



# DairyMet User Guide

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## 1 Registering with DairyMet

To register your business with DairyMet, please contact our office on:

Phone: +44 (0)1768 868 472

Email: support@dairymet.com

Post: DairyMet, 68 Arthur St, Penrith, Cumbria, CA11 7TX

If your business is already registered on DairyMet but you do not have an individual user account, again, please contact our office who will be able to help with this.

## 2 Help and Support

If you require assistance with any aspect of DairyMet, please first read this user guide. If you are still unsure please contact the DairyMet office using the details above.

## 3 The DairyMet Homepage

DairyMet can be found by typing either of the following URLs into your internet browser address bar (the white bar at the top of the browser):

<http://dairymet.com>

<http://www.dairymet.com>

The homepage looks as follows:

The screenshot shows the DairyMet homepage layout. At the top left is the DairyMet logo. To the right is a navigation menu with links: Home | Login | Help & Support | Contact Us. Below the logo is a 'Welcome to DairyMet' section with a registration notice. To the left of the login form is a 'Register' section with instructions. To the right is a 'Login' form with fields for Username and Password, and a Login button. Three red callout boxes provide additional instructions: one for the navigation menu, one for the Register section, and one for the Login form.

**Home | Login | Help & Support | Contact Us**

**Welcome to DairyMet**  
Welcome to DairyMet. Before you can start using DairyMet you will need to sign up for an account. If you already have an account, please login.

**Register**  
If you do not yet have an account, you have one of two options for signing up.  
If your organisation already has an account with DairyMet, you will need to ask your Primary User to set you up with an account. If your business has not yet signed up to use DairyMet, please follow the link below for details on how to register.  
[How to Register your Business on DairyMet](#)

**Login**  
Please enter your username and password to login to DairyMet

**Username**

**Password**

For assistance in using DairyMet, including a copy of this user guide, please click 'Help and Support'.  
To send the DairyMet office a message or for our business contact details please click 'Contact Us'.

To log in to the main site, please enter your username and password here.



## 4 Navigating the Main Site

There are several navigation bars across the top of the page. Hover the mouse over the headings with a 'down' arrow causes a drop-down list of subheadings to appear. You can then click on of these subheadings to go to the relevant page.

Home ▼	Monthly Data ▼	Records ▼	Submit Data ▼	Reporting ▼	Resources
	Production				
	Culling and Losses				
	Vet Assessment				
	Disease				
	Economics				
	Rolling MRO Data				
	BCMS Data				

**Home:** User details, farm or business details, data access / sharing

**Monthly data:** monthly data entry screens for various different categories.

**Records:** uploaded documents (feed rations, test results, reports, plans), notes from farm associates and surveys.

**Submit Data:** Submit data to a farm health scheme (if appropriate).

**Reporting:** A selection of reports showing the data entered in DairyMet.

**Resources:** Factsheets and internet links to various aspects of dairy healthcare and management.



## 5 Home

### 5.1 My Account

These are your details that are registered with DairyMet. To ensure that the details stored in DairyMet stay accurate, we ask you to contact us with any changes to the data which you see here. To add any details that are currently not stored (or update your email address), please fill in the relevant boxes and click the Save Changes button at the bottom of the page.

If you would like to change your password to something more memorable, please enter it in the password box and also repeat in the second password box, to minimise any typing mistakes. Please keep your password safe. Then click the Save Changes button at the bottom of the page.

An acknowledgement will appear to tell you that your save has been successful: either on the page itself in green or via a popup message box.

Save Changes

**Important:** all changes throughout DairyMet **must** be saved using the 'Save Changes' button

### 5.2 Farm / business details (Primary Account User only)

This is the farm or business address that is associated with the account. If any of these details are incomplete (missing) simply type in the relevant box and click the 'Save Changes'. Else if the details that you see here contain an error please contact us and we will be happy to make the changes.

### 5.3 Manage Data Sharing (Farm clients and Primary Users only)

The 'manage data sharing' section of the site allows users to form 'relationships' with farm accounts and associated farm-support companies, e.g. veterinary surgeons, consultants, feed companies etc. These 'relationships' can only be setup by DairyMet support and once set up the companies have access (see below for more information) to your data.

As default, farm accounts always have full read-write access to their own data. Levels of access available to support businesses are:

- **Read/Write:** support companies can view all farm data, and can also enter and alter figures; e.g. vets could enter bulk milk disease testing results.
- **Read:** support companies can see all farm data, but cannot make alterations or enter data on the farm's behalf.
- **Benchmark:** support businesses can only see key performance indices as part of their own benchmarking groups.

#### Updating Data Sharing Links

In an effort to prevent users from accidentally setting up or removing links to other companies we have temporarily removed the ability for users to carry out these actions online until we can come up with a more suitable means to do this.

In the meantime if you need to update the companies you share your data with please contact us and we will be happy to make the required updates to the data sharing settings for your farm.

## 6 Managing multiple farms

(Farm-Support companies only)

After logging in, there are two menu category available – ‘Home’ (as mentioned above) and ‘Select Farm’. Going to the select farm menu allows you to:

- List all farms that you have data access to
- Quick-select from farms you have selected to be your ‘favourites’.

Home Select Farm Resources

List All Farms

### Manage Farm

Below are all of the farms who are sharing their data with your organisation. You have access to View Data (read only) including reports on all the farms listed below. If the farm has provided access for you to enter/edit data you will also see an Edit Data link. Use the Edit Data link where you wish to update (write) a farm's data.

Farms accessed regularly can be highlighted as favourites and will show in the Select Farm drop down list. Save any changes at the bottom of the page.

Please be aware you can only manage one farm at any given time. Please **do not** attempt to load different farms in separate browser windows (or tabs).

Farm Name (Farmer Surname)	Address	Favourite	Actions
Example Farm (Farmer)	Example Farm, Example Farm Town County, AA11 1AA	<input type="checkbox"/>	Edit Data
Example Farm (Farmer)	Example Farm, Example Farm Town County, AA11 1AA	<input type="checkbox"/>	Edit Data

Clicking ‘List All Farms’ allows you to either view or edit data (depending on what permissions level you have for a particular farm), the highest permission level to yourself is shown next to the farm under ‘Actions’. If you have edit permission and want to just view data, click ‘edit data’ where you can still view data but also have the option to edit. Alternatively just click the farm name to be taken to the data.

If you have farms which you want to frequent more often, the favourite’s option allows for a quick link to be enabled. To enable this check the favourite box, on the required farm(s) and clicking ‘Save Changes’. This will allow you to automatically select those farms directly from the ‘Select Farm’ menu, below ‘List All Farms’ rather than having to go to the Manage Farm page first. Once a farm is selected, you can either view or edit that farm’s data in the same way as a farm user can. The name of the farm you are managing appears where the ‘Select Farm’ was on the menu bar.

The first page you are taken too after selecting the farm, is the Contact Information page, this shows useful information to the user about the farm. If you have to visit the farm, a handy map is shown, providing a location guide, the farm address and contact numbers/names. **PLEASE CHECK THAT THE THIS IS THE CORRECT ADDRESS BEFORE TRAVELING, AS THIS MAY BE A BILLING ADDRESS.**

To stop managing a farm, either select ‘Stop Managing’ from the Farm List menu (now showing the farm name you’re managing), or select another farm via your Favourites list or ‘List All Farms’.

## 7 Entering Data

Data is designed to be entered into the DairyMet system on a monthly basis. All data entry is done through the 'Monthly Data' heading and is broken down into several subcategories.

- **Production data:** Herd numbers and details on milk volumes and quality.
- **Culling and Losses:** Animals exiting the herd and their principal reasons for doing so.
- **Vet Assessment:** Required for some health schemes. Assessments of animal health and welfare.
- **Disease:** Details of herd endemic disease, including mastitis and metabolic health.
- **Economics:** Economic losses from unsold milk and animal disease.
- **Rolling MRO data:** herd production parameters taken from the herd milk recording organisation.

The data entry screens look like the following:

**Production**  
General herd production data.

	May 2010	Jun 2010	Jul 2010	Aug 2010
Cows in the Whole Herd	200	200	203	204
Cows in Milk		164	1168	1
Cows Dry		36	-965	203
Cows Dry (Rolling %)	17.2	17.2	-28.4	-17.4
Cows Calved	10	117	6	8
Heifers Calved	1		2	42
Cows Bought-In	0	6		0
Re-Calving Rate (Rolling %)	58	166	147	133

Number of cows in whole herd at end of the month.  
Data supplied by milk recording organisation

To get a fuller explanation of what each data entry field means, hold the arrow over it.

To move backward or forward in time to older months and back, click on the small arrow next to the oldest or newest month on the page.

The data entry fields are colour coded:

**Blue:** an empty field containing no data. Note, to enter a '0' (zero) value, you will have to enter it. *DairyMet will not assume that blank fields mean '0'.*

**Green:** A field that has had data entered correctly.

**Orange:** A field that has data entered, but appears out of kilter with the farm's normal figures. You will be given a warning and will have to agree that this figure is indeed correct before saving.

**Red:** A figure that DairyMet thinks may be incorrect. You will again be given a warning and will have to agree that this figure is indeed correct before saving.

**White:** This is a figure calculated from other data entries and cannot be altered.

Some fields are not required, as scheme specific but you should fill in as many fields as you can.



As much as is possible, the data entry sheet for each month is pre-populated with data from your milk recording organisation (MRO - such as NMR, CIS or QMMS), your milk buyer (MB) and the British Cattle Movement Service (BCMS). For these fields, simply check these figures are correct.

If fields marked with MRO, MB or BCMS are not pre-populated, please contact our office – it may be that there have been some problems with data access permissions. Please note that it can take between two and 12 weeks after the current month for pre-populated data to appear.

## 8 Saving data

To save data that you have entered on a page, click the 'Save Changes' button. You will then be asked if you are sure; clicking OK to this will produce a message telling you that saving has been successful.

If there are any figures that DairyMet feels are unexpected or may be incorrect, please check your details carefully and if these are correct you can still save these but will have to tick the acknowledgement box (by clicking it) before you submit. This system is in place to prevent typing mistakes that may throw your figures out.

### Warning

We have detected a number of figures you have provided are not within the range we would expect them to be or have not been provided. Please review the items listed below and ensure that these figures are correct:

- o May 2010
  - o Bactoscan - You entered a value of 39 and we had expected a value between 18.4 and 27.6

Are all the the above figures correct?

Save Changes

## 9 Records

### 9.1 Documents


This section of the site is where you may upload and access documents relevant to the farm. Typically this may include veterinary testing results, feed rations, consultancy reports, presentation or Microsoft Excel-based farm tools.

#### Upload Document

Use the below form to upload a document to DairyMet.

**Category** 
  
**Heading** 
  
**File**

#### Available Documents

File Name	Size	Date Uploaded	Author	Delete
 Test doc	25 Kb	22/07/2010		

To upload a file, choose the closest category from the drop-down box, type a title in the 'Heading' text-entry box and then click browse. You can then select the document you wish to upload from your computer. Once selected, click the 'Upload Document' button.

To download a document, click on the name (e.g. Test doc above). Your internet browser will then ask what you wish to do with the document next (save, open etc.). Currently these uploaded documents cannot be automatically scanned for virus; please ensure you have anti-virus software.

Please note that farm support businesses with red/write access are able to view these documents. Files that are uploaded may only be deleted by the user that has uploaded them.

Types of files that may be uploaded are:

- Compressed Zip (any files types may be placed in a .zip file)
- MS Excel 1997 – 2003; 2007
- MS Powerpoint
- MS Word 1997 – 2003; 2007
- Adobe Portable Document File (PDF)
- Text File

## 9.2 Memos & Plans

Memos are short, simple, text based documents that are posted directly to the site. They may include short notes summarising a farm meeting, ration changes or veterinary clinical history. They are listed in chronological order, with newest messages on top, keep moving down the page to show older memos.

### Write Memo

Heading

Category

### View Memos

**Date** Friday 29th of October 2010 @ 02:40:54 AM  
**Author**  
**Category** General  
**Heading** Changes on my Farm  
**Message** We have carried out the following items on farm

- Action 1
- Action 2
- Action 3

We have seen milk yields go up

To write a memo, type a title in the 'Heading' text-entry box, choose the closest category from the list and then click the 'Write Memo' button. The categories that are available depend on the user type that is logged into DairyMet and it is important to choose the correct category for the system to recognise the memo. This will take you to the text editing screen.

**B** *I* ?

This a test message.  
**\*\*Subject Heading\*\***

**Live Memo Preview**

This a test message.  
**Subject Heading**

- Test List

The *Write Memo* page is split down the centre, with the left side showing the editing box and the right showing a live preview of what your memo looks like. The buttons in the menu bar at the top allow some basic formatting, hover the pointer over these to get an explanation. These include **Bold**, *Italic*, [Hyperlink](#) (Internet link), • Bullet point, 1) Numbered List, **Heading text** and Undo/Redo buttons.



## 10 Data Submissions

If you are required to submit data as part of a health scheme, this can be done by looking under the 'Submit Data' heading. The submissions page is the location to see any incomplete and previously completed submissions for the farm.

### Submissions

Below you will find submission which are available for you to view and complete along with those already completed

#### Incomplete Submissions

Submission Name	To Be Completed By
Farm Data (July-Dec 2010)	04/03/2011

#### Completed Submissions

Submission Name	Completed By	Date Completed
Practice Vet Visit Data (Jan-Mar 2011)	Jim	18/01/2011

Clicking on the name of the submission that you would like to submit will take you to that submissions details page. This page will tell you more about that submission and indicate who the submission is to be completed by. Please note that some submissions may be visible to all users but can only be submitted by one user type, such as a practice vet.

A green tick next to the data types indicates that all the data for that type has been entered, whereas a red cross means that some data is missing. If you get a red cross you should go back to that section and check the data entered. Once all these data types have been completed, they are marked by a green tick.

**Farm Data (July-Dec 2010)**

This submission is to confirm that Farm data has been recorded within DairyMet, as required for participation in the Herd Health Initiative, for the period July-December 2010. This data can be entered and submitted by either a Farm User or a Vet from the practice that the farm's data is shared with.

Hover your cursor over any individual data type to show which fields must be completed.

✔ Production Data - All defined fields for all months between July 2010 and December 2010	Data is required for the following fields: - Cows in the Whole Herd - Cows in Milk - Cows Calved - Heifers Calved - Cows Bought-In - Total Numbers Culled and Died - Milk Retained on Farm
✔ Culling and Losses - All defined fields for all months between July 2010 and December 2010	
✘ Disease - All defined fields for all months between July 2010 and December 2010	

To complete the Submission click on the Submit Data button below. This will confirm that you have reviewed your data and confirm that it is both complete and accurate.

By clicking the Submit Data button below you agree that you have reviewed your data and confirm that it is both complete and accurate.

Data types to be completed for this submission.

Move your cursor over a data type to see the data required to complete the submission.

Once all the data entry is complete and you are happy that all the data is correct, press the "Submit Data" button.



## 11 Resources

The resources section of the site is designed to contain fact sheets and internet links to resources that may be of use to producers and farm-support professionals. This will be added to over time and is worth checking regularly.