Access Setup

Each producer/producer contact will have their own unique Complete account setup email sent to them, and the link will only set up the intended producer/producer contact.

As a security measure, the producer's Producer No is not included in the email.

1.1 Received Email

Once you've received the Complete account setup email from the SaskMilk Portal, **click** on the **here** hyperlink.

Upon clicking the hyperlink, your preferred web browser will be launched to the Set SaskMilk portal password page.

Complete account setup - Message - Mail —		×
\leftarrow Reply \ll Reply all \rightarrow Forward	•••	
Complete account setup		
SP SaskMilk Portal 1:45 PM		
To: Will Hawkins		
Please complete your account setup by clicking here		

1.2 Set SaskMilk portal password

When setting up your password, it must meet the following requirements:

- Be at least 6 characters long
- Contain at least 1 digit
- Contain at least 1 special character
- Contains at least on upper and lowercase letter

1.2.1 Primary Producer Account

In the below screen, you will enter your **Producer No** in the User Name / Producer No field, and your **password** in both the Password and Confirm Password fields. **Click** the **save** button.

et SaskMilk Portal Password			
Jser Name / Producer No Password Confirm password	Save	Please enter a password that meets the following requirements: - At least 6 characters long - Contains at least 1 digit - Contains at least 1 special character - Contains at least on upper and lower case letter Please enter ou user name that meets the following requirements: - Begins with a letter	



1.2.2 Secondary Contact

In the below screen, you will enter your **Producer No**, **Email**, **User Name** (must begin with a letter), and your **password** in both the Password and Confirm Password fields. **Click** the **save** button.

GOIN				
The second second		the second		
Set SaskMilk Portal Pas	sword			
Producer No				
Email		Please ent - At least 6 - Contains	ter a password that meets the following require characters long at least 1 digit	ements:
User Name		- Contains - Contains Please ent	at least 1 special character at least on upper and lower case letter ter a user name that meets the following requi	rements:
Password		- Begins w	ith a letter	
Confirm password				
	Save			

Figure 1.2.2

1.3 Set password confirmation

The page shown in figure 1.3.1 is displayed if a Producer No, user name (if a secondary contact) and password has been entered and the save button clicked (highlighted in red in Figure 1.2.1 or 1.2.2 depending on whether you're entering a primary or secondary contact).

This screen will be shown when:

- The Producer No entered **matches** the Producer No associated to the producer portal account set up email. The producer portal account will finalize the account setup, and allow the user to log into the system when the user selects the log in link (figure 1.3.1)
- The Producer No entered *does not match* the Producer No associated to the producer portal account set up email. No account will be set up and the user will not be able to log into the producer portal with those credentials.

Saskmilk	•Log in
Reset password confirmation	
Your password has been updated. Please click here to log in	
Figure 1.3.1	



2.0 Logging In

2.1 First Time Log In

Now that you've successfully set up your producer account, you can log into the system by any of the following 2 options:

- Clicking on the Log in link highlighted in red in figure 1.3.1
- Clicking on the 'click here to log in' link circled in green in figure 1.3.1

This will bring you to the screen shown in Figure 2.1.1.

Saskmilk		16-	.og in
and the second se	3724		
User Name / Producer No Password			
	C Remember me?		
	Forgot your password?	A ANT	1

Figure 2.1.1

Please enter your Producer No (primary contact) or User Name (secondary contact) and password, and hit enter or click on the Log in button

2.1 Future Access

Creating Portal Access Shortcuts

If homepage is full, icon will appear on another page. Scroll through all pages

Desktop:

Internet Explorer

- 1. Type URL <u>portal.saskmilk.ca</u> into text bar of web browser and press "Enter" or "Go."
- 2. Select the File menu
- 3. Go to Send > Shortcut to desktop
- 4. Check desktop to make sure it was added,
- 5. Right click and Rename if necessary

Chrome

- 1. Type URL portal.saskmilk.ca into text bar of web browser and press "Enter" or "Go."
- 2. Select customizing Chrome : (at top of screen to the right of address bar)
- 3. Go to More tools > add to desktop
- 4. Change name if necessary, and press add



Firefox

- 1. Type URL portal.saskmilk.ca into text bar of web browser and press "Enter".
- 3. Choose the "Desktop" as location, and press save

IPhone Device

Safari

- 1. Type URL portal.saskmilk.ca into text bar of web browser and press "Enter" or "Go."
- 2. Select the export button 🖆 (at bottom of screen)
- 3. Scroll to the right until you see 'Add to Home Screen' (circled in green) and select it.
- 4. Change name if necessary
- 5. Click Add (top right corner)
- 6. This icon will be on your Homepage for quick access to the producer portal

And the second sec	at - 1	
Anne H		
	Acres al	
	-	2

00 Add to Add Add to Reading List Bookmark Eavorites

Cancel

Android Device:

Google

- 1. Type URL portal.saskmilk.ca into text bar of web browser and press "Enter" or "Go."
- 2. Select the three dot menu icon shown on the right of the URL
- 3. Select Add to homescreen menu item (highlighted in red



4. This icon will be on your Homepage* for quick access to the producer portal

Android 4.2+ Bowser

- 1. Navigate to your Android web browser. Locate the icon that looks like a globe and tap on it to open.
- 2. Enter portal.saskmilk.ca in the text bar and press "Enter" or "Go."
- 3. Tap on the Create Bookmark icon. This is the star outline icon to the right of the URL bar. An info box should appear asking you to name the bookmark and where you want it saved.
- 4. Tap on the drop-down menu.



5. Tap "Home screen."

Dolphin Browser

- 1. Launch the Dolphin Browser. You can tap on the browser's icon from your home screen.
- 2. Enter portal.saskmilk.ca in the text bar and press "Enter".

- 3. Tap on the Add Bookmark icon. This is represented by the star icon on the left of the URL bar.
- 4. Navigate and hold on one bookmark you want to save on your home screen.
- 5. Tap "Add shortcut to Home."

Chrome:

- 1. Launch Google Chrome browser app. Just tap on the Google Chrome icon on your home screen or app drawer.
- 2. Type URL portal.saskmilk.ca into text bar of web browser and press "Enter".
- 3. Tap on the Menu button. ...
- 4. Tap "Add to Home Screen."

Firefox

- 4. Launch your Mozilla Firefox app
- 5. Type URL portal.saskmilk.ca into text bar of web browser and press "Enter".
- 6. Tap and hold the address bar. Some options will appear.
- 7. Choose "Add to Home Screen."

³

2.2 Producer Landing Screen

Once successfully logged in, you will be brought to a landing screen similar to the one shown in Figure 2.2.1. The producer portal landing page is comprised of 5 sections:

- Menu items (circled in orange)
- Who's logged on (circled in yellow)
- Welcome message with instructions on how to report an issue (circled in green)
- Current month information (contained within the blue widget)
- Recent messages (contained within the purple widget)

Saskmilk Estatements V Quality Q Alerts E Contact E Qu	iota 🖬 Messages
	CURRENT MONTH INFORMATION
Welcome SaskMilk Portal Pilot users! Thank you for being our test subjects on our new producer site. We appreciate your assistance as we work together to ensure that our new system is running smoothly.	Month Feb 2018 Total Daily Quota 156.05
If you encounter any issues or have any suggestions, please forward them on to amanda@shamrocksk.ca	Pickup Days 28 Monthly Allocation 4369.40
Please try to include the following information:	Incentive 0.00
A detailed description of the error The page that the error occurred on A screenshot of the error The date and time that the error occurred	Litres Shipped 0
Thank you again for working with us on this new exciting project.	03 Feb 2018 You have 20 new quotal! 03 Feb 2018 Your quality has changed significantly Please inform us why

Figure 2.2.1

The landing page shown in Figure 2.2.1 is based on a user with full access to the producer account. The landing page will change based on the security set up for the producer portal user logged in. The settings are as follows:

		Producer	Full Control	Quality	Producer	Quota Managament	Alert
MDC	Dental Assess	Site	Full Control	Quanty	Statement	wanagement	wanagement
IVIPS	Portal Access	Enabled					
Si	tatements		View		View		
	Components		View	View			
Quality	Special Quality		View	View			
	Official Results		View	View			
Alerts	Statement Alert		Edit				Edit
	Quality Alert		Edit				Edit
Contact	Producer Details		Edit				
	Contacts		Edit				
Queta	Worksheet		View			View	
Quota	Management		View			View	
	General messages		View	View	View	View	View
Landing	Quality messages		View	View			
Page	Quota messages		View			View	
	Current Month Information		View			View	



3.0 General Functionality

The producer portal has been designed using a standard look, feel, and functionality. Each of the standards are as follows:

3.1 Grids

Grids are used throughout the Producer Portal to display information to the user. By default, a grid displays a maximum of 15 records per page. If there are more than 15 records, there is a page selection bar as shown below (Figure 3.1.1) which allows you to go through the pages of records either next (highlighted in red), previous (circled in purple), last page (circled in dark blue) or first page (circled in green).



Certain grids within the producer portal can:

- Sort the columns ascending or descending by clicking on the column
- Filter the columns

Special grids can also export the results to an excel spreadsheet. For those grids, there is an Export to Excel button (Figure 3.2):



If there are any informational/warning messages associated to a record in the grid, there is a $\mathbf{0}$ displayed at the beginning or end of the row. The message will be displayed when the user clicks the exclamation icon which will display the message in a pop-up window (Figure 3.3).



Figure 3.3

4.0 Viewing your Producer Statement

From the producer landing page shown in Figure 4.0.1, select the **Statements** menu item circled in orange.

Contact II Quality D Alerts II Contact	Quota 🐸 Messages	Q 21
	CURRENT MONTH INFORMATION	
Welcome SaskMilk Portal Pilot users! Thank you for being our test subjects on our new producer site. We appreciate your assistance as we work together to ensure that our new system is running smoothly.	Month Feb 2018 Total Daily Quota 156 05	
If you encounter any issues or have any suggestions, please forward them on to amanda@shamrocksk.ca	Pickup Days 28 Monthly Allocation 4369.40	
Please try to include the following information:	Incentive 0.00	
A detailed description of the error The page that the error occurred on A screenshot of the error	Litres Shipped 0	
The date and time that the error occurred	CECENT MESSAGES	
Thank you again for working with us on this new exciting project.	03 Feb 2018 You have 20 new quotal! 03 Feb 2018 Your quality has changed significantly Please inform us why	

Figure 4.0.1

This will bring up a listing of the last 18 months of statements for the selected producer, and any previously linked producers (if applicable). If there are more than 15 records for the selected producer, the last 15 statements (shown newest to oldest) will be shown on the first page. Older producer statements can be viewed by using the standard grid page navigation buttons.

The producer statement listing view will show a summary of the producer statements information including:

• Period

• BFat

• Statement amount

Producer No

Litres

- Protein
- LOS

A producer can view a copy of the producer statement by selecting the period's view button (highlighted in red) shown in Figure 4.0.2. This will launch a new window displaying the selected 2-page producer statement.

	Period	Producer No	Litres	BFat	Protein	LOS	Amour
View	Dec 2017	21	### ,###	#,###.##	#,###.##	#,###.##	\$##,###.#
View	Nov 2017	21	####,####	#,###.##	#,###.##	#,###.##	\$##,###.##
View	Oct 2017	21	####,####	# , ### . # #	#,###.##	#,###.##	\$##,###.#
View	Sep 2017	21	####,####	#,###.##	#,###.##	#,###.##	\$##,###.##
View	Aug 2017	21	####,####	#,###.##	#,###.##	#,###.##	\$##,###.##
View	Jul 2017	21	### ,###	#,###.##	#,###.##	#,###.##	\$##,###.##
View	Jun 2017	21	####,####	#,###.##	#,###.##	#,###.##	\$##,###.##
View	May 2017	21	####,####	#, <mark>###</mark> .##	#,###.##	#, ### .##	\$##,###.##
View	Apr 2017	21	####,####	#,###.##	#,###.##	#,###.##	\$##,###.##
View	Mar 2017	21	####,####	#,###.##	#,###.##	#,###.##	\$##,###.##
1	2 1 1						1 - 10 of 17 items

4.0 Viewing your Quality Components

From the producer landing page shown in Figure 4.0.1, select the **Components** menu item found within the Quality Menu circled in orange.

Saskinik @ Statements Quality & Alerts @ Contact @ Q	uota 🛛 Messages	O 21
Components Welcome SaskMilk Portal Pilot users! Thank you f	CURRENT MONTH INFORMATION	
producer site. We appreciate your assistance as w Official Results + that our new	Month Feb 2018	
system is running smoothly.	Total Daily Quota 156.05	
If you encounter any issues or have any suggestions, please forward them on to	Pickup Days 28	
amanda@shamrocksk.ca	Monthly Allocation 4369.40	
Please try to include the following information:	Incentive 0.00	
A detailed description of the error The page that the error occurred on	Litres Shipped 0	
A screenshot of the error The date and time that the error occurred	RECENT MESSAGES	
Thank you again for working with us on this new exciting project.	03 Feb 2018 You have 20 new quotal!	
130	03 Feb 2018 Your quality has changed significantly Please inform us why	

Figure 4.0.1

This will bring up a listing of the last 18 months of quality components for the selected producer, and any previously linked producers (if applicable). By default, the last 15 records order chronologically based on sampled date newest to oldest.

As shown in Figure 4.0.3, the component results listing view will show:

•	Tank	•	Fat (%)	•	LOS (%)
٠	Date Sampled	•	Protein (%)	٠	SNF BF Ratio

lank	Date Sampled	Fat (%)	Protein (%)	LOS (%)	SNF:BF Ratio
	16 Jan 2018	3.87	3.34	4.73	2.09
	14 Jan 2 <mark>018</mark>	3.93	3.32	4.75	2.06
	12 Jan 2018	3.98	3.32	4.75	2.03
	10 Jan 2018	3.93	3.30	4.75	2.05
	08 Jan 2018	3.94	3.28	4.73	2.03
	06 Jan 2018	3.97	3.17	4.56	1.95 0
	04 Jan 2018	4.08	3.30	4.70	1.96
	02 Jan 2018	4.18	3.30	4.70	1.91
	31 Dec 2017	4.40	3.23	4.53	1.76 0
	29 Dec 2017	4.15	3.38	5.73	2.19
	27 Dec 2017	4.08	3.32	5.75	2.22
	25 Dec 2017	4.11	3.30	5.75	2.20
	23 Dec 2017	4.19	3.31	5.75	2.16
	21 Dec 2017	4.00	3.30	5.76	2.27
	19 Dec 2017	4.05	3.26	5.75	2.23

Figure 4.0.3



5.0 Special Quality

From the producer landing page shown in Figure 5.0.1, select the **Special Quality** menu item found within the Quality Menu circled in orange.

Sask Contact EQ	uota 🖂 Messages	O 21
Components	CURRENT MONTH INFORM	ATTON
Welcome SaskMilk Portal Pitot users! Thank you in opecal duality on our new producer site. We appreciate your assistance as w Official results that our new system is running smoothly.	Month Total Daily Quota	Feb 2018 156.05
If you encounter any issues or have any suggestions, please forward them on to amanda@shamrocksk.ca	Pickup Days Monthly Allocation	28 4369.40
Please try to include the following information:	Incentive	0.00
A detailed description of the error The page that the error occurred on	Litres Shipped	0
A screenshot of the error The date and time that the error occurred	RECENT MESSAGES	
Thank you again for working with us on this new exciting project.	03 Feb 2018 You have 20	new quotall
	03 Feb 2018 Your quality Please inform	has changed significantly m us why
Section 1		

Figure 5.0.1

This will bring up a listing of the last 24 months of special quality results for the selected producer, and any previously linked producers (if applicable). By default, the last 15 records order chronologically based on sampled date newest to oldest.

As shown in Figure 5.0.2, the special quality listing view will show:

• Tank

• IBC (x1000)

- FTP (°H)
- MUN
- Suitability

- Date ReceivedDate Sampled
- Inhibitors (P/N)
- SCC (x1000)

Tank	Date Received	Date Sampled	IBC (x1000)	Inhibitors(P/N)	SCC (x1000)	FPT(°H)	MUN	Suitability
	18 Jan 2018	16 Jan 2018			321	-0.540	12.3	S
	16 Jan 2018	14 Jan 2018			234	-0.542	11.6	S
	16 Jan 2018	12 Jan 2018			358	-0.543	12.6	S
	12 Jan 2018	10 Jan 2018			277	-0.543	12.1	S
	10 Jan 2018	08 Jan 2018			357	-0.541	12.3	S
	09 Jan 2018	06 Jan 2018			307	-0.541	10.6	S
	09 Jan 2018	04 Jan 2018			392	-0.543	13.2	S
	05 Jan 2018	02 Jan 2018			307	-0.542	11.9	S
	02 Jan 2018	31 Dec 2017			271	-0.543	13.6	S
A	29 Dec 2017	27 Dec 2017	23		268	-0.544	12.0	S
A	28 Dec 2017	25 Dec 2017			232	-0.544	12.8	S
A	28 Dec 2017	23 Dec 2017			312	-0.544	11.9	S
A	28 Dec 2017	21 Dec 2017			230	-0.544	10.9	S
A	21 Dec 2017	19 Dec 2017	14		273	-0.542	12.5	S
A	19 Dec 2017	17 Dec 2017	26		315	-0.543	12.0	S
H 4	1 2 3 4	5 6 7 8 9 10	F H				1	- 15 of 258 items
	Penalty Range		- Warning Range		- L	Insuitable Result		

6.0 Lab Results

From the producer landing page shown in Figure 6.0.1, select the **Official Results** menu item found within the Quality Menu circled in orange.

Components Special Quality	CURRENT MONTH INFOR	RMATION	
Welcome SaskMilk Portal Pilot users! Thank you fi Steval-Unauty on our new producer site. We appreciate your assistance as w Official Results of that our new system is running smoothly. If you encounter any issues or have any suggestions, please forward them on to amanda@shamrocksk.ca Please try to include the following information: A detailed description of the error	Month Total Daily Quota Pickup Days Monthly Allocation Incentive Litres Shipped	Feb 2018 156.05 28 4369.40 0.00 0	
The page that the error occurred on A screenshot of the error The date and time that the error occurred Thank you again for working with us on this new exciting project.	Recent Messages A3 Feb 2018 You have 3 O3 Feb 2018 You have 3 Diagonal for the second seco	20 new quotall ty has changed significantly	

Figure 6.0.1

This will bring up a listing of the up to the last 24 months of special quality results for the selected producer, and any previously linked producers (if applicable). By default, the last 15 records order chronologically based on sampled date newest to oldest.

As shown in Figure 6.0.2, the official results listing view will show:

• Date

• SCC (x1000)

• Inhibitors (P/N)

- IBC (x1000)
- FTP (°H)

Quality Bonus

Date	IBC (x1000)	SCC (x1000)	FPT(°H)	Inhibitors (P/N)	Quality Bonus
Nov 2017	24	249	-0.542	N	
Sep 2017	33	283	-0.540	Ν	
Aug 2017	39	317	-0.540	N	
Jul 2017	77	320	-0.540	N	
Jun 2017	36	295	-0.540	N	
May 2017	90	209	-0.542	N	
Apr 2017	65	263	-0.542	N	
Mar 2017	30	264	-0.542	N	
Feb 2017	35	253	-0.542	N	
Jan 2017	66	263	-0.539	N	
Dec 2016	36	289	-0.540	N	
Nov 2016	44	256	-0.540	N	
Oct 2016	48	221	-0.541	N	
Sep 2016	253	252	-0.541	N	
Aug 2016	53	256	-0.539	N	
H 4 1 2 F H					1 - 15 of 23 items
- Penalty	- V	liolation			



7.0 Statement Alert

From the producer landing page shown in Figure 7.0.1, select the **Statement Alert** menu item found within the Alerts Menu circled in orange.



Figure 7.0.1

As shown in Figure 7.0.2, the producer statement alert view will show the producer statement alert name, an active indicator, any recipients set up to receive the alert, and an edit button if the user has the permission to edit the alert.

Saskmilk	🕮 Statements	U Quality	\$ Alerts	🖭 Contact	🛃 Quota	🖾 Messages	Q 21			
Producer Statement Alert										
Alert Name	Producer Statem	Producer Statement Alert								
Active										
Recipients							Edit			
				S14,	-					

Figure 7.0.2

7.1 Editing Statement Alert

By clicking on the edit button within Producer Statement Alert statement (highlighted in red in Figure 7.0.2), the Edit Statement Alert screen will be shown (Figure 7.1.1). The user can update:

- Activating or deactivating the producer statement alert.
- Flag any of the producer contacts to receive the producer statement alert.



	ments 🛡 Qu	uality 🎝 Alerts	E Contact	🔠 Quota	⊠ Messages		Q 21
Edit Statement Alert							
Alert Name	Producer Sta	atement Alert					
Active							
Recipients		Fred Flintsone					
		Betty Rubble					
		Barney Rubble					
						Save Car	ncel
			No. of the second se		N.		

Figure 7.1.1

Once the user has updated the record and hit the save button, the user will be brought back to the Producer Statement Alert view screen and a 'successfully updated' alert will be shown (highlighted in green in figure 7.1.2)

5	Sask mĭlk	🕮 Statements	U Quality	🗘 Alerts	🖭 Contact	赶 Quota	Messages	Q 21
	Producer Statement Alert							
	Successfully updated alert!							×
	Alert Name	Producer Statem	ent Alert					
	Active	A						
	Recipients	Fred Flintsone						
								Edit

Figure 7.1.2

8.0 Quality Alerts

From the producer landing page shown in Figure 8.0.1, select the **Quality Alerts** menu item found within the Alerts Menu circled in orange.



Figure 8.0.1

As shown in Figure 8.0.2, the quality alerts view will show the quality alerts configured for the producer. Included in the view is:

- Alert Name •
- Active •

Quality Type Greater Than

•

- Less Than
- Recipients

Saskmilk	🖽 Statements 🛛 Qua	ality 🗘 Alerts 👪 Contact 🛎	🛛 Quota 🛛 Messages			Q 21			
Quality Alerts									
					Add	New			
Alert Name	Active	Quality Type	Greater Than	Less Than	Recipients				
H 4 1 H					1 - 1 of 1	1 items			
4						•			
		317 - J							
Figure 8.0.2									

8.1 Adding a new Quality Alert

By clicking on the Add New button within the quality alerts (Figure 8.0.2) the user will be brought to a Quality Alert add screen (Figure 8.1.1). This will show the editable Quality Alert information on the lefthand side of the screen with the view only Current Quality Ranges on the right-hand side of the screen.

Saskmilk	🕮 Statements	🛡 Quality	♪ Alerts	🛤 Contact	🛤 Quota	🖼 Messages			Q 21
Quality Alert									
Alert Name	SCC Elevated					Quality Type	Current Ranges	Depatry	
Active Quality Type	SCC Range	•				Lactose Range Butterfat Range	Elevated	Penaity	
Greater Than Less Than	230 260					MUN Range Protein Range Freezing Point Range	14 0.525	0.500	
Recipients	Fred Fli	ntsone				IBC Range	250 30	400 121	
	Barney	Rubble							
			Save	Cancel					
			S ME		•	N N	e est		

Figure 8.1.1

The list of the recipients displayed in the quality alert add/edit screen are based on the contacts currently set up for the producer.

Once the user has updated the record, and hit the save button, the user will be brought back to the Quality Alerts view screen, and a 'successfully updated' alert will be shown (highlighted in green in figure 8.1.2)

Sa	ask milk	🖽 Statements 🛛 Qu	nality 🗘 Alerts 🖪 Contact	🖽 Quota 🛛 Messages		Q 21
Qua	ality Alerts					
	Successfully updated alert!					×
						Add New
	Alert Name	Active	Quality Type	Greater Than	Less Than	Recipients
1	SCC Elevated	2	SCC Range	230	260	Fred Flintsone
K						1 - 1 of 1 items
•						•
			693 C.		A	



8.2 Editing existing Quality Alert

By clicking on the edit button () within the quality alerts (Figure 8.2.1) the user will be brought to a Quality Alert edit screen (Figure 8.2.2). This will show the editable Quality Alert information on the left-hand side of the screen with the view only Current Quality Ranges on the right-hand side of the screen.

Saskmilk	🕮 Statements 🛛 Qual	ity 🗘 Alerts 📧 Contact	🖅 Quota 🔤 Messages		Q 21
Quality Alerts					
	A - 11	0 H T	0t. T.	Loss These	Add New
Alert Name SCC Elevated	Active	SCC Range	230	260	Fred Flintsone
H H H					1 - 1 of 1 items
*					•

Figure 8.2.1

	_						
ality Alert							
Alert Name	SCC Elev	ated					
Active	2				Quality Type	Elevated	Penalty
Quality Type	SCC Ran	ae 🔹			Lactose Range		
Greater Than	230 0000	0			MUN Range	14	25
oreater man	200,0000	20			Protein Range Freezing Point Range	0.525	0.500
Less Than	260.0000	JU			SCC Range	250	400
Recipients	🗷 🛛 Fr	ed Flintsone			IBC Range	30	121
	Be	etty Rubble					
	Ba	irney Rubble					
			Save	Cancel			

The list of the recipients displayed in the quality alert add/edit screen are based on the contacts currently set up for the producer.

Once the user has updated the record and hit the save button, the user will be brought back to the Quality Alerts view screen and a 'successfully updated' alert will be shown (highlighted in green in figure 8.2.3)

Saskmilk	🕮 Statements	♥ Quality 🎝 Al	erts 👪 Contact	🖪 Quota 🛛 🖂 Messa	ges	O 21
Quality Alerts						
Successfully updated alert!						×
						Add New
Alert Name	Active		Quality Type	Greater Th	nan Less Than	Recipients
SCC Elevated	$ \mathbf{v} $		SCC Range	230	260	Fred Flintsone Betty Rubble
H - 1 - H						1 - 1 of 1 items
4						•
			1997 - E 1987		10	

Figure 8.2.3

8.3 Delete an existing Quality Alert

By clicking on the delete button () within the quality alerts (Figure 8.3.1) the user will be prompted with "Are you sure you would like to delete this alert?" as shown in Figure 8.3.2.

Sa	sk milk	🕮 Statements 🛛 🛡	Quality 🗘 Alerts	🛤 Contact 🛛 🛤 Quota	₩ Messages			Q 21
Qualit	y Alerts							
							Add N	lew
	Alert Name	Active	Qu	ality Type	Greater Than	Less Than	Recipients	
	SCC Elevated	Ø	SC	C Range	230	260	Fred Flintsone Betty Rubble	
H	< 1 ► H						1 - 1 of 1	items
			2	8/2				
				Figure 8.	3.1			
saskmill	k.ca says:			×				
Are you s	ure you would like to	o delete this alert?						
			OK Car	ncel				

Figure 8.3.2

Once the user clicks on the OK button, the alert will be deleted, and the user will be brought back to the Quality Alerts view screen as shown in Figure 8.3.3.

Saskmilk	Statements	V Quality	♪ Alerts	🔠 Contact	🛃 Quota	<mark>™</mark> Messages			Q 21
Quality Alerts									
									Add New
Alert Name	Active		Q	uality Type		Greater Than	Less Than	Recipients	
н ч 1 н н									1 - 1 of 1 items
•)
				XE1	-				
				F	iqure 8.3	.3			

9.0 My Alerts

From the producer landing page shown in Figure 9.0.1, select the **My Alerts** menu item found within the Alerts Menu circled in orange.



Figure 9.0.1

As shown in Figure 9.0.2, my alerts view will show all of the alerts currently configured for the producer. Included in the view is:

- Alert Type
- Alert Name
- Active

- Quality Type
- Greater Than
- Less Than

- Subscribed
- Subscribe/Unsubscribe button

⊞ Statements ■ Quality	♪ Alerts	🖪 Contact	🖽 Quota 🛛 🖂	Messages			O 21
lert Name	Active	Quality Type	е	Greater Than	Less Than	Subscribed	
roducer Statement Alert	×.						~
	En Statements D Quality	Iert Name Active roducer Statement Alert	Itert Name Active Quality International contract International contract	Itert Name Active Quality Type	Itert Name Active Quality Type Greater Than roducer Statement Alert Itert Name Itert Name Itert Name	Itert Name Active Quality Type Greater Than Less Than roducer Statement Alert Itert Name Itert Name Itert Name Itert Name	Item Name Active Quality Type Greater Than Less Than Subscribed roducer Statement Alert Image: Contract Image

Figure 9.0.2



9.1 Opting out of an alert via email

For all email alerts sent to the producer portal user, there is an Unsubscribe link (highlighted in red in figure 9.1.1). This allows the emailed user to stop receiving the alert currently configured for them.



Your producer statement is ready to be viewed. Please visit the <u>SaskMilk Portal</u> to view.

We sent you this notification due to a configured alert Unsubscribe

Figure 9.1.1

Upon clicking on the unsubscribe link, the user will be brought to the SaskMilk Producer Portal Unsubscribe page (shown in figure 9.1.2) confirming they will no longer receive the alert.

Saskmilk	+OLog in
Unsubscribe	
You will no longer receive this alert. Please click here to log in	
	83 A

Figure 9.1.2

10.0 Contact Producer Details

From the producer landing page shown in Figure 10.0.1, select the **Producer Details** menu item found within the Contact Menu circled in orange.



Figure 10.0.1

As shown in Figure 10.0.2, the producer details view will show the current producer detail information. Included in the view is:

- Producer No
- Producer
- Barn #

•

- Legal Entity Type
 - Start Date
- Address

- City
- Province
- Country
- Postal Code
- Municipality
- Area

- Land Location
- Daily Quota
- New Entrant Quota (if applicable)
- Pickup Interval
- Upper Limit
- Lower Limit



Figure 10.0.2

10.1 Editing Producer Details

By clicking on the edit button within Producer Details screen (highlighted in red in Figure 10.0.2), the Edit Producer Details screen will be shown (Figure 10.1.1).

Saskmilk	🕮 Statements	D Quality	\$\\triangle Alerts	🖪 Contact	🛤 Quota	₩ Messages			Q 21
Edit Producer Details									
Producer No	21					Address	BOX 368		
Producer	Bedrock Acres					City	Swift Current 🔹		
Barn #	351					Province	Saskatchewan 🔹		
Legal Entity Type	Colony					Country	Canada 🗸		
Start Date	01 Jan 1984					Postal Code	S0H0X0		
						Municipality	135 - LAWTONIA		
						Area	Swift Current		
						Land Location	NW13-13-13-W1		
								Save	Cancel
					(*	N	1981 A 1891		

Once the user has updated the record, and hit the save button (highlighted in red in figure 10.1.1), the user will be brought back to the Producer Details screen and a 'successfully updated' alert will be shown (highlighted in green in figure 10.1.2)



Figure 10.1.2



11.0 Producer Contacts

From the producer landing page shown in Figure 11.0.1, select the **Contacts** menu item found within the Contact Menu circled in orange.

Producer Details		
Contacts	CURRENT MONTH INFORMATION	
Welcome SaskMilk Portal Pilot users! Thank you tor being our test subjects on producer site. We appreciate your assistance as we work together to ensure that our new	Month Feb 2018	
system is running smootiny.	Total Daily Quota 156.05	
If you encounter any issues or have any suggestions, please forward them on to	Pickup Days 28	
amanda@shamrocksk.ca	Monthly Allocation 4369.40	
Please try to include the following information:	Incentive 0.00	
A detailed description of the error The page that the error occurred on	Litres Shipped 0	
A screenshot of the error The date and time that the error occurred	Recent Messages	
Thank you again for working with us on this new exciting project.	03 Feb 2018 You have 20 new quotal! 03 Feb 2018 Your quality has changed significantly Please inform us why	
	N	
1 BEY		

Figure 11.0.1

As shown in Figure 11.0.2, the producer details view will show the current producer detail information. Included in the view is:

- Contact Type Title
- Name •

Phone .

- Fax
- Email

Saskn		atements 🛡 Quality	🗘 Alerts 🛛 🖪 Co	ontact 🖪 Quota	≥ Messages	Q 21		
Contacts								
						New Contact		
	Contact Type	Name	Title	Phone	Fax	Email		
	Primary	Barney Rubble		(306) 555-5555	(306) 555-5555	emailaddress@hotmail.ca		
	Secondary	Betty Rubble	Head Milker	(306) 123-4567		emailaddress@hotmail.ca		
	Billing info	Fred Flintsone		(306) 555-5555		emailaddress@hotmail.ca		
Here Page 1 Image 1 - 3 of 3 items								
		1 292				and the second		
			Figure	11.0.2				



11.1 Edit Contact Details

By clicking on the view button ()) within the contacts (Figure 11.1.1) the user will be brought to a Contact details screen (Figure 11.1.2).

Sask	sta	tements 🛡 Quality	🗘 Alerts 🛛 🖪 Co	ntact 🖽 Quota	Messages	O 21
Contacts						
						New Contact
~	Contact Type	Name	Title	Phone	Fax	Email
	Primary	Barney Rubble		(306) 555-5555	(306) 555-5555	emailaddress@hotmail.ca
	Secondary	Betty Rubble	Head Milker	(306) 123-4567		emailaddress@hotmail.ca
	Billing info	Fred Flintsone		(306) 555-5555		emailaddress@hotmail.ca
N N Pag	ge 1 of 1 🕨	н				1 - 3 of 3 items
		1 292				1 10

Figure 11.1.1

This will show the full details of the selected producer contact, and any producer portal permissions granted. The user can edit the producer contact details by clicking the edit button (highlighted in red in Figure 11.1.2).

Sask	I Statements	D Quality	🗘 Alerts	🔙 Contact	🔚 Quota	₩ Messages	O 21
Contact Details			_				
Salutation	MRS.			Phor	ne #	(306) 123-4567	
First Name	Betty			Phor	ne # 2		
Last Name	Rubble			Fax	ŧ		
Title	Head Milker			Fax	# 2		
Address				Cell	#		
City	SWIFT CURRENT			Cell	#2		
Province	Saskatchewan			Ema	il	emailaddress@hotmail.ca	
Country	Canada			Ema	il 2		
Postal Code							
							Edit
Permissions	Producer Site						
							Edit Permissions
		200				Mar .	

Figure 11.1.2

Once the user has updated the record, and hit the save button (highlighted in red in figure 11.1.3), the user will be brought back to the Contacts view screen, and a 'successfully updated' alert will be shown (highlighted in green in figure 11.1.4)

Sask	🛛 💷 Statements	♥ Quality	🗘 Alerts	🔚 Contact	🖽 Quota	Messages	Q 21
Edit Contact Details							
Salutation	MRS.	•			Phone #	(306) 1234567 Ext:	
First Name	Betty				Phone # 2	() Ext	
Last Name	Rubble				Fax #		
Title	Head Milker				Fax # 2		
Address					Cell #		
City	SWIFT CURRENT	•			Cell # 2		1
Province	Saskatchewan	•			Email	emailaddress@hotmail.ca	1
Country	Canada	•			Email 2		10
Postal Code							9
						Save	Cancel
	1 /-	- 1		1.4	7	The second s	
			-			and sector and s	

Figure 11.1.3

Sask	nik 🔤 st	atements 🛛 Quality	🗘 Alerts 🛛 🖽 Co	ontact 🖪 Quota	🖼 Messages	9 2
Contacts						
Successfully	/ updated contact informa	tion!				×
						New Contact
	Contact Type	Name	Title	Phone	Fax	Email
	Primary	Barney Rubble		(306) 555-5555	(306) 555-5555	emailaddress@hotmail.ca
	Secondary	Betty Rubble	Head Milker	(306) 123-4567		updatedEmail@hotmail.ca
1	Billing info	Fred Flintsone		(306) 555-5555		emailaddress@hotmail.ca
M A Pa	ige 1 of 1	H				1 - 3 of 3 items

Figure 11.1.4

11.2 Adding New Producer Contact

By clicking on the new contact button within the contacts (highlighted in red in figure 11.2.1) the user will be brought to a blank Edit Contact Details screen (Figure 11.2.2).

Saskmi	State	ements ♥ Quality � <i>A</i>	llerts 🛛 🖽 Co	ontact 🔛 Quota	Messages	Q 21
Contacts						
						New Contact
	Contact Type	Name	Title	Phone	Fax	Email
	Primary	Barney Rubble		(306) 555-5555	(306) 555-5555	emailaddress@hotmail.ca
	Secondary	Betty Rubble	Head Milker	(306) 123-4567		emailaddress@hotmail.ca
	Billing info	Fred Flintsone		(306) 555-5555		emailaddress@hotmail.ca
Page 1	of 1 🕨 🕨					1 - 3 of 3 items
						1 22



Saskmilk	🖾 Statements	♥ Quality	♪ Alerts	🔚 Contact	🖽 Quota	≥ Messages		Q 21
Edit Contact Details								
Salutation	Unknown Value	•			Phone #		Ext:	
First Name					Phone # 2		Ext:	
Last Name					Fax #			
Title					Fax # 2			
Address					Cell #			
City	Unknown Value	•			Cell # 2			
Province	Unknown Value	•			Email			1
Country	Unknown Value	•			Email 2			
Postal Code								
							Save	Cancel
					- 13 M	a an I is stati		

Figure 11.2.2

Once the user has entered the contact details, and hit the save button (highlighted in red in Figure 11.2.3).

Saskmilk	G Catements	V Quality	众 Alerts	🖽 Contact	🔙 Quota	Messages	O 21
Edit Contact Details							
Salutation	Unknown Value	•			Phone #	(306) 1234567 Ext:	
First Name	Bam Bam				Phone # 2	() Ext:	
Last Name	Rubble				Fax #		
Title					Fax # 2		
Address					Cell #		
City	Unknown Value	•			Cell # 2		
Province	Unknown Value	•			Email	bambam@email.com	24
Country	Unknown Value	•			Email 2		11
Postal Code							
						Save	Cancel
	1 /-	- 1		12.2	1		30

Figure 11.2.3

Click on the 'Create portal access' blue button (highlighted in red in Figure 11.3.2). This will bring the user to the Register New Portal User (Figure 11.3.3).

Saskmil	🖾 Statements	V Quality	众 Alerts	🖪 Contact	🔚 Quota	₩ Messages	O 21
Contact Details							
Salutation	Unknown Value			Phon	e #	(306) 123-4567	
First Name	Bam Bam			Phon	e # 2		
Last Name	Rubble			Fax #	ŧ		
Title				Fax #	2		
Address				Cell #	ŧ		
City	Unknown Value			Cell #	ŧ 2		
Province	Unknown Value			Emai	I	bambam@email.com	
Country	Unknown Value			Emai	12		
Postal Code							
							Edit
							Create Portal Access
		6		1	28	AND FRANK	

Figure 11.3.2

The producer portal access can be configured by selecting the role(s) to be granted to the user (highlighted in green in Figure 13.3.3), and clicking on the Register button (highlighted in Red).

Saskmi	Statements	U Quality	♪ Alerts	🖪 Contact	🖽 Quota	Messages		Q 21
Register New Portal U	ser							
Name Email	Bam Bam Rubble bambam@email.com							
Roles	Producer Site Full Control Quality Producer Statement							
	Quota Management Alert Management	J				Star (June SN) of	Register	Cancel

Figure 11.3.3

The producer portal roles, and their access is described below in Table 11.3.1. *Please note if the Producer Site is not checked off, the contact will not be able to access the producer portal regardless of the other roles given.*

		Producer	Full	Quality	Producer	Quota Managament	Alert
MD	E Dortal Accase	Enabled	Control	Quanty	Statement	Wanagement	wanagement
IVIPS	S PUI La ALLESS	Ellapleu					
	Statements		View		View		
	Components		View	View			
Quality	Special Quality		View	View			
	Official Results		View	View			
Alorta	Statement Alert		Edit				Edit
Alerts	Quality Alert		Edit				Edit
Contact	Producer Details		Edit				
Contact	Contacts		Edit				
Queta	Worksheet		View			View	
Quota	Management		View			View	
	General messages		View	View	View	View	View
Landing	Quality messages		View	View			
Page	Quota messages		View			View	
	Current Month Information		View	- 11 2 1		View	

Once the user has hit the Register button (highlighted in red in Figure 11.3.3), the user will be brought back to the Contact Details view screen, and a 'successfully created portal access' alert will be shown (highlighted in green in figure 11.3.4)

Saskmi	Statements	🛡 Quality	♪ Alerts	🖽 Contact	🔙 Quota	🔄 Messages	O 21
Contact Details							
Successfully creat	ed portal access for contact!						×
Salutation	Unknown Value			Phone	#	(306) 123-4567	
First Name	Bam Bam			Phone	# 2		
Last Name	Rubble			Fax #			
Title				Fax # 2			
Address				Cell #			
City	Unknown Value			Cell # 2	!		
Province	Unknown Value			Email		bambam@email.com	
Country	Unknown Value			Email 2	2		
Postal Code							
							Edit
Permissions	Producer Site						
							Edit Permissions
		the second	14/13	- 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 1 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199 - 199	5 11	and the second second	
			Fi	gure 11.3.4			

11.4 Producer Portal Access Edit

By clicking on the view button () within the contacts view (Figure 11.4.1) the user will be brought to a Contact Details screen (Figure 11.4.2).

Contacto						
ontacts						
						New Contact
	Contact Type	Name	Title	Phone	Fax	Email
	Primary	Barney Rubble		(306) 677-2232	(306) 677-2724	emailaddress@hotmail.ca
	Secondary	Betty Rubble	Head Milker	(306) 123-4567		emailaddress@hotmail.ca
	Billing info	Fred Flintsone		(306) 555-5555		emailaddress@hotmail.ca
Do	no 1 of 1					1 3 of 3 itoms

Figure 11.4.1

This will show the full details of the selected producer contact, and any producer portal permissions granted. The user can edit the producer contact portal permissions by clicking the edit permissions button highlighted in red in Figure 11.4.2

Saskmi	Statements	U Quality	🎝 Alerts	🖪 Contact	🖽 Quota	Service Messages	9 21
Contact Details							
Salutation	MRS.			Phon	e #	(306) 123-4567	
First Name	Betty			Phon	e # 2		
Last Name	Rubble			Fax #			
Title	Head Milker			Fax #	2		
Address				Cell #	ŧ		
City	SWIFT CURRENT			Cell #	ŧ2		
Province	Saskatchewan			Emai	l i	emailaddress@hotmail.ca	
Country	Canada			Emai	12		
Postal Code							
							Edit
Permissions	Producer Site						
							Edit Permissions
		10		14 M N	-	AND STREET	And the second

Figure 11.4.2

Once the user has updated the record (highlighted in green in figure 11.4.3), and hit the save button, the user will be brought back to the Contacts view screen, and a successfully updated alert will be shown.

Saskmi	🛛 Statements	U Quality	♪ Alerts	🔙 Contact	🔙 Quota	Messages		O 21
Portal User Manageme	ent							
Name	Betty Rubble	il ca						
Roles	Producer Site Full Control	II.Cd						
	Quality Producer Statement	t						
	 Quota Management Alert Management 	J					Save	Cancel
	1)	- TONA	20. 30.	110				
			ŀ	Figure 11.4.3	3			

12.0 View Quota Worksheet

From the producer landing page shown in Figure 12.0.1, select the **Worksheet** menu item found within the Quota menu circled in orange.

Saskmiik @ Statements & Quality & Alerts @ Contact	uota 🔤 Messages	O 21
Welcome SaskMilk Portal Pilot users! Thank you for being our test subjects on our new	Month Information	
system is running smoothly.	Total Daily Quota 156.05	
If you encounter any issues or have any suggestions, please forward them on to amanda@shamrocksk.ca	Pickup Days 28 Monthly Allocation 4369.40	
Please try to include the following information:	Incentive 0.00	
A detailed description of the error The page that the error occurred on	Litres Shipped 0	
A screenshot of the error The date and time that the error occurred	RECENT MESSAGES	
Thank you again for working with us on this new exciting project.	03 Feb 2018 You have 20 new quotall	
	03 Feb 2018 Your quality has changed significantly Please inform us why	
34		1000

Figure 12.0.1

As shown in Figure 12.0.2, this will bring up a listing of up to the last 18 months of quota worksheets. By default, the last 15 records order chronologically based on date newest to oldest, displaying the following information:

- Date
- Milk Shipped Litres
- Monthly Avg Bfat Test
- Actual Shipments
- Pickup Days
- Total Daily Quota
- Monthly Allocation
- Incentive Credits
 Available
- Incentive Credits Used
 Monthly Over/-Under
- Transfer Credits In
- Transfer Credits Out
- Cumulative Credits Before Limits Over/-Under(Kgs)
- Cumulative Credits Before Limits Over/-Under(Days)
- Cumulative Credits Position With Limits Over/-Under(Days)

																			-
Export to Ex	cel																		
Date	Milk Shipped Litres	Monthly Avg Bfat Test	Actual Shipments	Pickup Days	Total Daily Quota	Monthly Allocation	Incentive Credits Available	Incentive Credits Used	Monthly Over/-Under	Transfer Credits In	Transfer Credits Out	Cummulative Credits Before Limits Over/-Under (Kgs)	Cummulative Credits Before Limits Over/-Under (Days)	Commulative Credits Position With Limits Over/- Under (Kgs)	Cummulative Credits Position With Limits Over/- Under (Days)	Positive Credit Limit	Negative Credit Limit	Over Quota Penalty	Los Opportunit
ecember 2017	138,527.00	4.139%	5,733.39	32	156.05	4,993.60	156.05	156.05	-916.26	-1,500.00	0.00	-1.091.08	-6.99	-1,091.08	-6.99	780.25	-2,340.75	0.00	0.0
lovember 2017	127.336.00	4.091%	5,208.91	30	152.99	4,589.70	305.98	305.98	313 23	0.00	0.00	-174.82	-1.14	-174.82	-1.14	764.95	-2,294.85	0.00	0.0
October 2017	107,805.00	4.141%	4,463.78	30	150.73	4,521.90	452.19	0.00	-58.12	0.00	0.00	-488.04	-3.24	-488.04	-3.24	753.65	-2,260.95	0.00	0.0
September 2017	112,343.00	4.011%	4,505.73	30	149.24	4,477.20	447.72	28.53	0.00	0.00	0.00	-429.92	-2.88	-429.92	-2.88	746.20	-2,238.60	0.00	0.0
August 2017	131,794.00	3.886%	5,121.85	32	147.03	4,704.96	294.06	294.06	122.83	0.00	0.00	-429.92	-2.92	-429.92	-2.92	735.15	-2,205.45	0.00	0.0
uly 2017	123,382.00	3.781%	4,665.32	30	147.03	4,410.90	147.03	147.03	107.39	0.00	0.00	-552.75	-3.76	-552.75	-3.76	735.15	-2,205.45	0.00	0.0
une 2017	124,244.00	3.828%	4,756.08	30	145.58	4,367.40	0.00	0.00	388.68	0.00	0.00	-660.14	-4.53	-660.14	-4.53	727.90	-2,183.70	0.00	0.0
May 2017	134,723.00	3.661%	4,932.69	32	145.58	4,658.56	0.00	0.00	274.13	0.00	0.00	-1.048.82	-7.20	-1,048.82	-7.20	727.90	-2,183.70	0.00	0.0
April 2017	121,736.00	4.004%	4,873.70	30	144.14	4,324.20	144.14	144.14	405 36	0.00	0.00	-1.322.94	-9.18	-1,322.94	-9.18	720.70	-2,162.10	0.00	0.0
March 2017	110,844.00	4.072%	4,513.85	30	144.14	4,324.20	144.14	144.14	45.51	0.00	0.00	-1,728.30	-11.99	-1,728.30	-11.99	720.70	-2,162.10	0.00	0.0
	104 774 00	2 00735	4 187 94	28	142 71	3 995 88	142 71	142 71	49.35	0.00	0.00	-1.773.82	-12.43	-1.773.82	-12 43	713.55	-2.140.65	0.00	0.0

13.0 Quota Management

From the producer landing page shown in Figure 13.0.1, select the **Management** menu item found within the Quota Menu circled in orange.

Saskiik B Statements V Quality A Alerts B Contact	ota 🔄 Messages	O 21
Welcome SaskMilk Portal Pilot users! Thank you for being our test subjects on our new producer site. We appreciate your assistance as we work together to ensure that our new system is running smoothly. If you encounter any issues or have any suggestions, please forward them on to amanda@shamrocksk.ca Please try to include the following information: • A detailed description of the error	Mottri INFORMATION Month Feb 2018 Total Daily Quota 156.05 Pickup Days 28 Monthiy Allocation 4369.40 Incentive 0.00 Litres Shipped 0	
Ine page that the error occurred on A screenshold of the error The date and time that the error occurred Thank you again for working with us on this new exciting project.	 RECENT MESSAGES 03 Feb 2018 You have 20 new quotall 03 Feb 2018 Your quality has changed significantly Please inform us why 	1

Figure 13.0.1

As shown in Figure 13.0.2, this will bring up a listing of up to the last 18 months of quota management. By default, the last 15 records order chronologically based on date newest to oldest, displaying the following information:

- Date
- Milk Shipped Litres
- Monthly Avg Bfat Test
- Pickup Days
- Incentive Days
- Permanent Increase /-Decrease
- Temporary Increase /-Decrease
- Lease Increase /-Decrease
- Buying / Selling Quota
- Total Daily Quota

- Transfer Credits In
- Transfer Credits Out
- Available 12 Month Transfer of Credit
- Available Credit to Transfer

Jate	Milk Shipped Litres	Monthly Avg Bfat Test	Pickup Days	Incentive Days	Permanent Increase / - Decrease	Temporary Increase / - Decrease	New Entrant Increase / - Decrease	Lease Increase / - Decrease	Buying / -Selling Quota	Total Daily Quota	Transfer Credits In	Transfer Credits Out	Available12 Month Transfer Of Credit	Available Credit T
ecember 2017	138,527	4.1388%	32	1.00	3.06	0.00	0.00	0.00	0.00	156.05	-1,500.00	0.00	5,695.82	5,695.8
lovember 2017	127,336	4.0907%	30	2.00	2.26	0.00	0.00	0.00	0.00	152.99	0.00	0.00	5,584.14	5,584.1
October 2017	107,805	4.1406%	30	3.00	1.49	0.00	0.00	0.00	0.00	150.73	0.00	0.00	5,501.64	5,501.6
September 2017	112,343	4.0107%	30	3.00	2.21	0.00	0.00	0.00	0.00	149.24	0.00	0.00	5,447.26	5,447.2
lugust 2017	131,794	3.8863%	32	2.00	0.00	0.00	0.00	0.00	0.00	147.03	0.00	0.00	5,366.60	5,366.6
uly 2017	123,382	3.7812%	30	1.00	1.45	0.00	0.00	0.00	0.00	147.03	0.00	0.00	5,366.60	5,366.6
une 2017	124,244	3.8280%	30	0.00	0.00	0.00	0.00	0.00	0.00	145.58	0.00	0.00	5,313 67	5,313.6
May 2017	134,723	3.6614%	32	0.00	1.44	0.00	0.00	0.00	0.00	145.58	0.00	0.00	5,313.67	5,313.6
April 2017	121,736	4.0035%	30	1.00	0.00	0.00	0.00	0.00	0.00	144.14	0.00	0.00	5,261.11	5,261.1
March 2017	110,844	4.0723%	30	1.00	1.43	0.00	0.00	0.00	0.00	144.14	0.00	0.00	5,261.11	5,261.1
ebruary 2017	104,774	3.9971%	28	1.00	0.00	0.00	0.00	0.00	0.00	142.71	0.00	0.00	5,208.92	5,208.9
anuary 2017	107,036	3.9330%	32	0.00	2.80	0.00	0.00	0.00	0.00	142.71	0.00	0.00	5,208.92	5,208.9
lecember 2016	97.850	4.2179%	30	0.00	0.00	0.00	0.00	0.00	0.00	139.91	0.00	0.00	5 106 72	5 105 7

14.0 Messages

Messages can be sent from the SaskMilk administrators to producers. The last 5 messages are displayed to the user on the landing page (highlighted in red in the purple widget in Figure 14.0.1).

Users can see the messages based the roles they currently have assigned to them. The three types of messages are:

- General visible by all users
- Quality visible by users with the Full Control &/or Quality roles
- Quota visible by users with Full Control &/or Quota roles

All current and historic messages sent to the user can be viewed by selecting the **Messages** menu item highlighted by orange in Figure 14.0.1. This will open the Communications screen shown in 14.0.2

Saskmirk Statements VQuality AAlerts BContact BQ	uota Messages	O 21
Welcome SaskMilk Portal Pilot users! Thank you for being our test subjects on our new producer site. We appreciate your assistance as we work together to ensure that our new system is running smoothly. If you encounter any issues or have any suggestions, please forward them on to amanda@shamrocksk.ca Please try to include the following information: • A detailed description of the error = be parent the the error encound on	O CURRENT MONTH INFORMATION Month Feb 2018 Total Daily Quota 156.05 Pickup Days 28 Monthly Allocation 4369.40 Incentive 0.00 Litres Shipped 0	
Ine page that the error occurred on A screenshol of the error The date and time that the error occurred Thank you again for working with us on this new exciting project.	Recent Messages You have 20 new quotal! Your quality has changed significantly Please inform us why	



As shown in Figure 14.0.2, this will bring up a listing of all producer communications. By default, the last 15 records order chronologically based on message date newest to oldest, displaying the following information:

• Date		Message Type	Message
Saskmilk	🛛 💷 Statements 🛛 Quality	7 🗘 Alerts 🖼 Contact 🔛 Quota 🔄 Messages	Q 21
Communications			
Date	Туре	Message	
03 Feb 2018	Quota	You have 20 new quotal!	
03 Feb 2018	Quality	Your quality has changed significantly Please inform us why	
			1 - 2 of 2 items
		Figure 14.0.2	