Dairy Manager Quick Start Guide

The Dairy Manager website has been updated to a new site. The new website has a fresh, new, modern look and will provide you with a quicker user experience plus some new features, including a herd dashboard. It will still be very familiar, and you will still enter data in the same way.

If you have any questions about the new site or need any support, please contact our team on:

01458 851555 or **dairy.manager@kingshay.co.uk.**

Logging into the new website

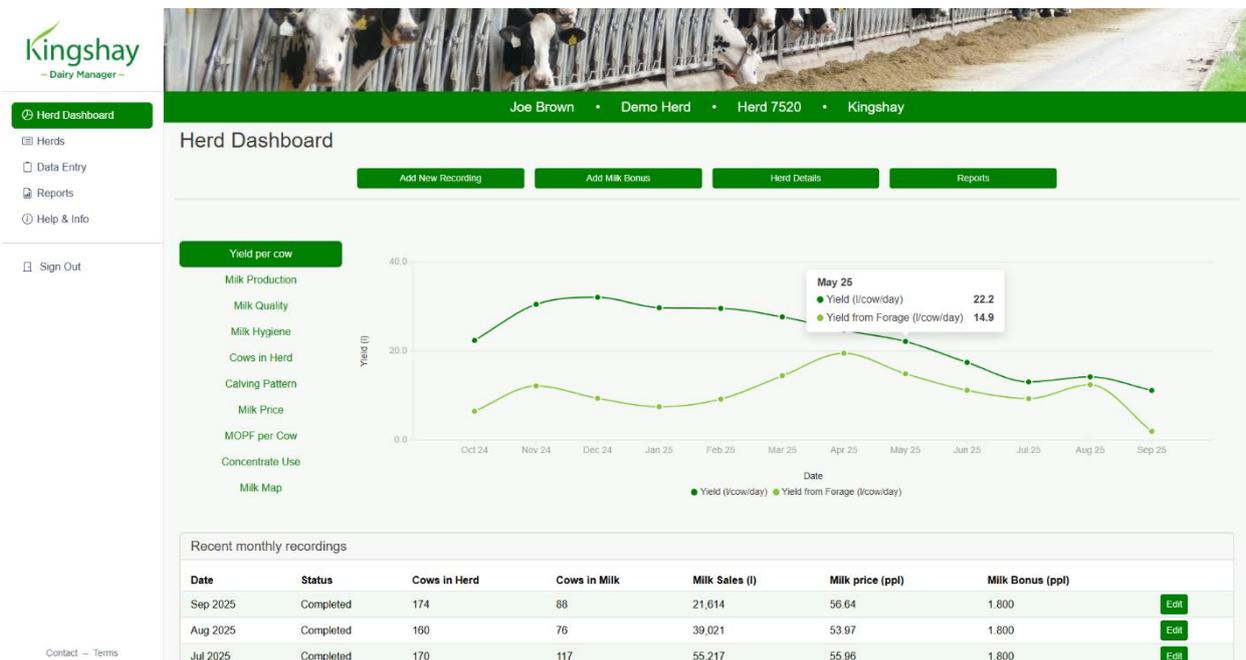The website address is the same: **www.dairymanager.net**

1) The first time you log in you will need to reset your password.
   - Select "Sign In" in the top right-hand corner.
   - Enter your email address. (This will be the same one you used on the old site.)
   - Select "Forgot Password"
   - A code will be sent to your email address
   - Enter the code on the login screen
2) Create a new password. You will be given the option to stay signed in. Choose the option most suitable for you.
3) The first time you log in you will need to read and accept our "terms and conditions".

Herd Dashboard

Once you are logged in you will see the new Herd Dashboard (if you have access to more than one herd you will need to select a herd first). This dashboard contains all the options from the old website such as data entry and reports, but now also displays new charts showing up to 12 months of data for each of the parameters on the left-hand menu. Simply select the parameter from the menu (e.g. Milk Quality) and the chart will appear.

If you hover over a month on the graph, the specific data from that month will be displayed.

Entering Data

Entering data will follow the same order and process as previously.

1. To add a new month's recording – select 'Add New Recording' along the top selection menu on the Herd Dashboard, or via the data entry option on the left-hand side.
2. To edit data from a month already started, click on 'data entry' on the left-hand menu, select 'edit' in the month you wish to change, and amend your data.
3. The navigation bar functionality remains the same and it will guide you through entering your data.
4. If you have more than one herd, select the herd you require by going to 'Herds'. All your herds will be displayed in a list. Select your herd and enter/view your data.

Submitting data and creating reports

1. Submitting data and viewing reports is the same as the old website.
2. When you have completed your data entry, click 'save' and any validation queries will be displayed, add any comments if necessary. These will be things that may affect your reports, so we advise you to review these.
3. If you want your reports to be sent to everyone on your herd's mailing list, select the 'save and send reports' option.
4. To view reports, go to 'Reports' in the left navigation pane, select a report, and click 'View Report.' If the report does not appear, you may need to allow popups from the Dairy Manager website. Search your browser's help section to find out how to do this.
5. To help reduce our carbon footprinting we are encouraging users to receive reports by email. If you would like to switch from post to email, please let us know**.**

Kingshay App

If you an Kingshay app user you will need to update your Kingshay app.

Any questions or queries please do not hesitate to contact us on:

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