Dairy.com Milk Scheduling User Manual

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INTRODUCTION

GETTING STARTED

Dairy.com was founded with the goal of creating a better way to do business in the dairy industry - more efficient, more effective, better informed.

Dairy.com's Dispatch Milk Solution helps you manage raw milk flow across the supply chain. Collaborate with haulers, plants, customers and agency partners in a single, shared system to make the most of your milk scheduling process.

Dispatch is easy to use and there is no software to load on your computer. Better yet, Dispatch may be accessed by any PC using Internet Explorer 6.0 or higher and a broadband internet connection.

To learn more about what you can do with Dispatch, click any topic within the table of contents.

2009-09-26 - Version 5.00

GETTING HELP

LOGIN FROM PUBLIC WEB SITE

It is recommended that you utilize the link to the application included within the Account Information Email notification; which is automatically generated to your email address, as provided for your user login setup for the application *(see the Account Information Email section)*.

However, if you choose to access the URL address directly: https://www.dairy.com/fusion/Moo -- independently, instead of using the link within the Account Information Email -- then the following steps to login will apply *(see screens below)*

- Select **Member Login** link:

- Under **Collaborative Milk & Cheese Scheduling**, use your mouse to select the **Click Here** link:
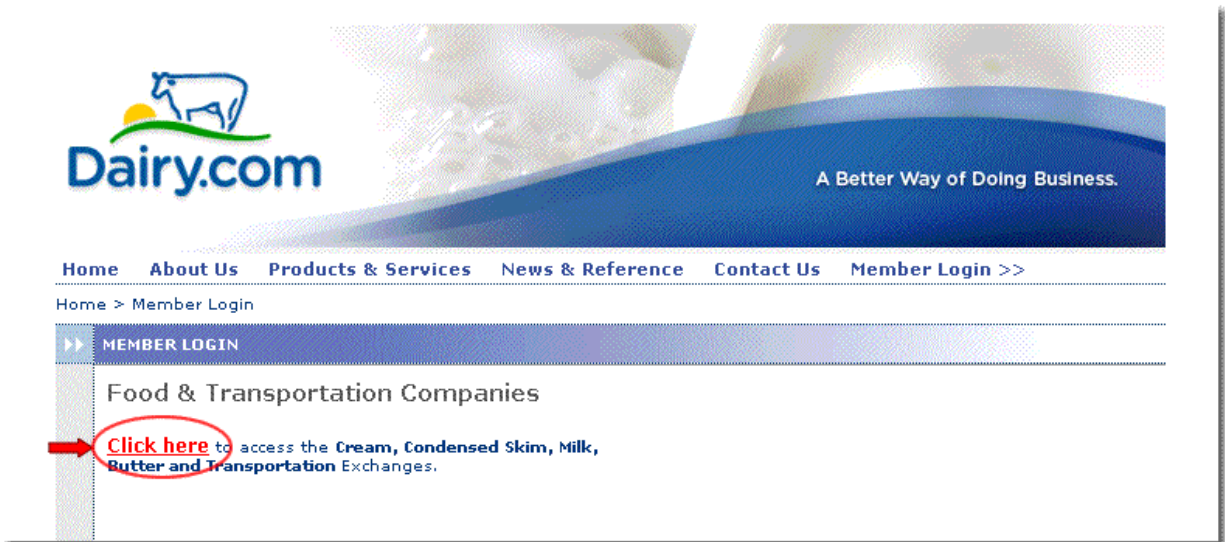
- When the **User Agreement** screen displays, select the **Agree** button *(see the User Agreement section)*

- When the **Login** screen displays *(see screens below)*:

1. Save URL as a Favorite/Bookmark *(in order to access the **Login** directly in future)*

2. Enter **User Name**

3. Enter **Password**

4. Use your mouse to click on the **Go** button and advance to the next screen:
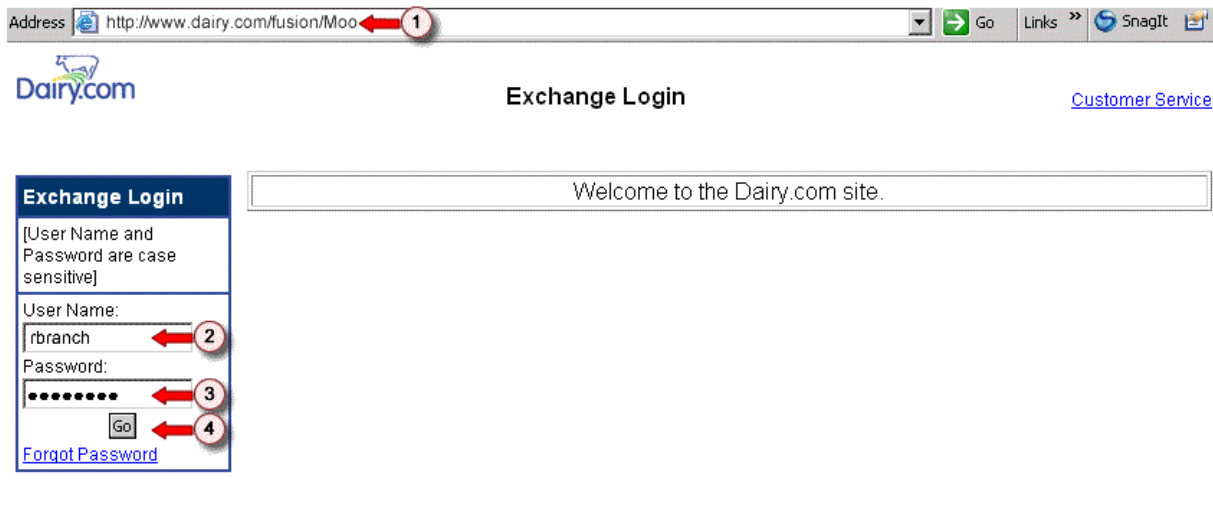
Notes:

- It is recommended that you utilize the link that is included within the Account Information Email notification; which is automatically generated to your email address -- provided for your user login setup to the application *(see the **Account Information Email** section)*

- When directly accessing the following URL address:

  o https://www.dairy.com/fusion/Moo -- to independently access the application, instead of using the link within the account information email -- follow the steps outlined in the Dairy.com Collaborative Milk Scheduling Login section

LOGIN FROM THE LOGIN PAGE

After you have initially logged into the application and completed the User Agreement, the **Login** Screen will display prompting you to enter the following *(see Login screen below)*:

1. **Dairy.com URL** – A link is provided in the Dairy.com Account Information email; or, you can enter the following URL from your PC - https://www.dairy.com/fusion/Moo *(for future reference, save URL as a bookmark/favorite)*

2. **User Name** – Enter your **User Name** as indicated in the Dairy.com Account Information email, which is automatically generated to your email address from support@dairy.com; Subject: Dairy.com Account Information *(User Name is case sensitive)*

3. **Password** – Enter your password *(Password is case sensitive)*

4. **Go** – After entering the **User Name** and **Password**, use your mouse to click on the **Go** button

Login Screen – Displays upon accessing the Dairy.com URL, as follows:

Home Screen – After completing the login *(see Step 1 - 4 above)*, the **Home** screen displays as follows:

ACCOUNT INFORMATION EMAIL – LOGIN

Once your access to the application has been setup, an automatically generated email notification will be sent to your email address from "support@dairy.com" with Subject: Dairy.com Account Information.

This email provides the following login information *(see Dairy.com Account Information Email example below)*:

1. **User Name** – The name that you will enter at the Login screen *(case sensitive)*

2. **Password** – The temporary password for the you to enter at the Login screen *(case sensitive)*

3. **Dairy.com URL** – A link to access the application directly from the automatically generated email *(once this link is accessed, save URL as a bookmark/favorite for future reference)*

   o To access the application directly from your internet explorer browser -- independently from using the link within the account information email -- enter the following URL address: https://www.dairy.com/fusion/Moo *(see the Collaborative Milk Scheduling - Login section if this method is utilized)*

Dairy.com Account Information Email – Example

From: support@dairy.com [mailto:support@dairy.com]
Sent: Wednesday, April 08, 2009 1:13 PM
To: robert_branch@boscoefoods.com
Subject: Dairy.com Account Information

Dairy.com

Here is the information you need to access your Dairy.com account:

(1) User Name: rbranch
(2) Password: iciallit *(temporary password)*

*User Name and password are case sensitive.

Click on the link below to log in:

(3) www.dairy.com

Once you have signed into Dairy.com, you can change your password in the My Profile section.

Please let us know if we can be of further assistance.

If you believe you have received this e-mail in error, please immediately contact:

Dairy.com Customer Service
Toll free: (800) 761-8296
Fax: (214) 360-0169
E-mail: support@dairy.com

MODIFY MY PROFILE

Click here to view the How To Set-Up a Contact movie

1. From the **Milk > Summary** screen, click the **My Profile** tab.

2. From the **Modify Person** screen, review and modify any field needed to update your profile.

3. Click the **Submit** button to save your new profile OR click the **Cancel** button to exit the screen without saving any information.

USER AGREEMENT

After you log into the application as a new user, you will be prompted to complete the **User Agreement** as follows:

- The **User Agreemen**t screen will display for you to accept the agreement. To review each item, use your mouse to click on the link indicated: Rules, User/Membership Agreement, Pricing Schedule, Pricing Terms

- Use your mouse to click on the **Agree** button to accept the agreement and to navigate past this screen and advance further into the application *(see screen below)*

User Agreement Screen
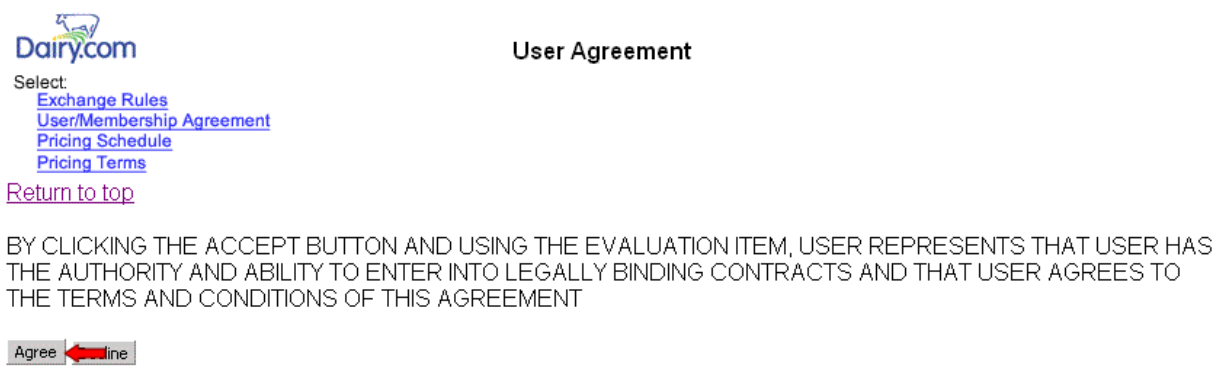
CHANGE PASSWORD

After your initial login into the application and your acceptance of the **User Agreement**, you will be prompted to **Change Password** *(see Change Password screen below)*.

1. **New Password** – Enter a new password; the following criteria should apply *(your **Password** is case sensitive; this password is necessary to login via the **Exchange Login** screen)*:

   o Passwords must be greater than 6 characters

   o Passwords are required to have a minimum strength of Level 2; strengthen your password by adding numbers, symbols, or capital letters

2. **Verify Password** – Confirm the new password entered in step 1 above; repeat the new password entered

3. **Submit** – Use your mouse to click on the Submit button to complete the password change and login

Change Password Screen

Notes:

- After your initial login into the application and your acceptance of the User Agreement, you will be prompted to change your password

- Passwords must be of a length of 6 or more characters and include any one the following strength elements:

- o Contain upper and lower case characters *(e.g. Aa, Bb, Cc, etc.)*

- o Contain at least one number *(e.g. 1, 2, 3, etc.)*

- o Contain at least one special character *(e.g. @ | # | $ | % | ^ | & | * | ? | _ | ~ | =)*

- Passwords will expire every 30 days

- A password may be utilized that is not one of the previous 10 passwords used

- Dairy.com customer service can arrange assistance with setting up access to the application as well as with training and user support. For assistance with any of these aspects, contact Dairy.com Customer Service at *(800) 761-8296*

USING ONLINE HELP

Use Online Help to learn about Dispatch whenever you need it. Online Help is available 24 hours a day, 7 days a week. Simply click the Help button from any Dispatch screen to access Online Help.

- To browse Help topics by category, click a category in the table of contents to the left. A list of related topics appears beneath the category you clicked. When you find the topic you're looking for, click the title to display the topic.

- To view a list of index entries for Help topic titles and subjects, click the **Index** button on the top navigation menu. When you find the entry you're looking for, click it to display the topic.

- To find definitions of terms, click the **Glossary** button on the top navigation menu.

- To search for terms and topics, click the **Search** button on the top navigation menu, enter the search term in the text field, then click the **Go** button.

- To open the Table of Contents, click the **Contents** button on the top navigation menu.

- To print a Help topic, click anywhere within the **Help** topic content, and then click **Print** from the **File** menu.

MILK SOLUTIONS

Milk Scheduling

Basics of Dispatch

(1) BASICS OF DISPATCH - EXPLANATION OF COMPONENTS
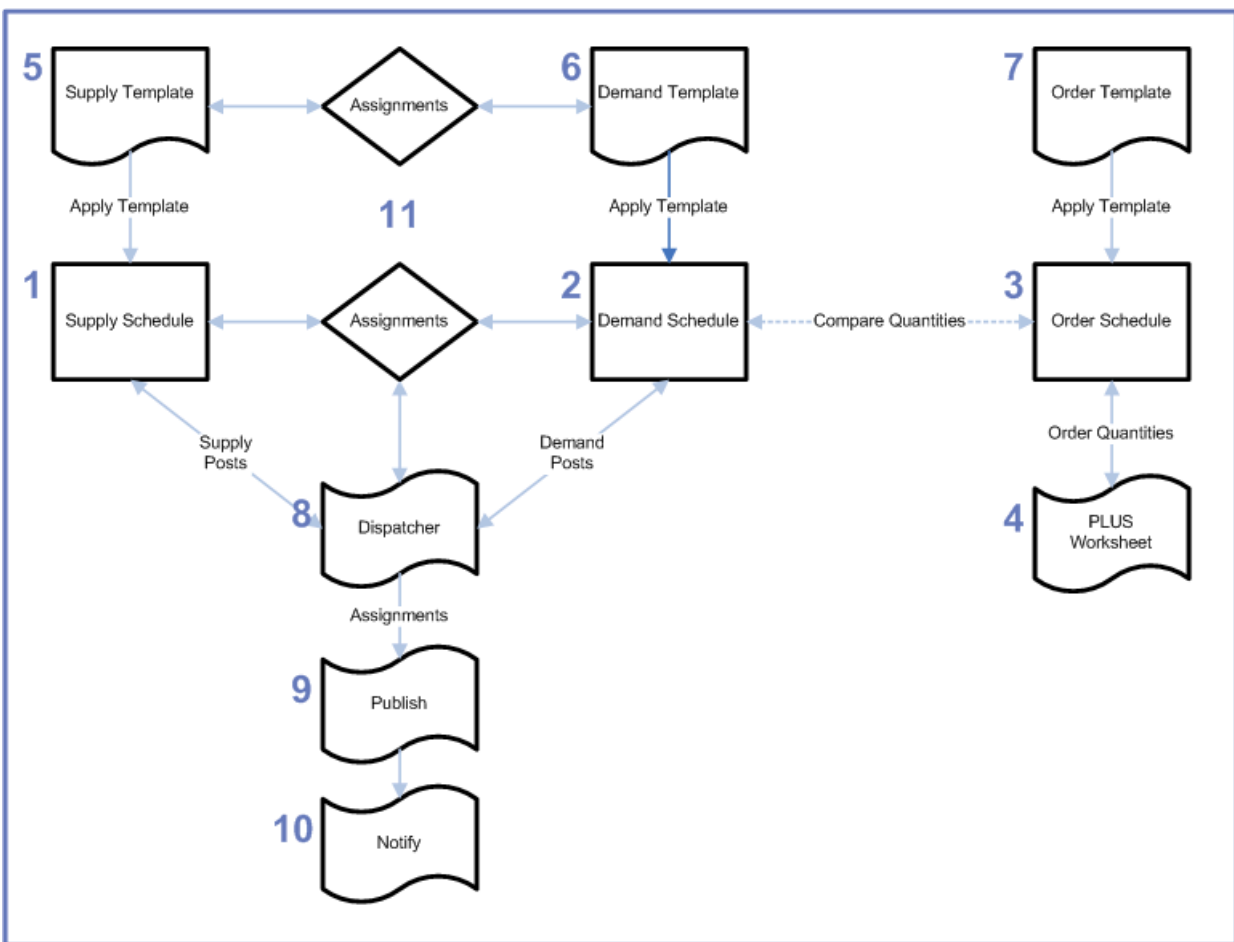
Dispatch Process Explanation

1. **Supply Schedule -** Use the **Supply Schedule** to manage milk supply at the load level. The **Supply Schedule** allows you to view supply posts, view assignments, create supply posts, and view inbound load schedules.

2. **Demand Schedule -** Use the **Demand Schedule** to manage plant requirements. The **Demand Schedule** allows you to view open posts/requirements for each plant, view assignments, create demand posts, and compare assignments and demand posts against plant orders.

3. **Order Schedule -** Use the **Order Schedule** to manage plant orders. Orders may be added by a plant user or a dispatch user as long as they have the proper authorization. The **Order Schedule** allows you to view orders, review order details, and create new orders.

4. **PLUS Worksheet -** A plant user may use the **Plant Usage Worksheet (PLUS)** to help estimate ordering requirements for a scheduling week. Parameters include; inventory quantities, receipt quantities, usage quantities, and storage capacities. The **PLUS Worksheet** allows you to view plant inventory and usage assumptions for a planning week, view planned receipts, and view the planned usage.

5. **Supply Template - Supply Templates** are pre-existing (user defined) schedule templates that include any combination of supply posts and assignments. A **Supply Template** would include typical supply posts and assignments for an average schedule week. Once a template is created, select the desired supply posts and assignments, then copy them to the desired schedule week. Templates save time since you don't have to create a brand new schedule each scheduling cycle. Create as many templates as needed, there is no limit to the amount of templates allowed in Dispatch. Additionally, templates are identified by a unique description for easy identification. Templates are also shared among your organization. When you create a template, anyone within your organization may use the template when needed.

6. **Demand Template - Demand Templates** are pre-existing (user defined) schedule templates that include any combination of demand posts and assignments. A **Demand Template** would include typical plant demands and assignments for an average schedule week. Once a template is created, select the desired posts and assignments, then copy them to the desired schedule week. Templates save time since you don't have to create a brand new schedule each scheduling cycle. Create as many templates as needed, there is no limit to the amount of templates allowed in Dispatch. Additionally, templates are identified by a unique description for easy identification. Templates are also shared among your organization. When you create a template, anyone within your organization may use the template when needed.

7. **Order Template - Order Templates** are pre-existing (user defined) schedule templates that include plant orders. An **Order Template** would include typical plant orders and assignments for an average schedule week. Once a template is created, select the desired posts and assignments, then copy them to the desired schedule week. Templates

save time since you don't have to create a brand new schedule each scheduling cycle. Create as many templates as needed, there is no limit to the amount of templates allowed in Dispatch. Additionally, templates are identified by a unique description for easy identification. Templates are also shared among your organization. When you create a template, anyone within your organization may use the template when needed.

8. **Dispatcher -** Use the **Dispatcher Tool** to assign supply and demand using a powerful, yet simple to use tool. Use the dispatcher tool to match available supply and demand posts, review current assignments, break assignments, and reassign assignments.

9. **Publish -** Assignments are visible to the dispatcher and the dispatching organization until they have been **Published**. Once published, the assignment information will be available on all approved user schedules.

10. **Notify -** Once assignments are published the information may be reviewed immediately within Dispatch by any approved user; however, you may still wish to send notifications to communicate plant and hauler schedules. The notification feature sends information to haulers and plants based on the last event within the system. The first notification sent to a hauler or plant will include all the load data as it exist within the system at that exact time. When notifications are resent following the initial notification, changes since the last notification will be highlighted and communicated to explain the difference between the last notification. If there are no changes to the plant or hauler schedule from the last notification the system will not resend the schedule. Only changes to the schedule will be communicated.

11. **Assignments -** An **Assignment** is a hauler supply post assigned to a plant demand post. Assignments may be viewed from either the supply schedule or the demand schedule.

(2) BASICS OF DISPATCH - DISPATCH SCHEDULES
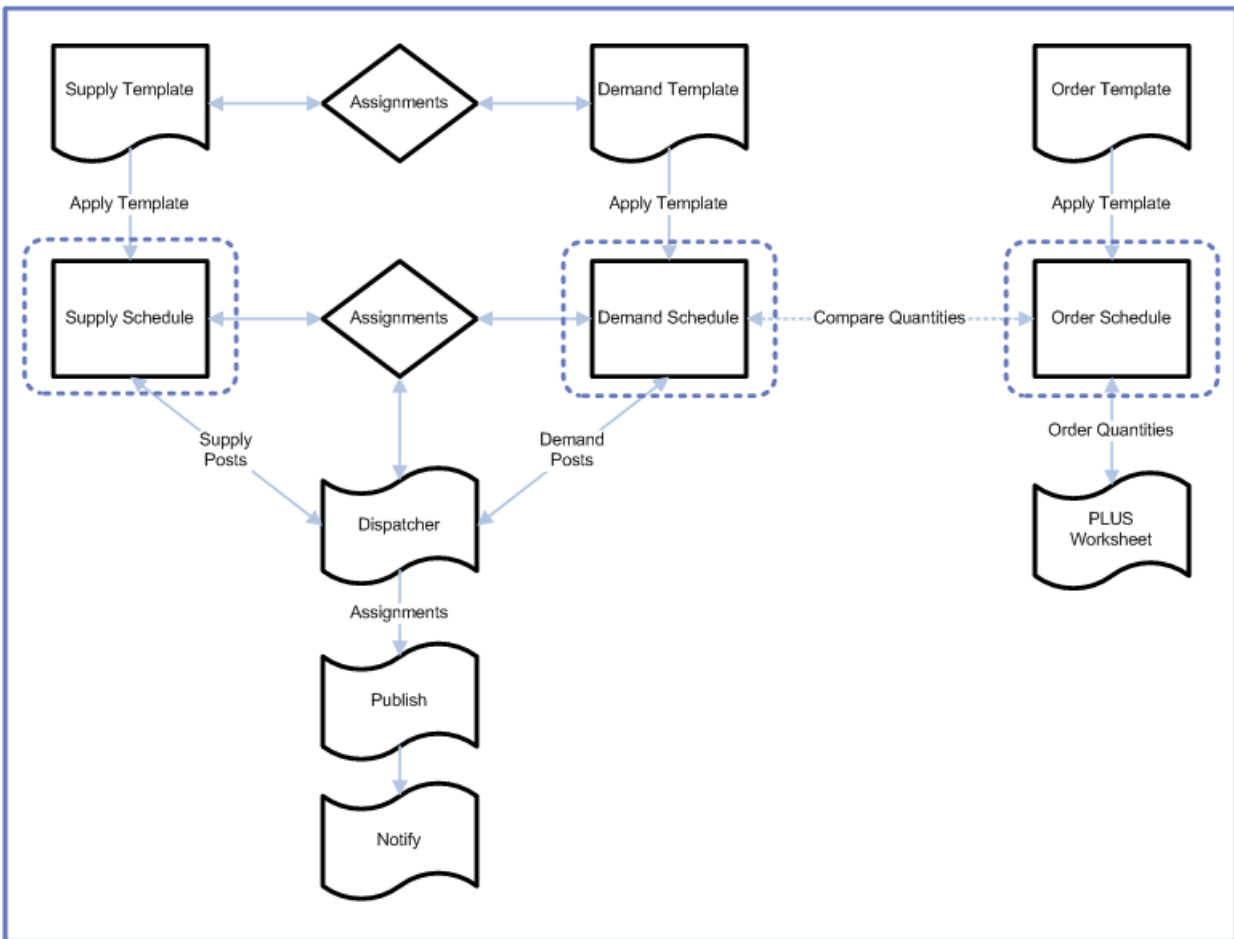
Let's first look at the three schedules used in Dispatch; the **Supply Schedule, Order Schedule**, and the **Demand Schedule**.

Supply Schedule

Use the **Supply Schedule** to view the schedule data by **Hauler** location. The **Supply Schedule** lists each hauler location in alphabetical order starting at the top of the screen working down. The schedule week is presented across the screen from left to right and will always include seven days starting with the current date unless adjusted using the calendar tool.

The following information is presented for each hauler location for everyday within the scheduling week.

- Total number of trucks either represented as supply posts or assignments.

- Total number of supply posts.

- Total number of assignments.

- Total number of assignments that have not been published.

- **Plant Summary** details. The number of trucks being sent to each plant.

- Detail of **Supply Posts** and **Assignments**. The specific details for each supply post and assignment listed. (e.g. route number, weight, received time, available time, plant name, hauler name, etc.)

Demand Schedule

Use the **Demand Schedule** to view the schedule data by **Plant** location. The **Demand Schedule** lists each plant location in alphabetical order starting at the top of the screen working down. The schedule week is presented across the screen from left to right and will always include seven days starting with the current date unless adjusted using the calendar tool.

The following information is presented for each plant location for everyday within the scheduling week.

- Total quantity of demand posted and/or assigned to the plant compared to the total quantity ordered for the plant. When there is too much demand posted and/or assigned to the plant compared to what the plant has ordered the display will be indicated with a blue background and a white font. When there is not enough demand posted and/or assigned to the plant compared to what the plant has ordered the display will be indicated with a purple background and a white font.

- Total number of trucks either represented as demand posts or assignments.

- Total number of demand posts.

- Total number of assignments.

- Total number of assignments that have not been published.

- **Hauler Summary** details. The number of trucks being sent from each hauler.

- Detail of **Demand Posts** and **Assignments**. The specific details for each demand post and assignment listed. (e.g. route number, weight, received time, available time, drop yard name, hauler name, etc.)

Order Schedule

Use the **Order Schedule** to view the schedule data by **Plant** location. The **Order Schedule** lists each plant location in alphabetical order starting at the top of the screen working down. The schedule week is presented across the screen from left to right and will always include seven days starting with the current date unless adjusted using the calendar tool.

The following information is presented for each plant location for everyday within the scheduling week.

- Total number of trucks either represented as demand posts or assignments.

- Total order quantity displayed in the unit of measure preferred by the plant. Measurement options include; pounds, gallons, loads, and jugs.

- Total assignment quantity displayed in the unit of measure preferred by the plant. Measurement options include; pounds, gallons, loads, and jugs..

- Total number of assignments have been published displayed in load measurement.

- **Order Summary** details. The total quantity of the plant order displayed in the unit of measure preferred by the plant. Measurement options include; pounds, gallons, loads, and jugs.

- Detail of **Assignments**. The specific details for each assignment listed. (e.g. route number, weight, received time, available time, drop yard name, hauler name, etc.)

(3) Basics of Dispatch - Orders
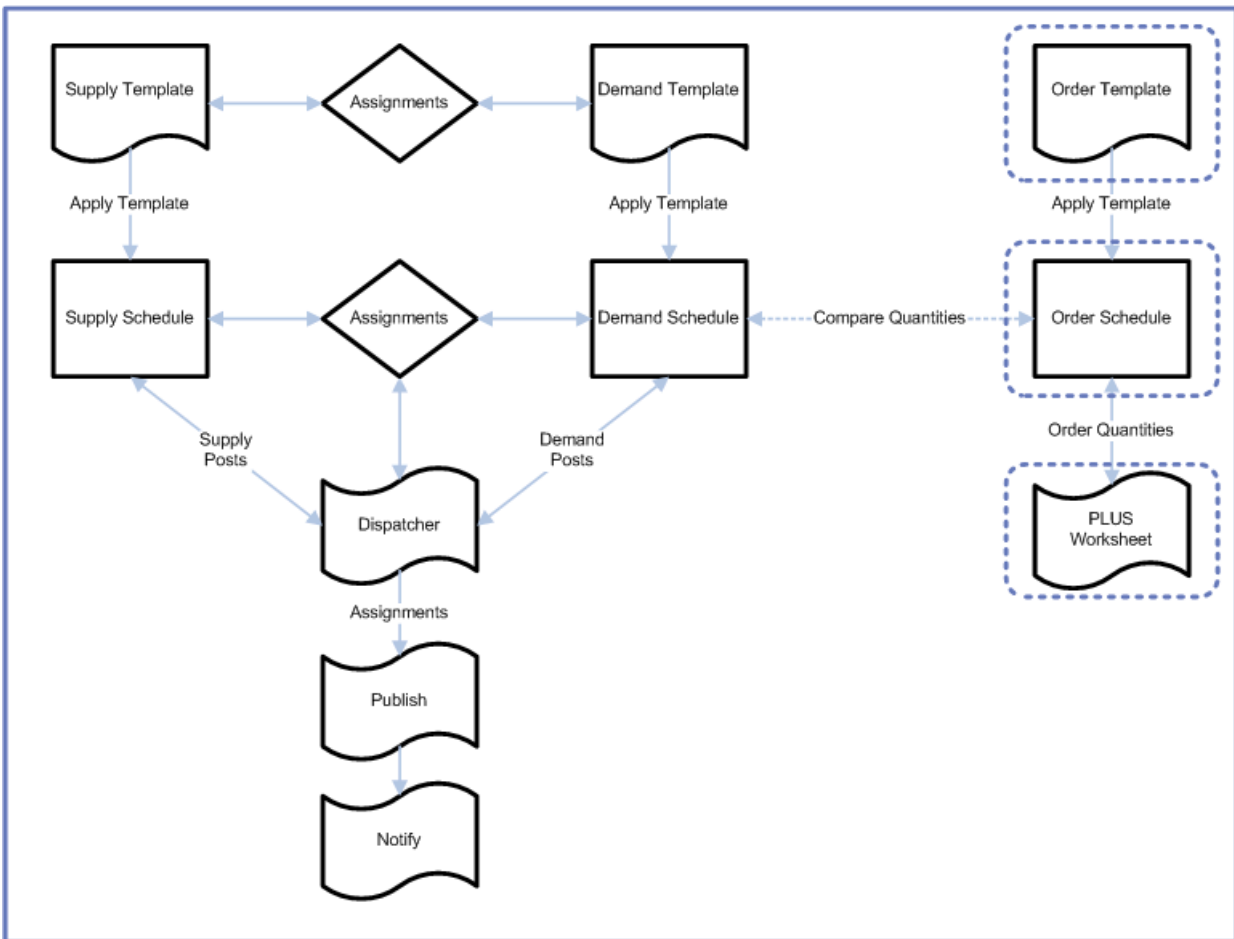
Order Schedule

The **Order Schedule** enables you to view, create, and modify plant orders.

Plant orders may be input by a plant user or by any supplier dispatcher. Ideally, a plant user would add the orders to the **Order Schedule** and then they would then be available for the supplier dispatcher to review immediately online. Additionally, when a plant user adds orders, an automatic email is generated and sent to the appropriate supplier dispatch user to alert them of the new order. As orders change throughout the week a plant user may modify the order quantity on the **Order Schedule**. The supplier dispatcher will see the modification online and will be immediately notified by email.

Order Template

Anyone adding orders may benefit by using **Order Templates.**

Order Templates are helpful to anyone that has a significant amount of repeated orders each week. By defining orders on the template a user may select any pre-defined orders from the **Order Template** and then copy them to the **Order Schedule**. Once the orders have been copied to the **Order Schedule** they may by modified as needed. Simply stated, **Order Templates** allow a user to create pre-defined schedule templates with orders that may be copied to the **Order Schedule** when needed.

Order Templates may be used over and over and are not restricted in quantity; so create as many templates as you want.

Plant Usage Worksheet (PLUS) Worksheet

The **PLUS Worksheet** is used by a plant user (or by a coop dispatcher as a **Vendor Managed Inventory** (VMI) tool set) to help forecast orders to cover the manufacturing requirements for the plant. Minimum beginning inventory, storage capacity, and maximum holdover quantity may be saved for each day of the scheduling week. The PLUS Worksheet uses these parameters in addition to beginning inventory, receipts, and usage to help the user determine order requirements for each day of the week. When order quantities are determined based on the input to the **PLUS Worksheet** they may be automatically added to the **Order Schedule** using the **Calculate Orders** feature within the **PLUS Worksheet**.

(4) BASICS OF DISPATCH - DEMAND
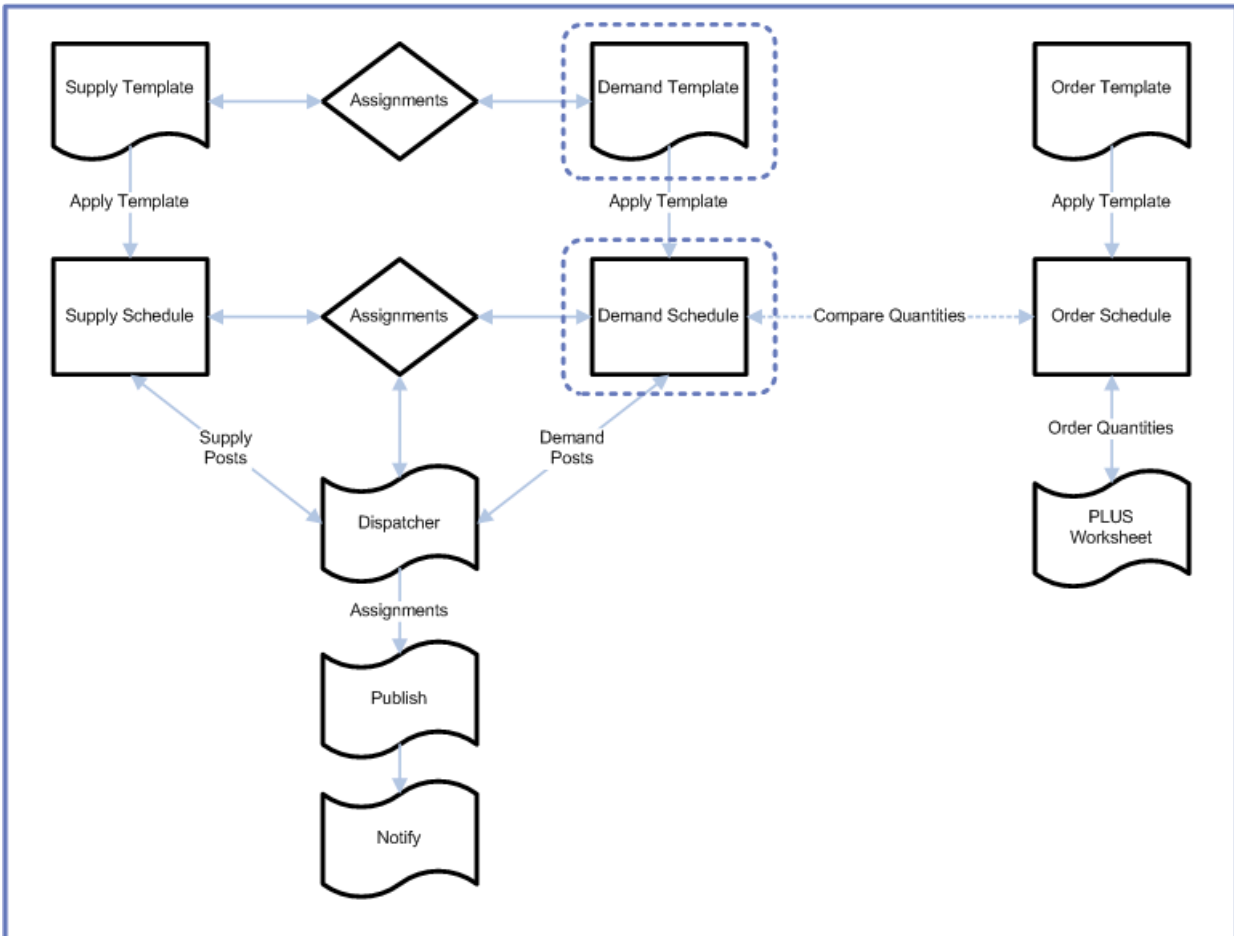
Demand Schedule

The **Demand Schedule** enables you to manage plant orders, demand posts, and assignments for seven days within one schedule screen.

The **Demand Schedule** is used by dispatchers to view a scheduling week displayed by plant. Each plant is listed from top to bottom in alphabetical order. Additionally, each plant listed will also have the following information available; demand quantity vs. order quantity, ability to add demand, total trucks going to the plant, total demands, total assignments, total assignments unpublished, ability to review the hauler summary, and review complete details about demands and assignments.

Additional features include; ability to reconcile demands based on the plant orders, publish individual assignments or publish many assignments at once, filter details using custom views, and view any seven day schedule by selecting a date using the calendar tool.

Demand Template

Demand Templates are helpful to anyone that has a significant amount of repeated demand and assignments each week. By defining demand and assignments on the template a user may select any pre-defined demands or assignments from the **Demand Template** and then copy them to the **Demand Schedule**. Once the demands and assignments have been copied to the **Demand Schedule** they may by modified as needed. Simply stated, **Demand Templates** allow a user to create pre-defined demand schedule templates with demands and assignments that may be copied to the **Demand Schedule** when needed.

Demand Templates may be used over and over and are not restricted in quantity; so create as many templates as you need.

(5) BASICS OF DISPATCH - SUPPLY

Supply Schedule

The **Supply Schedule** enables you to manage supply posts and assignments for seven days within one schedule screen.

The **Supply Schedule** is used by dispatchers to view a scheduling week displayed by hauler. Each hauler is listed from top to bottom in alphabetical order. Additionally, each hauler listed will also have the following information available; ability to add supply, total trucks going to the plant, total supply, total assignments, total assignments unpublished, ability to review the plant summary, and review complete details about demands and assignments.
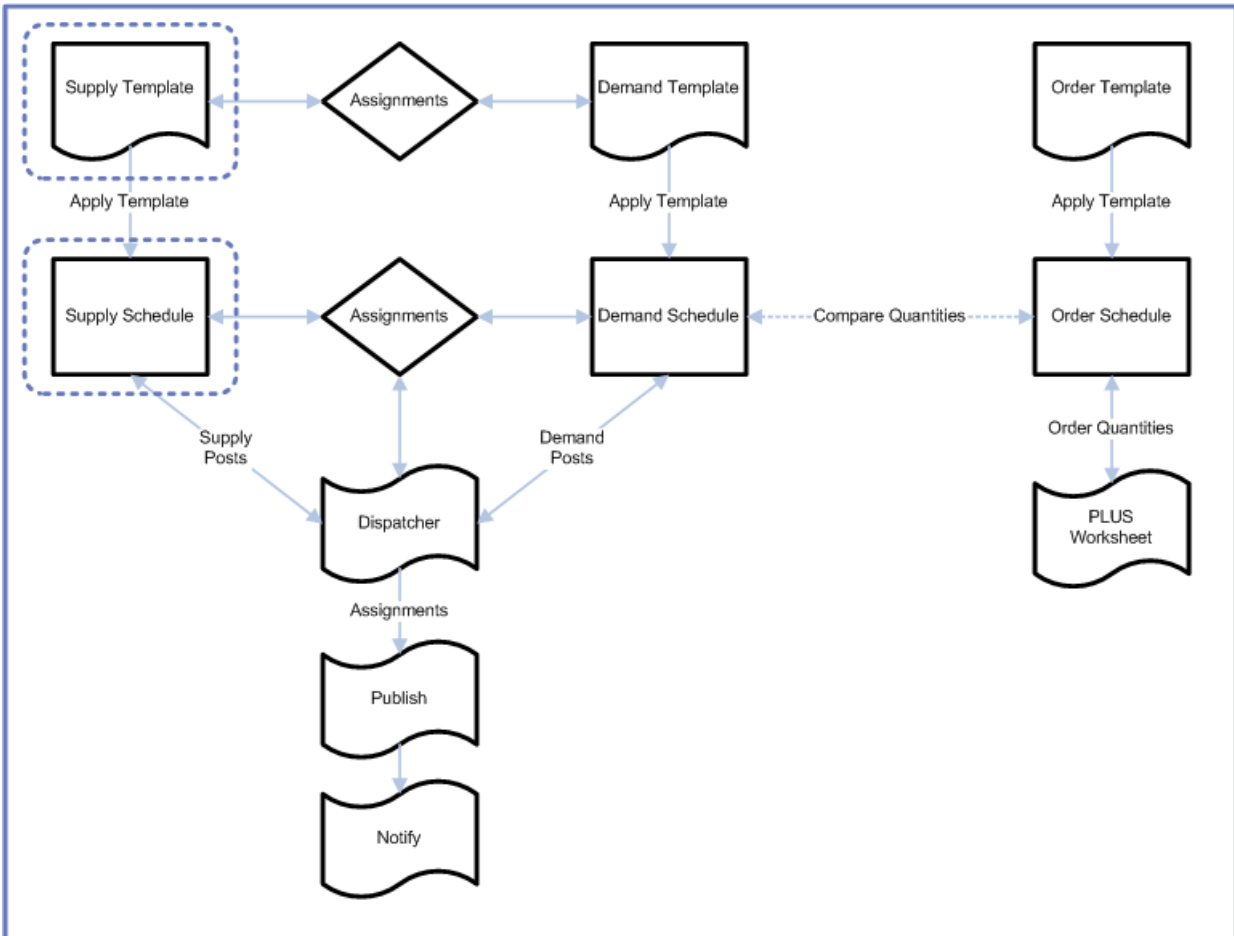
Additional features include; ability to publish individual assignments or publish many assignments at once, filter details using custom views, and view any seven day schedule by selecting a date using the calendar tool.

Supply Template

Supply Templates are helpful to anyone that has a significant amount of repeated supply and assignments each week. By defining supply and assignments on the template a user may select any pre-defined supply or assignments from the **Supply Template** and then copy them to the **Supply Schedule**. Once the supply and assignments have been copied to the **Supply Schedule** they may by modified as needed. Simply stated, **Supply Templates** allow a user to create pre-defined supply schedule templates with supply and assignments that may be copied to the **Supply Schedule** when needed.

Supply Templates may be used over and over and are not restricted in quantity; so create as many templates as you need.

(6) BASICS OF DISPATCH - DISPATCHER TOOL
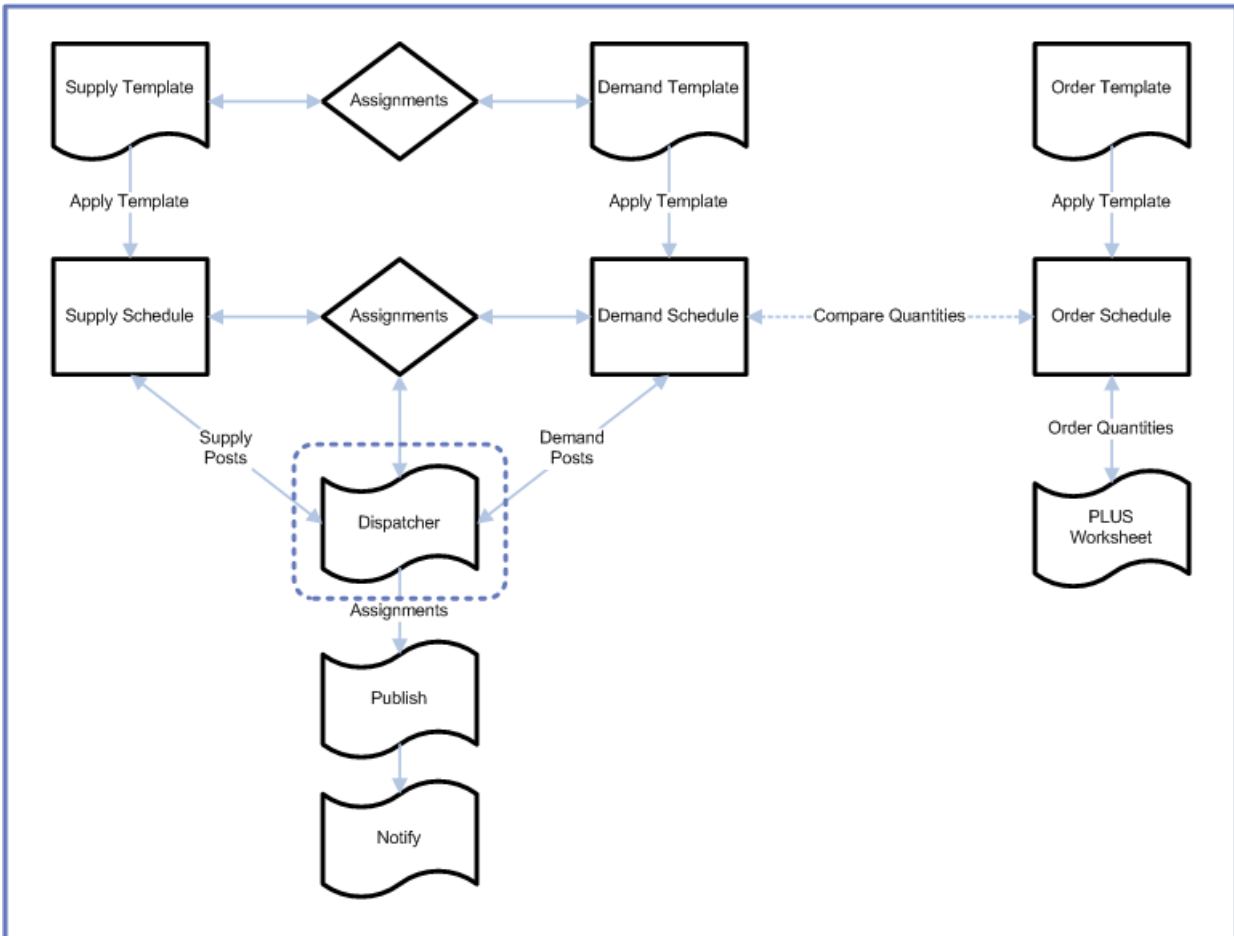
Dispatcher Tool

The **Dispatcher Tool** allows a user to easily view all the supply, demand, and assignments for the selected date range on one screen. The **Dispatcher Tool** is the easiest place for a dispatch user to match supply to demand and manage assignments. Filters are included to help the user narrow down any information displayed by hauler, shipping location, or receiving location. Additionally, demand may be reconciled within this tool so the user doesn't have to go to the demand schedule to perform the task.

(7) BASICS OF DISPATCH - PUBLISHING
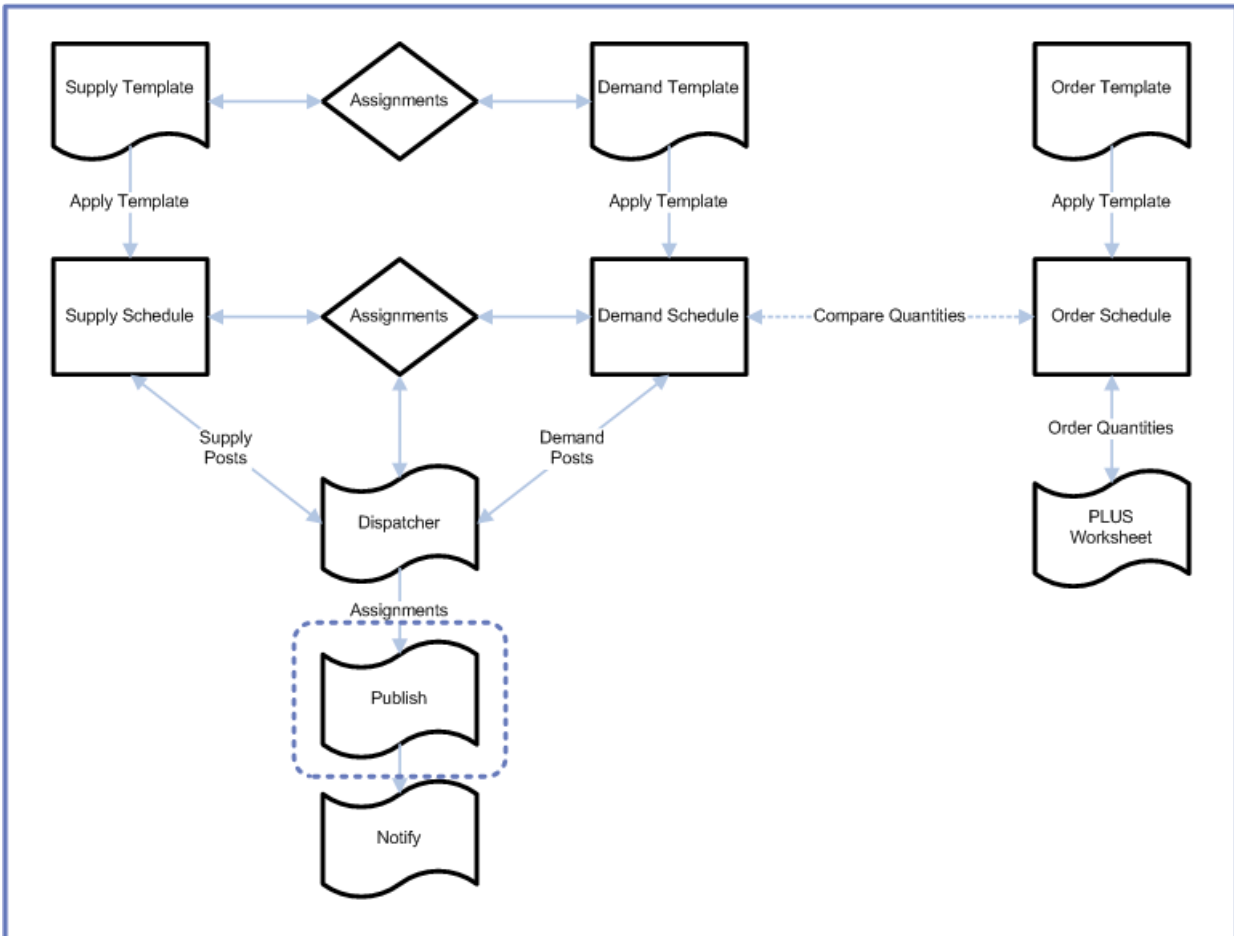
Publish

A **Publish** feature is included to allow the user to select any combination of assignments to be visible to users outside the scheduling group. In other words, a dispatch user may create posts and assignments throughout the week but not communicate that information until they publish it to the haulers and plants. Once an assignment has been selected and published the hauler and/or plant may see the information on their schedule.

Publishing is the way to make assignment information public to the appropriate haulers and plants.

(8) BASICS OF DISPATCH - NOTIFICATION
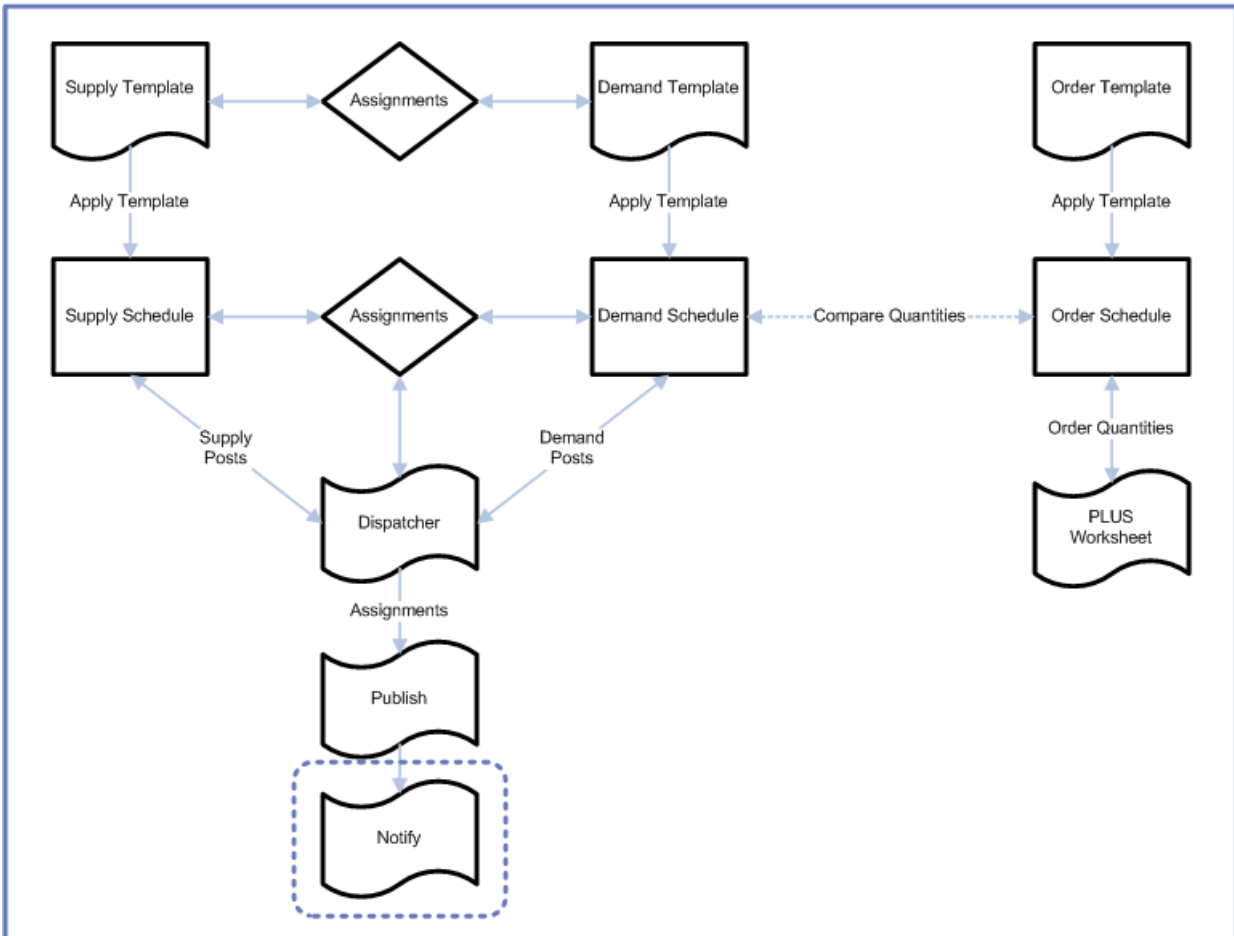
Notification

The **Notification** feature allows the dispatch user to communicate all published assignments to the desired plants and haulers using fax and email. This notification is special in the way it handles subsequent email and fax notifications by automatically determining if the recipient fax or email has changed. Notifications will only be resent to plants and haulers that have changes since the last notification. Plants and haulers that do not have changes will not receive a new fax or email since no change existed from the last notification. Additionally, when plans and hauler do receive a new notification due to changes, those changes will be highlighted and explained.

Supply Schedule

SUPPLY SCHEDULE DESCRIPTION

Supply Schedule Screen

The **Supply Schedule** enables you to easily view available supply for each hauler drop yard, view assigned routes, view the amount of milk assigned to each plant, and add new supply.

Key Features

Use the following illustration to identify functionality within the **Supply Schedule**.

1. **Menu Tabs**

   o *Home, Milk, and My Profile Tabs -* Use the **Menu Tabs** to access the **Home** screen, **Milk Scheduling** screens, or the **My Profile** screen.

   Feature Menu

   o *Supply Schedule, Demand Schedule, Order Schedule, Plant Usage, Templates, Dispatcher, Views, and Routes -* Use the **Feature Menu** buttons to access each feature within the Dispatch application. (e.g. Click the **Demand Schedule** button to access the **Demand Schedule** of the Dispatch application.)

   Function Menu

   o *View Drop-down Menu -* Select from a list of **Custom Views** that you have created. **Custom Views** allow you to create multiple filters for each schedule and apply them to the schedule when you need them. With a **Custom View** you may include or disable many pieces of information presented on a schedule.

- o ***Date Text Box and Calendar Pop-up -*** Type a date into the **Date:** text box or use the handy **Calendar** pop-up tool.

- o ***Supply, Assignments, and Templates Buttons -*** Click these buttons to access additional features for each type of data on the schedule.

- o ***Modify Selected View Button -*** When a **Custom View** is used, you may click this button to access and modify the **Custom View** attributes.

- o ***Printable Button -*** Click this button to review and print a specially formatted schedule.

Location List Column

- o ***Location List -*** Each location, that is included in the current **Custom View,** is listed in these rows.

- o ***Add Supply -*** Click these links to add new supply.

- o ***Total Trucks -*** This row will reflect the total number of loads either assigned or posted for each location and date.

- o ***Supply -*** Click to check this check box and every supply on the associated row will be selected at once.

- o ***Assignments -*** Click to check this check box and every assignment on the associated row will be selected at once.

- o ⊞***View Sum Button -*** Click the **View Sum** button to review summary information for every assignment on the associated row.

- o ⊞***View Details Button -*** Click the **View Details** button to review assignment details for every assignment on the associated row.

Date Reference Row

- o ***Date Reference -*** The date information for each column is displayed along this row.

- o ***S -*** Click to check this check box and every supply post on the associated column will be selected at once.

- o ***A -*** Click to check this check box and every assignment on the associated column will be selected at once.

Schedule Grid

- o ✚***Add Button -*** Click this button to add a **Supply Post** for the associated location and date.

- o ***Total Trucks -*** This number will reflect the total number of loads either assigned or posted for the location and date.

- *Supply -* This number will reflect the total number of supply posts for the location and date. Click the ⊞**View Details** button to display the details for each post associated with the selected date and location.

- *Assignments -* This number will reflect the total number of assigned loads for the location and date. Click the ⊞ **View Details** button to display the details for each assignment associated with the selected date and location.

ADD A POST TO THE SUPPLY SCHEDULE

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Supply Schedule** link.

2. From the **Milk > Supply Schedule** screen, locate the proper plant and date cell from the **Supply Schedule** grid, and then click the **+Add** button in the preferred cell.

3. Choose a Location from the **Location:** drop-down box. *

4. Choose an Available day from the **Available Day:** drop-down box. *

5. Choose a Route ID from the **Route ID:** drop-down box. *

6. Choose a Hauling Company from the **Hauling Company:** drop-down box. *

7. Type a Tanker Number in the **Tanker Number:** text box.

8. Choose a Driver from the **Driver:** drop-down box.

9. Type an Hour that the load will be available in the **Hour** text box. *

10. Type a Minute that the load will be available in the **Minute** text box. *

11. Type the Weight (lbs) in the **Weight (lbs):** text box. *

12. Click the **+Add Item** button to add another post, then follow steps 1 - 11 OR continue to step 13 complete the process.

13. Click the **Submit** button to add the post to the **Supply Schedule** OR click the **Cancel** button to cancel the post without adding the post to the **Supply Schedule**.

(* denotes a required field)

🖉 Note - The + Add button is located in the top left-hand corner of each cell on the Supply Schedule.

🖉 Note - When you are unable to find the proper date range within the Supply Schedule grid, make sure that you have selected the appropriate date from the Date: text field. The Date: text field is located in the yellow action panel on the Supply Schedule screen.

MODIFY A SUPPLY POST

1. From the **Milk > Supply Schedule** screen, locate the proper plant and date cell from the **Supply Schedule** grid, and then click the ⊞ **Show Details** button in the preferred cell to review the summary of supply posts.

2. Click on the desired posts' display to modify the post information.

3. From the **Milk > Supply Schedule > Modify Supply** screen, modify the post attributes as required.

4. Click the **Submit** button to accept the modifications and post the changes to the **Supply Schedule** OR click the **Cancel** button to cancel the post modification without changing the post.

🖉 *Note - The ⊞Show Details button is located to the right of each post summary display, within each cell of the Supply Schedule, when one or more posts exist for that plant and date.*

💡 *Tip - It's easy to modify several posts from one screen by using the Modify Selected Posts feature.*

Field Descriptions

DELETE A SUPPLY POST

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Supply Schedule** link.

2. From the **Milk > Supply Schedule** screen, Click the **Posts:** ⊞ **Show Details** button for the desired plant and date.

3. Click on the post text link to access the **Modify Supply** screen.

4. Click the **Delete** button to access the **Delete Supply** confirmation screen.

5. Click the **Delete** button once again to delete the supply post.

MODIFY SELECTED SUPPLY POSTS

1. From the **Milk > Supply Schedule** screen, locate the proper plant and date cell from the **Supply Schedule** grid, and then click the ➕**Show Details** button in the preferred cell to review the summary of supply posts.

2. Click the check box for the posts that require modification.

3. Click the ⬤**Posts** button to review the post menu options.

4. Click the **Modify Selected Posts** button.

5. From the **Milk > Supply Schedule > Modify Supply Posts** screen, modify each post attribute as required.

6. Click the **Submit** button to accept the modifications and post the changes to the **Supply Schedule** OR click the **Cancel** button to cancel the post modification without changing the post.

✎ Note - The ➕Show Details button is located to the right of each post summary display, within each cell of the Supply Schedule, when one or more posts exist for that plant and date.

Field Descriptions

DELETE SELECTED SUPPLY POSTS

1. From the **Milk > Supply Schedule** screen, locate the proper plant and date cell from the **Supply Schedule** grid, and then click the ⊞**Show Details** button in the preferred cell to review the summary of supply posts.

2. Click the check box for each post that requires deletion.

3. Click the ⊖**Posts** button to review the post menu options.

4. Click the **Delete Selected Posts** button.

5. From the **Milk > Supply Schedule > Delete Supply Posts** screen, review each post as required to confirm that it's the correct post to delete.

6. Click the **Delete** button to delete each post listed OR click the **Cancel** button to return to the **Supply Schedule** without deleting any of the listed posts.

✎ Note - The ⊞Show Details button is located to the right of each post summary display, within each cell of the Supply Schedule, when one or more posts exist for that plant and date.

SEND A SUPPLY POST TO A BALANCING PLANT

1. From the **Milk > Supply Schedule** screen, locate the proper plant and date cell from the **Supply Schedule** grid, and then click the ⊞**Show Details** button in the preferred cell to review the summary of supply posts.

2. Click the check box for each post to be sent to the balancing plant.

3. Click the ⬤**Posts** button to review the post menu options.

4. Click the ⬤**Send Selected to Balancing Plant** link to review the **Send Selected to Balancing Plant** menu options.

5. Click a **Balancing Plant** button to create a transaction for the selected balancing plant.

🖉 *Note - Immediately upon clicking a Balancing Plant button the selected posts will be transacted without additional warning.*

PROMOTE A SUPPLY POST

1. From the **Milk > Supply Schedule** screen, locate the proper plant and date cell from the **Supply Schedule** grid, and then click the ⊞**Show Details** button for the post in the preferred cell to review the supply post summary.

2. Click the check boxes for the post(s) that require promotion to another region.

3. Click the ◖**Posts** button to review the post menu options.

4. Click the ◖**Move Selected To Region** link to review the **Move Selected To Region** menu options.

5. Click a **(Λ) Region** button to promote the post into the selected region.

✎ Note - Immediately upon clicking a (Λ) Region button the selected post will be promoted without additional warning.

✎ Note - Region buttons containing the symbol (Λ) are regions you may promote posts into. Region buttons containing the symbol (>) are regions you may move posts into. Region buttons containing the symbol (<) are regions you may demote posts back to.

✎ Note - In order to promote a post into a specific region, a user must have the appropriate permissions assigned to their user account.

✎ Note - Promoted posts will continue to display on the original Supply Schedule; however, the posts will not be active for detailed review or modification.

MOVE A SUPPLY POST

1. From the **Milk > Supply Schedule** screen, locate the proper plant and date cell from the **Supply Schedule** grid, and then click the ➕**Show Details** button for the post in the preferred cell to review the supply post summary.

2. Click a check box for each post you would like to move into another region.

3. Click the ⬇**Posts** button to review the post menu options.

4. Click the ⬇**Move Selected To Region** link to review the **Move Selected To Region** menu options.

5. Click a **(>) Region** button to move the post into the selected region.

🖉 *Note - Immediately upon clicking a (>) Region button the selected post will be moved without additional warning.*

🖉 *Note - Region buttons containing the symbol (>) are regions you may move posts into. Region buttons containing the symbol (/\) are regions you may promote posts into. Region buttons containing the symbol (<) are regions you may demote posts back into.*

🖉 *Note - In order to move a post into a specific region, a user must have the appropriate permissions assigned to their user account.*

🖉 *Note - Moved posts will not display on the original Supply Schedule once they have been moved into another region.*

DEMOTE A SUPPLY POST

1. From the **Milk > Supply Schedule** screen, locate the proper plant and date cell from the **Supply Schedule** grid, and then click the **+Show Details** button for the post in the preferred cell to review the supply post summary.

2. Click the check boxes for the supply post or posts that require demotion back into the original region.

3. Click the ⊖**Posts** button to review the post menu options.

4. Click the ⊖**Move Selected To Region** link to review the **Move Selected To Region** menu options.

5. Click a **(<) Region** button to move the post into the selected region.

✎ Note - Immediately upon clicking a (<) Region button the selected post will be demoted without additional warning.

✎ Note - Region buttons containing the symbol (<) are regions you may demote posts back into. Region buttons containing the symbol (>) are regions you may move posts into. Region buttons containing the symbol (/\) are regions you may promote posts into.

✎ Note - In order to demote a post back to its original region, a user must have the appropriate permissions assigned to their user account.

✎ Note - Demoted posts will not display on the Supply Schedule once they have been moved back into their original region; however, the post will display on the Supply Schedule that it was demoted back into.

MODIFY AN ASSIGNMENT

Assignments may be modified from either the **Supply** or **Demand** schedules.

1. From the **Milk > Supply Schedule** or **Demand Schedule** screen, click the ⊞ **Show Details** button to review the summary of assignments for the required location and date.

2. Click the check box for each of the assignments to be modified.

3. Click the ⬢ **Assignments** button to review the assignment menu options.

4. Click the **Modify Selected Assignments** button.

5. From the **Modify Assignments** screen, modify each assignment and assignment attribute as required.

6. Click the **Submit** button to accept the modifications and post the changes to the schedule OR click the **Cancel** button to cancel the assignment modification without changes.

✎ *Note - You may select one or more assignments by clicking the check box for each assignment you want to modify, then click the Modify Selected Assignments button to modify them all in one step.*

💡 *Tip - You may select all the assignments for a location and date by clicking the Assgts: check box.*

MODIFY SELECTED ASSIGNMENTS

Assignments may be modified from either the **Supply** or **Demand** schedules.

1. From the **Milk > Supply Schedule** or **Demand Schedule** screen, click the ⊞**Show Details** button to review the summary of assignments for the required location and date.

2. Click the check box for the desired assignment.

3. Click the ⚫**Assignments** button to review the assignment menu options.

4. Click the **Modify Selected Assignments** button.

5. From the **Modify Assignments** screen, modify each assignment attribute as required.

6. Click the **Submit** button to accept the modifications and post the changes to the schedule OR click the **Cancel** button to cancel the assignment modification without changes.

✎ Note - You may select more than one assignment by clicking the check box for each assignment you want to modify, then click the Modify Selected Assignments button to modify them all in one step.

💡 Tip - You may select all the assignments for a location and date by clicking the Assgts: check box.

MODIFY ASSIGNMENT WEIGHTS

Assignments may be modified from either the **Supply** or **Demand** schedules.

1. From the **Milk > Supply Schedule** or **Demand Schedule** screen, click the ⊞ **Show Details** button to review the summary of assignments for the required location and date.

2. Click the check box for the desired assignment.

3. Click the 🔵 **Assignments** button to review the assignment menu options.

4. Click the **Modify Assignment Weights** button.

5. From the **Modify Assignment Weights** screen, type a new weight for each load as required.

6. Click the **Submit** button to accept the modifications and post the changes to the schedule OR click the **Cancel** button to cancel the assignment modification without changes.

🖊 Note - You may also change all the load weights at once by typing a weight in the Weight text box at the top of the screen, then click the Apply to All button.

💡 Tip - You may select more than one assignment by clicking the check box for each assignment you want to modify, then click the Modify Selected Assignments button to modify them all in one step.

PUBLISH ASSIGNMENTS

Assignments may be published from either the **Supply** or **Demand** schedules.

1. From the **Milk > Supply Schedule** or **Demand Schedule** screen, click the ⊞**Show Details** button to review the summary of assignments for the required location and date.

2. Click the check box for each of the desired assignments.

3. Click the ●**Assignments** button to review the assignment menu options.

4. Click the **Publish Selected Assignments** button.

✎ Note - One you click the Publish Selected Assignments button each of the selected assignments will be published immediately.

🔎 Tip - You may want to send notifications to alert other parties that new assignments are available for review.

BREAK AN ASSIGNMENT

Assignments may be modified and/or broken from either the **Supply** or **Demand** schedule. You may break an assignment using either method listed below.

Method 1

1. From the **Milk > Supply Schedule** or **Demand Schedule** screen, click the ⊞ **Show Details** button to review the summary of assignments for the required location and date.

2. Click the text link for any assignment you want to modify.

3. From the **Modify Assignment** screen, click the **Break** tab.

4. You may choose to break the assignment and delete one or both of the posts at the same time. Do this by clicking either of the **Delete Demand Post** and/or **Delete Supply Post** check boxes.

5. Click the **Submit** button to break the assignment and delete the checked posts.

Method 2

1. From the **Milk > Supply Schedule** or **Demand Schedule** screen, click the ⊞ **Show Details** button to review the summary of assignments for the required location and date.

2. Click the check box for the desired assignment.

3. Click the 🔵 **Assignments** button to review the assignment menu options.

4. Click the **Modify Selected Assignments** button.

5. From the **Modify Assignments** screen, click the **Break Assignment** check box for each assignment you wish to break.

6. Click the **Submit** button to accept the modifications and post the changes to the schedule OR click the **Cancel** button to cancel the assignment modification without changes.

✎ Note - You may also choose to delete the demand and/or supply associated with the assignment as needed.

💡 Tip - You may select more than one assignment by clicking the check box for each assignment you want to modify, then click the Modify Selected Assignments button to modify them all in one step.

REJECT AN ASSIGNMENT

Assignments may be modified and/or rejected from either the **Supply** or **Demand** schedule.

1. From the **Milk > Supply Schedule** or **Demand Schedule** screen, click the ⊞**Show Details** button to review the summary of assignments for the required location and date.

2. Click the text link for any assignment you want to modify.

3. From the **Modify Assignment** screen, click the **Reject** tab. (The **Reject** tab is displayed by default.)

4. *To Reassign the load:* click the radio button for **Reassign Load**, select a new location from the **Reassign Location** drop-down menu, choose a new date and receiving window, enter a final state in the **Final State** text box, and then enter the reason why the load was rejected in the **Reject Reason** text box.

5. *For dumped milk:* click the radio button for **Dumped Milk,** enter a final state in the **Final State** text box, and then enter the reason why the load was rejected in the **Reject Reason** text box.

6. Click the **Submit** button to apply the modifications.

Note - You may also choose to delete the demand and/or supply associated with the assignment as needed.

Tip - You may select more than one assignment by clicking the check box for each assignment you want to modify, then click the Modify Selected Assignments button to modify them all in one step.
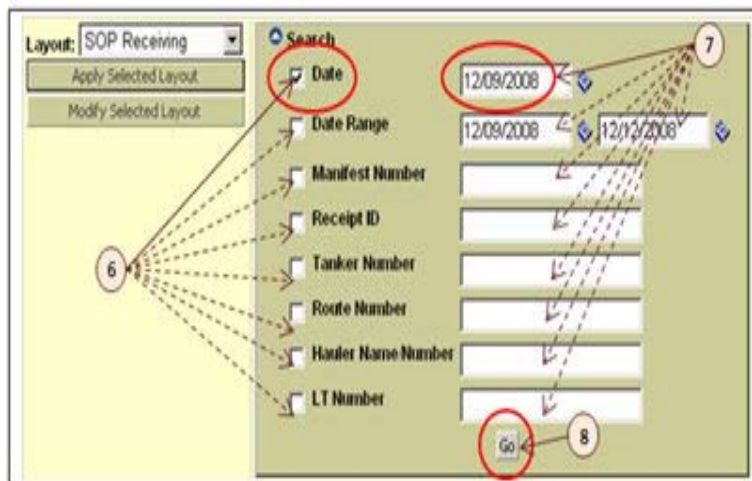
HOLDOVER LOADS

Assignments may be modified and/or held over from either the **Supply** or **Demand** schedule. You may break an assignment using either method listed below.

1. From the **Milk > Supply Schedule** or **Demand Schedule** screen, click the ➕ **Show Details** button to review the summary of assignments for the required location and date.

2. Click the text link for any assignment you want to modify.

3. From the **Modify Assignment** screen, click the **Hold Over** tab.

4. Select a new receiving date from the **Receiving Date** calendar pop-up, choose a new receiving window from the **Receiving Window** drop-down menu, select a new location from the **Reassign Location** drop-down menu, and then click the check box for **Delete Demand Post** if you wish to delete the demand post at this time.

5. Click the **Submit** button to reassign the supply.

🖊 Note - You may choose to select a new receiving location by selecting a new plant from the Reassign Location drop-down menu. If you do not select a new receiving location, the system will keep the original location by default.

REASSIGN ASSIGNMENTS

Assignments may be modified and/or broken from either the **Supply** or **Demand** schedule. You may break an assignment using either method listed below.

1. From the **Milk > Supply Schedule** or **Demand Schedule** screen, click the ⊞**Show Details** button to review the summary of assignments for the required location and date.

2. Click the text link for any assignment you want to modify.

3. From the **Modify Assignment** screen, click the **Reassign** tab.

4. Select a new location from the **Reassign Location** drop-down menu, select a new receiving date from the **Receiving Date** calendar pop-up, and then choose a new receiving window from the **Receiving Window** drop-down menu.

5. Click the **Submit** button to reassign the supply.

SELECT ALL - POSTS AND ASSIGNMENTS

This process works for either the **Supply** or **Demand** schedule.

1. From the **Milk > Supply Schedule** or **Demand Schedule** screen, click the check box for **(P)osts** and the check box for **(A)ssignments** to select <u>ALL</u> the post and assignments on the schedule.

Note - You may also choose to deselect all the post at once by clicking either (P)osts and/or (A)ssignments to toggle the selection status off again.

Note - You may select and then deselect either check box for (P)osts and/or (A)ssignments to toggle the selection status off and on for each post and assignment. Use this feature to easily select and deselect all the post and/or assignments at once.

Tip - You may also select and then deselect check boxes associated with the P check box and A check box to toggle selection status for posts and assignments along any row or column in the schedule.

Tip - Using a combination of selection techniques will allow you to quickly select and deselect many post and assignments within the schedule more easily. There is no need to tediously select one post or assignment at a time.

SAVE A NEW TEMPLATE

Templates may be created for each schedule type.

Supply Schedule and Demand Schedule

1. From the **Milk > Supply Schedule** or **Demand Schedule** screen, click each check box to select posts and/or assignments that will be copied to a new template.

2. Click the ⬤**Templates** button to review the templates menu options.

3. Click the ⬤**New Template** button.

4. Type a template name in the **Name:** text box, and then type a template description in the **Description:** text box.

5. Click the **Save Template** button to save the new template.

Order Schedule

1. From the **Milk > Order Schedule** screen, click each check box to select orders that will be copied to a new template.

2. Click the ⬤**Templates** button to review the templates menu options.

3. Click the ⬤ New **Template** button.

4. Type a template name in the **Name:** text box, and then type a template description in the **Description:** text box.

5. Click the **Save Template** button to save the new template.

✏️ *Note - Once the template has been created you may review or modify it by clicking the Templates tab in the blue menu area at the top of the screen.*

SAVE AS TEMPLATE FEATURE

Templates may be created for each schedule type.

Supply Schedule and Demand Schedule

1. From the **Milk > Supply Schedule** or **Demand Schedule** screen, click each check box to select posts and/or assignments that will be copied to a new template.

2. Click the ⬤ **Templates** button to review the templates menu options.

3. Click the ⬤ **Save Template As** button.

4. Click any of the previous template buttons to overwrite your old template selections and replace them with your new template selections.
   Remember: Once a button has been selected the template will be overwritten immediately.

Order Schedule

1. From the **Milk > Order Schedule** screen, click each check box to select orders that will be copied to a new template.

2. Click the ⬤ **Templates** button to review the templates menu options.

3. Click the ⬤ **Save Template As** button.

4. Click any of the previous template buttons to overwrite your old template selections and replace them with your new template selections.
   Remember: Once a button has been selected the template will be overwritten immediately.

🖊 ***Note - Once the template has been created you may review or modify it by clicking the Templates tab in the blue menu area at the top of the screen.***

Demand Schedule

DEMAND SCHEDULE DESCRIPTION

Demand Schedule Screen

The **Demand Schedule** enables you to easily view plant demand, view assigned routes, view the quantity of milk that is assigned into each plant against the quantity of milk that has been ordered for the plant, and add new demand.

Key Features

Use the following illustration to identify functionality within the **Demand Schedule**.

1. **Menu Tabs**

   o *Home, Milk, and My Profile Tabs -* Use the **Menu Tabs** to access the **Home** screen, **Milk Scheduling** screens, or the **My Profile** screen.

   Feature Menu

   o *Supply Schedule, Demand Schedule, Order Schedule, Plant Usage, Templates, Dispatcher, Views, and Routes -* Use the **Feature Menu** buttons to access each feature within the Dispatch application. (e.g. Click the **Demand Schedule** button to access the **Demand Schedule** of the Dispatch application.)

   Function Menu

   o *View Drop-down Menu -* Select from a list of **Custom Views** that you have created. **Custom Views** allow you to create multiple filters for each schedule and apply them to the schedule when you need them. With a **Custom View** you may include or disable many pieces of information presented on a schedule.

o *Date Text Box and Calendar Pop-up -* Type a date into the **Date:** text box or use the handy **Calendar** pop-up tool.

o *Demands, Assignments, and Templates Buttons -* Click these buttons to access additional features for each type of data on the schedule.

o *Modify Selected View Button -* When a **Custom View** is used, you may click this button to access and modify the **Custom View** attributes.

o *Printable Button -* Click this button to review and print a specially formatted schedule.

Location List Column

o *Location List - Each location, that is included in the current **Custom View**, is listed in these rows.*

o *Dmd/Ord (Lbs.) -* This row will display the Demands/Orders for each location.

o *Total Trucks -* This row will reflect the total number of loads either assigned or posted for each location and date.

o *Demands -* Click to check this check box and every demand on the associated row will be selected at once.

o *Assignments -* Click to check this check box and every assignment on the associated row will be selected at once.

o ⊞*View Sum Button -* Click the **View Sum** button to review summary information for every assignment on the associated row.

o ⊞*View Details Button -* Click the **View Details** button to review assignment details for every assignment on the associated row.

Date Reference Row

o *Date Reference -* The date information for each column is displayed along the row.

o *D -* Click to check this check box and every post on the associated column will be selected at once.

o *A -* Click to check this check box and every assignment on the associated column will be selected at once.

Schedule Grid

o ✚*Add Button -* Click this button to add a **Demand Post** to the schedule for the associated location and date.

- o `196000 / 240000` **Demand Under -** This button gives you a quick reference to know when you currently have too little milk scheduled than what has been ordered. Click this button to access the **Reconcile Demand With Orders** screen.

- o `240000 / 196000` **Demand Over -** This button gives you a quick reference to know when you currently have more milk scheduled that has been ordered. Click this button to access the **Reconcile Demand With Orders** screen.

- o **Total Trucks -** This number will reflect the total number of trucks either assigned or posted for the location and date.

- o **Demands -** This number will display the total quantity of loads posted for the location and date. Click the ⊞ **Show Details** button to display the details for each post associated with the selected date and location.

- o **Assignments -** This number will display the total quantity of loads assigned for the location and date. Click the ⊞ **Show Details** button to display the details for each assignment associated with the selected date and location.

ADD A POST TO THE DEMAND SCHEDULE

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Demand Schedule** link.

2. From the **Milk > Demand Schedule** screen, locate the proper plant and date cell from the **Demand Schedule** grid, and then click the ✚ **Add** button in the preferred cell.

3. Review the **Receiving Location** text display field to confirm the location information.

4. Review the **Receiving Date** text box information. Modify the date information as needed. ✳

5. Review the **Receiving Window** drop-down box display to conform the receiving time window. Modify the receiving information as needed. ✳

6. Review the **Weight (lbs)** text box information. Modify the weight (lbs) information as needed. ✳

7. Review the **Number of Loads to Add** text box information. Modify the number of loads as needed. ✳

8. Click the **Submit** button to add the post to the **Demand Schedule** OR click the **Cancel** button to cancel the post without adding the post to the **Demand Schedule**.

(✳ denotes a required field)

🖉 *Note - The ✚Add button is located in the top left-hand corner of each cell on the Demand Schedule.*

🖉 *Note - If you are unable to find the proper date range within the Demand Schedule grid, make sure that you have selected the appropriate date from the Date: text field. The Date: text field is located in the yellow action panel on the Demand Schedule screen.*

💡 *Tip - If you are unable to find the proper date range within the Demand Schedule grid, make sure that you have selected the appropriate date from the Date: text field. The Date: text field is located in the yellow action panel on the Demand Schedule screen.*

Field Descriptions

MODIFY A DEMAND POST

1. From the **Milk > Demand Schedule** screen, locate the proper plant and date cell from the **Demand Schedule** grid, and then click the ➕**Show Details** button in the preferred cell to review the summary of demand posts.

2. Click on the desired demand post display to modify the post information.

3. From the **Milk > Demand Schedule > Demand Information** screen, modify the post attributes as required.

4. Click the **Submit** button to accept the modifications and post the changes to the **Demand Schedule** OR click the **Cancel** button to cancel the post modification without changing the post.

✎ Note - The ➕Show Details button is located to the right of each demand post summary display, within each cell of the Demand Schedule grid, when one or more demand posts exist for that plant and date.

💡 Tip - It's easy to modify several demand posts from one screen by using the Modify Selected Demands feature.

Field Descriptions

DELETE A DEMAND POST

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Demand Schedule** link.

2. From the **Milk > Demand Schedule** screen, Click the **Posts:** ⊞ **Show Details** button for the desired plant and date.

3. Click on the post text link to access the **Modify Demand** screen.

4. Click the **Delete** button to access the **Delete Demand** confirmation screen.

5. Click the **Delete** button once again to delete the demand post.

MODIFY SELECTED DEMAND POSTS

1. From the **Milk > Demand Schedule** screen, locate the proper plant and date cell from the **Demand Schedule** grid, and then click the ⊞**Show Details** button in the preferred cell to review the summary of demand posts.

2. Click the check box for the posts that require modification.

3. Click the ⬤**Posts** button to review the post menu options.

4. Click the **Modify Selected Posts** button.

5. From the **Milk > Demand Schedule > Modify Demand Posts** screen, modify each post attribute as required.

6. Click the **Submit** button to accept the modifications and post the changes to the **Demand Schedule** OR click the **Cancel** button to cancel the post modification without changing the post.

✎ Note - The ⊞Show Details button is located to the right of each post summary display, within each cell of the Demand Schedule, when one or more posts exist for that plant and date.

Field Descriptions

DELETE SELECTED DEMAND POSTS

1. From the **Milk > Demand Schedule** screen, locate the proper plant and date cell from the **Demand Schedule** grid, and then click the ⊞**Show Details** button in the preferred cell to review the summary of demand posts.

2. Click the check box for each post that requires deletion.

3. Click the ⬒**Posts** button to review the post menu options.

4. Click the **Delete Selected Posts** button.

5. From the **Milk > Demand Schedule > Delete Demand Posts** screen, review each post as required to confirm that it's the correct post to delete.

6. Click the **Delete** button to delete each post listed OR click the **Cancel** button to return to the **Demand Schedule** without deleting any of the listed posts.

✎ Note - The ⊞Show Details button is located to the right of each post summary display, within each cell of the Demand Schedule, when one or more posts exist for that plant and date.

PROMOTE A DEMAND POST

1. From the **Milk > Demand Schedule** screen, locate the proper plant and date cell from the **Demand Schedule** grid, and then click the ⊞**Show Details** button for the post in the preferred cell to review the demand post summary.

2. Click a check box for each post you would like to promote into another region.

3. Click the ⬤**Posts** button to review the post menu options.

4. Click the ⬤**Move Selected To Region** link to review the **Move Selected To Region** menu options.

5. Click a **(Λ) Region** button to promote the post into the selected region.

✎ Note - Immediately upon clicking a (Λ) Region button the selected post will be promoted without additional warning.

✎ Note - Region buttons containing the symbol (Λ) are regions you may promote posts into. Region buttons containing the symbol (>) are regions you may move posts into. Region buttons containing the symbol (<) are regions you may demote posts back into.

✎ Note - In order to promote a post into a specific region, a user must have the appropriate permissions assigned to their user account.

✎ Note - Promoted posts will continue to display on the original Demand Schedule; however, the posts will not be active for detailed review or modification.

MOVE A DEMAND POST

1. From the **Milk > Demand Schedule** screen, locate the proper plant and date cell from the **Demand Schedule** grid, and then click the ⊞**Show Details** button for the post in the preferred cell to review the demand post summary.

2. Click a check box for each post you would like to move into another region.

3. Click the ⊖**Posts** button to review the post menu options.

4. Click the ⊖**Move Selected To Region** link to review the **Move Selected To Region** menu options.

5. Click a **(>) Region** button to move the post into the selected region.

Note - Immediately upon clicking a (>) Region button the selected post will be moved without additional warning.

Note - Region buttons containing the symbol (>) are regions you may move posts into. Region buttons containing the symbol (/\) are regions you may promote posts into. Region buttons containing the symbol (<) are regions you may demote posts back into.

Note - In order to move a post into a specific region, a user must have the appropriate permissions assigned to their user account.

Note - Moved posts will not display on the original Demand Schedule once they have been moved into another region.

DEMOTE A DEMAND POST

1. From the **Milk > Demand Schedule** screen, locate the proper plant and date cell from the **Demand Schedule** grid, and then click the ⊞**Show Details** button for the post in the preferred cell to review the demand post summary.

2. Click the check boxes for the demand post or posts that require demotion back into the original region.

3. Click the ●**Posts** button to review the post menu options.

4. Click the ●**Move Selected To Region** link to review the **Move Selected To Region** menu options.

5. Click a **(<) Region** button to move the post into the selected region.

✎ Note - Immediately upon clicking a (<) Region button the selected post will be demoted without additional warning.

✎ Note - Region buttons containing the symbol (<) are regions you may demote posts back into. Region buttons containing the symbol (>) are regions you may move posts into. Region buttons containing the symbol (/\) are regions you may promote posts into.

✎ Note - In order to demote a post back to its original region, a user must have the appropriate permissions assigned to their user account.

✎ Note - Demoted posts will not display on the Demand Schedule once they have been moved back into their original region; however, the post will display on the Demand Schedule that it was demoted back into.

RECONCILIATION

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Demand Schedule** link.

2. From the **Milk > Demand Schedule** screen, locate the proper plant and date cell from the **Demand Schedule** grid, and then click the **196000 / 240000 Demand Under** button in the preferred cell.

3. From the **Reconcile Demand With Orders** screen, modify OR add additional demands by clicking the **+Add Demand** link.

4. Review the **Order (lbs.)** bar and the **Demand (lbs.)** bar and then **+Add Demand** as required until the **Demand (lbs.)** bar turns from red to green. (This indicates that the orders and demands are within 10% of each other.)

5. Click the **Submit** button to add the new demands to the **Demand Schedule** OR click the **Cancel** button to return to the **Demand Schedule** screen without adding any new demands.

RECONCILE DEMAND WITH ORDERS

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Demand Schedule** link.

2. From the **Milk > Demand Schedule** screen, locate the proper plant and date cell from the **Demand Schedule** grid, and then click the `196000 / 240000` **Demand Under** button in the preferred cell.

3. From the **Reconcile Demand With Orders** screen, modify OR add additional demands by clicking the **+Add Demand** link.

4. Review the **Order (lbs.)** bar and the **Demand (lbs.)** bar and then **+Add Demand** as required until the **Demand (lbs.)** bar turns from red to green. (This indicates that the orders and demands are within 10% of each other.)

5. Click the **Submit** button to add the new demands to the **Demand Schedule** OR click the **Cancel** button to return to the **Demand Schedule** screen without adding any new demands.

MODIFY AN ASSIGNMENT

Assignments may be modified from either the **Supply** or **Demand** schedules.

1. From the **Milk > Supply Schedule** or **Demand Schedule** screen, click the ⊞ **Show Details** button to review the summary of assignments for the required location and date.

2. Click the check box for each of the assignments to be modified.

3. Click the 🔘 **Assignments** button to review the assignment menu options.

4. Click the **Modify Selected Assignments** button.

5. From the **Modify Assignments** screen, modify each assignment and assignment attribute as required.

6. Click the **Submit** button to accept the modifications and post the changes to the schedule OR click the **Cancel** button to cancel the assignment modification without changes.

✎ Note - You may select one or more assignments by clicking the check box for each assignment you want to modify, then click the Modify Selected Assignments button to modify them all in one step.

💡 Tip - You may select all the assignments for a location and date by clicking the Assgts: check box.

MODIFY SELECTED ASSIGNMENTS

Assignments may be modified from either the **Supply** or **Demand** schedules.

1. From the **Milk > Supply Schedule** or **Demand Schedule** screen, click the ⊞**Show Details** button to review the summary of assignments for the required location and date.

2. Click the check box for the desired assignment.

3. Click the ⊙**Assignments** button to review the assignment menu options.

4. Click the **Modify Selected Assignments** button.

5. From the **Modify Assignments** screen, modify each assignment attribute as required.

6. Click the **Submit** button to accept the modifications and post the changes to the schedule OR click the **Cancel** button to cancel the assignment modification without changes.

Note - You may select more than one assignment by clicking the check box for each assignment you want to modify, then click the Modify Selected Assignments button to modify them all in one step.

Tip - You may select all the assignments for a location and date by clicking the Assgts: check box.

MODIFY ASSIGNMENT WEIGHTS

Assignments may be modified from either the **Supply** or **Demand** schedules.

1. From the **Milk > Supply Schedule** or **Demand Schedule** screen, click the ⊞ **Show Details** button to review the summary of assignments for the required location and date.

2. Click the check box for the desired assignment.

3. Click the ⬢ **Assignments** button to review the assignment menu options.

4. Click the **Modify Assignment Weights** button.

5. From the **Modify Assignment Weights** screen, type a new weight for each load as required.

6. Click the **Submit** button to accept the modifications and post the changes to the schedule OR click the **Cancel** button to cancel the assignment modification without changes.

✎ Note - You may also change all the load weights at once by typing a weight in the Weight text box at the top of the screen, then click the Apply to All button.

💡 Tip - You may select more than one assignment by clicking the check box for each assignment you want to modify, then click the Modify Selected Assignments button to modify them all in one step.

BREAK AN ASSIGNMENT

Assignments may be modified and/or broken from either the **Supply** or **Demand** schedule. You may break an assignment using either method listed below.

Method 1

1. From the **Milk > Supply Schedule** or **Demand Schedule** screen, click the ⊞ **Show Details** button to review the summary of assignments for the required location and date.

2. Click the text link for any assignment you want to modify.

3. From the **Modify Assignment** screen, click the **Break** tab.

4. You may choose to break the assignment and delete one or both of the posts at the same time. Do this by clicking either of the **Delete Demand Post** and/or **Delete Supply Post** check boxes.

5. Click the **Submit** button to break the assignment and delete the checked posts.

Method 2

1. From the **Milk > Supply Schedule** or **Demand Schedule** screen, click the ⊞ **Show Details** button to review the summary of assignments for the required location and date.

2. Click the check box for the desired assignment.

3. Click the ◔ **Assignments** button to review the assignment menu options.

4. Click the **Modify Selected Assignments** button.

5. From the **Modify Assignments** screen, click the **Break Assignment** check box for each assignment you wish to break.

6. Click the **Submit** button to accept the modifications and post the changes to the schedule OR click the **Cancel** button to cancel the assignment modification without changes.

🖉 *Note - You may also choose to delete the demand and/or supply associated with the assignment as needed.*

💡 *Tip - You may select more than one assignment by clicking the check box for each assignment you want to modify, then click the Modify Selected Assignments button to modify them all in one step.*

REJECT AN ASSIGNMENT

Assignments may be modified and/or rejected from either the **Supply** or **Demand** schedule.

1. From the **Milk > Supply Schedule** or **Demand Schedule** screen, click the ⊞**Show Details** button to review the summary of assignments for the required location and date.

2. Click the text link for any assignment you want to modify.

3. From the **Modify Assignment** screen, click the **Reject** tab. (The **Reject** tab is displayed by default.)

4. *To Reassign the load:* click the radio button for **Reassign Load**, select a new location from the **Reassign Location** drop-down menu, choose a new date and receiving window, enter a final state in the **Final State** text box, and then enter the reason why the load was rejected in the **Reject Reason** text box.

5. *For dumped milk:* click the radio button for **Dumped Milk,** enter a final state in the **Final State** text box, and then enter the reason why the load was rejected in the **Reject Reason** text box.

6. Click the **Submit** button to apply the modifications.

✎ *Note - You may also choose to delete the demand and/or supply associated with the assignment as needed.*

💡 *Tip - You may select more than one assignment by clicking the check box for each assignment you want to modify, then click the Modify Selected Assignments button to modify them all in one step.*

REASSIGN ASSIGNMENTS

Assignments may be modified and/or broken from either the **Supply** or **Demand** schedule. You may break an assignment using either method listed below.

1. From the **Milk > Supply Schedule** or **Demand Schedule** screen, click the ⊞**Show Details** button to review the summary of assignments for the required location and date.

2. Click the text link for any assignment you want to modify.

3. From the **Modify Assignment** screen, click the **Reassign** tab.

4. Select a new location from the **Reassign Location** drop-down menu, select a new receiving date from the **Receiving Date** calendar pop-up, and then choose a new receiving window from the **Receiving Window** drop-down menu.

5. Click the **Submit** button to reassign the supply.

HOLDOVER LOADS

Assignments may be modified and/or held over from either the **Supply** or **Demand** schedule. You may break an assignment using either method listed below.

1. From the **Milk > Supply Schedule** or **Demand Schedule** screen, click the ⊞ **Show Details** button to review the summary of assignments for the required location and date.

2. Click the text link for any assignment you want to modify.

3. From the **Modify Assignment** screen, click the **Hold Over** tab.

4. Select a new receiving date from the **Receiving Date** calendar pop-up, choose a new receiving window from the **Receiving Window** drop-down menu, select a new location from the **Reassign Location** drop-down menu, and then click the check box for **Delete Demand Post** if you wish to delete the demand post at this time.

5. Click the **Submit** button to reassign the supply.

Note - You may choose to select a new receiving location by selecting a new plant from the Reassign Location drop-down menu. If you do not select a new receiving location, the system will keep the original location by default.

PUBLISH ASSIGNMENTS

Assignments may be published from either the **Supply** or **Demand** schedules.

1. From the **Milk > Supply Schedule** or **Demand Schedule** screen, click the
   ⊞**Show Details** button to review the summary of assignments for the
   required location and date.

2. Click the check box for each of the desired assignments.

3. Click the ⊙**Assignments** button to review the assignment menu options.

4. Click the **Publish Selected Assignments** button.

✎ *Note - One you click the Publish Selected Assignments button each of the selected
assignments will be published immediately.*

💡 *Tip - You may want to send notifications to alert other parties that new assignments are
available for review.*

SELECT ALL - POSTS AND ASSIGNMENTS

This process works for either the **Supply** or **Demand** schedule.

1. From the **Milk > Supply Schedule** or **Demand Schedule** screen, click the check box for **(P)osts** and the check box for **(A)ssignments** to select <u>ALL</u> the post and assignments on the schedule.

Note - You may also choose to deselect all the post at once by clicking either (P)osts and/or (A)ssignments to toggle the selection status off again.

Note - You may select and then deselect either check box for (P)osts and/or (A)ssignments to toggle the selection status off and on for each post and assignment. Use this feature to easily select and deselect all the post and/or assignments at once.

Tip - You may also select and then deselect check boxes associated with the P check box and A check box to toggle selection status for posts and assignments along any row or column in the schedule.

Tip - Using a combination of selection techniques will allow you to quickly select and deselect many post and assignments within the schedule more easily. There is no need to tediously select one post or assignment at a time.

SAVE A NEW TEMPLATE

Templates may be created for each schedule type.

Supply Schedule and Demand Schedule

1. From the **Milk > Supply Schedule** or **Demand Schedule** screen, click each check box to select posts and/or assignments that will be copied to a new template.

2. Click the ⬇**Templates** button to review the templates menu options.

3. Click the ⬇**New Template** button.

4. Type a template name in the **Name:** text box, and then type a template description in the **Description:** text box.

5. Click the **Save Template** button to save the new template.

Order Schedule

1. From the **Milk > Order Schedule** screen, click each check box to select orders that will be copied to a new template.

2. Click the ⬇**Templates** button to review the templates menu options.

3. Click the ⬇ New **Template** button.

4. Type a template name in the **Name:** text box, and then type a template description in the **Description:** text box.

5. Click the **Save Template** button to save the new template.

🖊 *Note - Once the template has been created you may review or modify it by clicking the Templates tab in the blue menu area at the top of the screen.*

SAVE AS TEMPLATE FEATURE

Templates may be created for each schedule type.

Supply Schedule and Demand Schedule

1. From the **Milk > Supply Schedule** or **Demand Schedule** screen, click each check box to select posts and/or assignments that will be copied to a new template.

2. Click the ● **Templates** button to review the templates menu options.

3. Click the ● **Save Template As** button.

4. Click any of the previous template buttons to overwrite your old template selections and replace them with your new template selections. _Remember: Once a button has been selected the template will be overwritten immediately._

Order Schedule

1. From the **Milk > Order Schedule** screen, click each check box to select orders that will be copied to a new template.

2. Click the ● **Templates** button to review the templates menu options.

3. Click the ● **Save Template As** button.

4. Click any of the previous template buttons to overwrite your old template selections and replace them with your new template selections. _Remember: Once a button has been selected the template will be overwritten immediately._

🖉 *Note - Once the template has been created you may review or modify it by clicking the Templates tab in the blue menu area at the top of the screen.*

Order Schedule

ORDER SCHEDULE DESCRIPTION

Order Schedule Screen

The **Order Schedule** enables you to easily view current orders for each plant, view the quantity of milk that is ordered for each plant, view the quantity of milk that is assigned to each plant, and add new orders.

Key Features

Use the following illustration to identify functionality within the **Order Schedule**.

1. **Menu Tabs**

    o *Home, Milk, and My Profile Tabs -* Use the **Menu Tabs** to access the **Home** screen, **Milk Scheduling** screens, or the **My Profile** screen.

    Feature Menu

    o *Supply Schedule, Demand Schedule, Order Schedule, Plant Usage, Templates, Dispatcher, Views, and Routes -* Use the **Feature Menu** buttons to access each feature within the Dispatch application. (e.g. Click the **Demand Schedule** button to access the **Demand Schedule** of the Dispatch application.)

    Function Menu

    o *View Drop-down Menu -* Select from a list of **Custom Views** that you have created. **Custom Views** allow you to create multiple filters for each schedule and apply them to the schedule when you need them. With a **Custom View** you may include or disable many pieces of information presented on a schedule.

- o *Date Text Box and Calendar Pop-up -* Type a date into the **Date:** text box or use the handy **Calendar** pop-up tool.

- o *Orders, Assignments, and Templates Buttons -* Click these buttons to access additional features for each type of data on the schedule.

- o *Modify Selected View Button -* When a **Custom View** is used, you may click this button to access and modify the **Custom View** attributes.

- o *Printable Button -* Click this button to review and print a specially formatted schedule.

Location List Column

- o *Location List -* Each location, that is included in the current **Custom View,** is listed in these rows.

- o **+***Add Order -* This number will display the total quantity of orders posted for the location and date. The quantity will be listed in the measurement type selected for the plant. (e.g. gallons, pounds, jugs, etc.) Click the ⊞ **Show Details** button to display the details for each order associated with the selected date and location.

- o *Total Trucks -* This row will reflect the total number of loads either assigned or posted for each location and date.

- o *Orders -* Click to check this check box and every order on the associated row will be selected at once.

- o *Assignments -* Click to check this check box and every assignment on the associated row will be selected at once.

- o ⊞*View Details Button -* Click the **View Details** button to review assignment details for every assignment on the associated row.

Date Reference Row

- o *Date Reference -* The date information for each column is displayed along the row.

- o *O -* Click to check this check box and every order on the associated column will be selected at once.

- o *A -* Click to check this check box and every assignment on the associated column will be selected at once.

Schedule Grid

- o **+***Add Orders -* This number will display the total quantity of orders posted for the location and date. The quantity will be listed in the measurement type selected for the plant. (e.g. gallons, pounds, jugs,

etc.) Click the ⊞ **Show Details** button to display the details for each order associated with the selected date and location.

- o *Assignments -* This number will display the total quantity of loads assigned for the location and date. Click the ⊞ **Show Details** button to display the details for each assignment associated with the selected date and location.

  - ▪ 1,626 *Order Under -* This button gives you a quick reference to know when you currently have less milk assigned than what has been ordered. This number will be displayed in the measurement format that the plant is orders in.

  - ▪ 17,439 *Order Over -* This button gives you a quick reference to know when you currently have more milk assigned than what has been ordered. This number will be displayed in the measurement format that the plant is orders in.

- o ⊞ *View Details Button -* Click the **View Details** button to review assignment details for every assignment on the associated row.

ADD ORDERS

Follow these steps to add order quantities to the **Order Schedule** for a desired plant. Order quantities are entered in the measurement (e.g. loads, pounds, gallons, or jugs) designate by the plants default set-up.

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Order Schedule** link.

2. From the **Milk > Order Schedule** screen, Click the ⬇ **Orders** button to review the orders menu options.

3. Click the **Add Orders** button.

4. From the **Add Order** screen, locate the proper plant and date cell from the **Add Order s**chedule grid, and then click the ✚**Add** button in the preferred cell.

5. Type the required quantity in the **Qty:** text box. ✳

6. Choose a receiving time from the **Receiving Window** drop-down menu. ✳

7. Click the **Submit Orders** button to add the orders to the **Order Schedule** OR click the **Cancel** button to cancel the order additions without adding them to the **Order Schedule**.

(✳ denotes a required field)

🖉 Note - The ✚Add button is located in the top left-hand corner of each cell on the Demand Schedule.

🖉 Note - You may add all the required orders to the Order Schedule before selecting the Submit Orders button.

ASSIGN ORDERS TO SUPPLIER

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Order schedule** link.

2. From the **Order Schedule** screen, Click the **Posts:** ⊞ **View Details** button for the desired plant and date range.

3. Click to check each **Order** check box that will be sent to the same supplier.

4. Click the **Orders** button.

5. From the **Orders** selections, locate the **Assign Selected Orders To:** button and drop-down menu, using the drop-down menu select the desired supplier.

6. **IMPORTANT**; once the supplier has been selected from the drop-down menu, click the **Assign Selected Orders To:** button to complete the step.

Note - Orders will not be assigned to a supplier if the Assign Selected Orders To: button is not clicked.

MODIFY AN ORDER

A single order may be modified by following these steps.

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Order Schedule** link.

2. From the **Order Schedule** grid locate the desired plant and date field, then click the ⊞**Show Details** button to review the summary of orders for the selected location and date.

3. Click the desired **Order** link.

4. From the **Modify Orders** screen, modify the order as required.

5. Click the **Submit** button to add the modified order to the **Order Schedule** OR click the **Cancel** button to cancel without adding the modified order.

MODIFY SELECTED ORDERS

Multiple orders may be modified by following these steps.

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Order Schedule** link.

2. From the **Order Schedule** grid locate the desired plant and date field, then click the ⊞**Show Details** button to review the summary of orders for the selected location and date.

3. Click the check box for each of the assignments to be modified.

4. Click the ◐**Orders** button to review the orders menu options.

5. Click the **Modify Selected Orders** button.

6. From the **Modify Orders** screen, modify each order as required.

7. Click the **Submit** button to add the modified orders to the **Order Schedule** OR click the **Cancel** button to cancel without adding any modified orders.

DELETE SELECTED ORDERS

Multiple orders may be deleted by following these steps.

1. From the **Milk > Order Schedule** screen, locate the proper plant and date cell from the **Order Schedule** grid, and then click the ⊞**Show Details** button in the preferred cell to review the summary of orders.

2. Click the check box for each order that requires deletion.

3. Click the ◷**Orders** button to review the orders menu options.

4. Click the **Delete Selected Orders** button.

5. From the **Milk > Order Schedule > Delete Orders** screen, review each order to confirm that it's the correct order to delete.

6. Click the **Delete** button to delete each order listed OR click the **Cancel** button to return to the **Order Schedule** without deleting any of the listed orders.

🖉 *Note - The* ⊞*Show Details button is located to the right of each order summary display, within each cell of the Order Schedule, when one or more orders exist for that plant and date.*

Templates

TEMPLATE OVERVIEW

A **Template** is a **Supply Schedule**, **Demand Schedule**, or **Order Schedule** with preset posts and assignments.

Templates are used as a starting point so that a new schedule does not have to be recreated each week. Templates may be modified as needed before they are applied to the final schedule for scheduling. You may also save as many templates as you need in as many configurations as you want.

Templates are a handy way to reduce tedious data entry and when used effectively can become a powerful tool in your scheduling efforts.

VIEW THE TEMPLATE LIST

The **Template List** includes all the templates that have been created for the **Order**, **Demand**, and **Supply Schedules**.

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Templates** link.

2. The **Template** list is displayed within the **Templates** screen.

CREATE A TEMPLATE

Templates may be created for each schedule type.

Supply Schedule and Demand Schedule

1. From the **Milk > Supply Schedule** or **Demand Schedule** screen, click each check box to select posts and/or assignments that will be copied to a new template.

2. Click the ⊙**Templates** button to review the templates menu options.

3. Click the ⊙**New Template** button.

4. Type a template name in the **Name:** text box, and then type a template description in the **Description:** text box.

5. Click the **Save Template** button to save the new template.

Order Schedule

1. From the **Milk > Order Schedule** screen, click each check box to select orders that will be copied to a new template.

2. Click the ⊙**Templates** button to review the templates menu options.

3. Click the ⊙ New **Template** button.

4. Type a template name in the **Name:** text box, and then type a template description in the **Description:** text box.

5. Click the **Save Template** button to save the new template.

✎Note - Once the template has been created you may review or modify it by clicking the Templates tab in the blue menu area at the top of the screen.

UPDATE A TEMPLATE NAME

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Templates** link.

2. From the **Templates** screen, click any **Template Name** link to access the selected template.

3. From the selected template screen, type a new template name in the **Name:** text box. ✳

4. Click the **Update Template Name** button, to accept the new template name. ✳

(✳ denotes a required field)

APPLY A TEMPLATE

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Templates** link.

2. From the **Templates** screen, click any **Template** link to access the selected schedule template.

3. From the selected template screen, click to check each check box to choose the route, post, or assignment. ✳

4. Click the ✣**Date:** pop-up calendar, then select an appropriate date to apply the previous choices to the schedule. ✳

5. Click the **Apply To Schedule** button to complete the procedure and add the choices to the selected schedule.

(✳ denotes a required field)

Field Descriptions

MODIFY A TEMPLATE

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Templates** link.

2. From the **Templates** screen, click any **Template Name** link to access the selected template.

3. From the selected template screen, add or delete posts and/or assignments as needed.

4. Click to check each post or assignment to be applied to a schedule.

5. Click the ⬧**Date:** pop-up calendar, then select an appropriate date to apply the previous selections to the schedule, then click the **Apply To Schedule** button to add the selections to a schedule OR click the **Update Template Name** button to save the template.

DELETE A TEMPLATE

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Templates** link.

2. From the **Templates** screen, click a **Delete** button associated with the template you want to delete.

3. When the "Are you sure you want to delete template?" pop-up box appears, Click the **OK** button to delete the template OR Click the **Cancel** button to close the pop-up box without deleting the template.

ADD A TEMPLATE ASSIGNMENT

Assignments may be added from either the **Supply** or **Demand** template schedules.

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click either the **Templates** link.

2. Click any **Buy** or **Sell** template from the **Templates** list.

3. From the **Supply** or **Demand Schedule** screen, click the ⬇**Assignments** button to review the assignment menu options.

4. Click the **Add Assignments** button.

5. From the **Add Template Assignments** screen, complete each assignment attribute as required.

6. Click the **Submit** button to accept the new assignments and add them to the schedule OR click the **Cancel** button to cancel the new assignment.

🖉 *Note - You may add as many assignments as you want by clicking the ✛Add Assignment link.*

MODIFY A TEMPLATE ASSIGNMENT

Assignments may be modified from either the **Supply** or **Demand** template schedules.

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click either the **Templates** link.

2. Click any **Buy** or **Sell** template from the **Templates** list.

3. From the **Template** screen, locate the proper plant and date cell from the **Template** grid, and then click the **Assignment** link in the preferred cell.

4. From the **Modify Template Assignment** screen, select a hauling company form the **Hauling Company** drop-down menu. ✳

5. Type a tanker number in the **Tanker Number** text field.

6. Select a driver form the **Driver** drop-down menu.

7. Type the shipping time in the **Shipping Time** text fields. ✳

8. Select a receiving time from the **Receiving Window** drop-down menu OR click to check the **Custom** check box to create a new receiving window. ✳

9. Type a weight in the **Weight (lbs.)** text field. ✳

10. Choose to break the assignment by clicking the **Submit** button (within the **Break** tab menu area.) This will break the assignment and keep the supply and demand on their respective schedules. OR click to check the **Delete Demand Post** check box, then click the **Submit** button (within the **Break** tab menu area.) This will break the assignment and delete the **Demand Post** while keeping the **Supply Post** on the **Supply Schedule**.

11. Choose to reassign the **Supply Post** by clicking the **Submit** button (within the **Reassign** tab menu area.) This will reassign the **Supply Post** to the selected location within the selected receiving window and keep the **Demand Post** on the **Demand Schedule**.

12. Click the **Submit** button to accept the modifications and add them to the schedule OR click the **Cancel** button to cancel the new modifications.

(✳ denotes a required field)

MODIFY TEMPLATE ASSIGNMENTS

Assignments may be modified from either the **Supply** or **Demand** template schedules.

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click either the **Templates** link.

2. Click any **Buy** or **Sell** template from the **Templates** list.

3. From the **Template** screen, click to check each **Assignment** you wish to modify.

4. Click the ⊝**Assignments** button to review the **Assignments** menu options.

5. Click the **Modify Selected Assignments** button.

6. From the **Modify Template Assignments** screen, select a hauling company form each **Hauling Company** drop-down menu. ✳

7. Type a tanker number in each **Tanker Number** text field.

8. Select a driver form each **Driver** drop-down menu.

9. Type the shipping time in each **Shipping Time** text fields. ✳

10. Select a receiving time from each **Receiving Window** drop-down menu OR click to check the **Custom** check box to create a new receiving window. ✳

11. Type a weight in each **Weight (lbs.)** text field. ✳

12. Choose to break the assignment by clicking to check the **Break Assignment** check box. This will break the assignment and keep the supply and demand on their respective schedules.

13. Choose to delete the **Supply Post** by clicking to check the **Delete Supply** check box. This will delete the **Supply Post** from the **Supply Schedule**.

14. Click the **Submit** button to accept the modifications and add them to the schedule OR click the **Cancel** button to cancel any changes.

(✳ denotes a required field)

Supply Templates

SUPPLY TEMPLATE DESCRIPTION

Supply Template Screen

The **Supply Template** allows you to easily create a schedule that gives you a starting point so that a new schedule does not have to be recreated each week. A template may be used to setup assignments or add supply posts that you will be using each week.

Key Features

Use the following illustration to identify functionality within the **Supply Template**.

1. **Menu Tabs**

   o *Home, Milk, and Profile Tabs -* Use the **Menu Tabs** to access the **Home** screen, **Milk Scheduling** screens, or the **My Profile** screen.

   Location List Column

   o *Location List -* Each location, that is included in the current **Custom View,** is listed in this column.

   o *Supply -* Click to check this check box and every post on the associated row will be selected at once.

   o *Assignments -* Click to check this check box and every assignment on the associated row will be selected at once.

   Feature Menu

   o *Supply Schedule, Demand Schedule, Order Schedule, Plant Usage, Templates, Dispatcher, Views, and Routes -* Use the **Feature Menu** buttons to access each feature within the Dispatch application. (e.g. Click the **Demand Schedule** button to access the **Demand Schedule** of the Dispatch application.)

Function Menu

o *View Drop-down Menu -* Select from a list of **Custom Views** that you have created. **Custom Views** allow you to create multiple filters for each schedule and apply them to the schedule when you need them. With a **Custom View** you may include or disable many pieces of information presented on a schedule.

o *Date Text Box and Calendar Pop-up -* Type a date into the **Date:** text box or use the handy **Calendar** pop-up tool.

o *Apply To Schedule Button -* Click this button to apply the checked posts and assignments to the schedule based on the selected date.

o *Supply and Assignments Buttons -* Click these buttons to access additional features for each type of data on the schedule.

o *Name: -* Type a name for your template in the **Name:** text box.

o *Description: -* Type a description for your template in the **Description:** text box.

o *Update Template Name Button -* Click this button to apply save the template with the selected template name. You may update the name and/or description as needed.

o *Modify Selected View Button -* When a **Custom View** is used, you may click this button to access and modify the **Custom View** attributes.

Date Reference Row

o *Date Reference -* The date information for each column is displayed along the row.

o *S -* Click to check this check box and every supply post on the associated column will be selected at once.

o *A -* Click to check this check box and every assignment on the associated column will be selected at once.

Schedule Grid

o **+***Add Button -* Click this button to add a **Supply Post** to the schedule for the associated location and date.

o *Supply -* Supply is represented with the black text. (e.g. 05:00 50K) You may modify any supply post by clicking its text link to access the **Modify Template Demand** screen.

o *Assignments -* Assignments are represented with the blue italicized text. (e.g. *Rte 00056 47,000 5:00-17:00*) You may modify any

assignment by clicking its text link to access the **Modify Template Assignment** screen.

SELECT A SUPPLY TEMPLATE

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Templates** link.

2. From the **Templates** screen, click any **Supply Template (Seller)** link.

ADD A TEMPLATE SUPPLY

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Templates** link.

2. From the T**emplates** screen, click any **Supply Template (Seller)** link.

3. From the **Supply Template** screen, locate the proper plant and date cell from the **Supply Template** grid, and then click the **+Add** button in the preferred cell.

4. Choose a Location from the **Location:** drop-down box. *

5. Choose an Available day from the **Available Day:** drop-down box. *

6. Choose a Route ID from the **Route ID:** drop-down box. *

7. Choose a Hauling Company from the **Hauling Company:** drop-down box. *

8. Type a Tanker Number in the **Tanker Number:** text box.

9. Choose a Driver from the **Driver:** drop-down box.

10. Type an Hour that the load will be available in the **Hour** text box. *

11. Type a Minute that the load will be available in the **Minute** text box. *

12. Type the Weight (lbs) in the **Weight (lbs):** text box. *

13. Click the **+Add Item** button to add another post, then follow steps 1 - 12 OR continue to step 14 complete the process.

14. Click the **Submit** button to add the post to the **Supply Schedule** OR click the **Cancel** button to cancel the post without adding the post to the **Supply Schedule**.

(* denotes a required field)

✎ Note - The +Add button is located in the top left-hand corner of each cell on the Supply Template.

✎ Note - If you are unable to find the proper date range within the Supply Template grid, make sure that you have selected the appropriate date from the Date: text field. The Date: text field is located in the yellow action panel on the Supply Template screen.

MODIFY A TEMPLATE SUPPLY

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Templates** link.

2. From the T**emplates** screen, click any **Supply Template (Seller)** link.

3. From the **Supply Template** screen, locate the proper plant and date cell from the **Supply Template** grid, and then click the **Supply Post** link for the desired post to modify.

4. From the **Modify Template Supply** screen, select a hauling company form the **Hauling Company** drop-down menu. ✳

5. Type a tanker number in the **Tanker Number** text field.

6. Select a driver form the **Driver** drop-down menu.

7. Type the time available in the **Time Available** text fields. ✳

8. Type a weight in the **Weight (lbs.)** text field. ✳

9. Click the **Submit** button to add the modified post to the **Supply Template** OR click the **Cancel** button to cancel the modified post without adding it to the **Supply Template**.

(✳ denotes a required field)

✎ Note - If you are unable to find the proper date range within the Supply Template grid, make sure that you have selected the appropriate date from the Date: text field. The Date: text field is located in the yellow action panel on the Supply Template screen.

MODIFY TEMPLATE SUPPLY POSTS

1. From the **Milk > Templates** screen, locate the proper template from the **Templates** list, and then click the **Name** link for the desired template.

2. Click to check each supply post you wish to modify.

3. Click the ⊙**Posts** button to review the **Posts** menu options.

4. Click the **Modify Selected Posts** button.

5. From the **Modify Template Supply Posts** screen, modify each post attribute as required.

6. Click the **Submit** button to accept the modifications and post the changes to the **Supply Template** OR click the **Cancel** button to cancel the post modification without changing anything.

DELETE A TEMPLATE SUPPLY

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Templates** link.

2. From the T**emplates** screen, click any **Supply Template (Seller)** link.

3. From the **Supply Template** screen, locate the proper plant and date cell from the **Supply Template** grid, and then click the **Supply Post** link for the desired post to delete.

4. From the **Supply Template** screen, click the **Delete** button to delete the post to the **Supply Template** OR click the **Cancel** button to cancel the delete post without removing it from the **Supply Template**.

(✽ denotes a required field)

✎ Note - If you are unable to find the proper date range within the Supply Template grid, make sure that you have selected the appropriate date from the Date: text field. The Date: text field is located in the yellow action panel on the Supply Template screen.

DELETE SUPPLY TEMPLATE POSTS

1. From the **Milk > Templates** screen, locate the proper template from the **Templates** list, and then click the **Name** link for the desired template.

2. Click to check each supply post you wish to delete.

3. Click the ⊙**Posts** button to review the **Posts** menu options.

4. Click the **Delete Selected Posts** button.

5. From the **Delete Supply Template Posts** screen, review each post to make sure you want to delete it from the **Supply Template**.

6. Click the **Submit** button to accept the deletions and remove each post from the **Supply Template** OR click the **Cancel** button to cancel deleting the posts and leave them on the **Supply Schedule**.

Demand Templates

DEMAND TEMPLATE DESCRIPTION

Demand Template Screen

The **Demand Template** allows you to easily create a schedule that gives you a starting point so that a new schedule does not have to be recreated each week. A template may be used to setup assignments or add demand posts that you will be using each week.

Key Features

Use the following illustration to identify functionality within the **Demand Template**.

1. **Menu Tabs**

   o *Home, Milk, and Profile Tabs -* Use the **Menu Tabs** to access the **Home** screen, **Milk Scheduling** screens, or the **My Profile** screen.

   Location List Column

   o *Location List -* Each location, that is included in the current **Custom View,** is listed in these rows.

   o *Demands -* Click to check this check box and every post on the associated row will be selected at once.

   o *Assignments -* Click to check this check box and every assignment on the associated row will be selected at once.

   Feature Menu

   o *Supply Schedule, Demand Schedule, Order Schedule, Plant Usage, Templates, Dispatcher, Views, and Routes -* Use the **Feature Menu** buttons to access each feature within the Dispatch application. (e.g. Click the **Demand Schedule** button to access the **Demand Schedule** of the Dispatch application.)

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Function Menu

o *View Drop-down Menu -* Select from a list of **Custom Views** that you have created. **Custom Views** allow you to create multiple filters for each schedule and apply them to the schedule when you need them. With a **Custom View** you may include or disable many pieces of information presented on a schedule.

o *Date Text Box and Calendar Pop-up -* Type a date into the **Date:** text box or use the handy **Calendar** pop-up tool.

o *Apply To Schedule Button -* Click this button to apply the checked posts and assignments to the schedule based on the selected date.

o *Demands and Assignments Buttons -* Click these buttons to access additional features for each type of data on the schedule.

o *Name: -* Type a name for your template in the **Name:** text box.

o *Description: -* Type a description for your template in the **Description:** text box.

o *Update Template Name Button -* Click this button to apply save the template with the selected template name. You may update the name and/or description as needed.

o *Modify Selected View Button -* When a **Custom View** is used, you may click this button to access and modify the **Custom View** attributes.

Date Reference Row

o *Date Reference -* The date information for each column is displayed along the row.

o *D -* Click to check this check box and every post on the associated column will be selected at once.

o *A -* Click to check this check box and every assignment on the associated column will be selected at once.

Schedule Grid

o **+***Add Button -* Click this button to add a **Demand Post** to the schedule for the associated location and date.

o *Posts -* Posts are represented with the black text. (e.g. 05:00 50K) You may modify any post by clicking its text link to access the **Modify Template Demand** screen.

o *Assignments -* Assignments are represented with the blue italicized text. (e.g. *Rte 00056 47,000 5:00-17:00*) You may modify any

assignment by clicking its text link to access the **Modify Template Assignment** screen.

SELECT A DEMAND TEMPLATE

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Templates** link.

2. From the **Templates** screen, click any **Demand Template (Buyer)** link.

ADD A TEMPLATE DEMAND

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Templates** link.

2. From the T**emplates** screen, click any **Demand Template (Buyer)** link.

3. From the **Demand Template** screen, locate the proper plant and date cell from the **Demand Template** grid, and then click the **+Add** button in the preferred cell.

4. From the **Add Demand Template** screen, select a receiving time form the **Receiving Window** drop-down menu OR click to check the **Custom** check box to create a new receiving window. ✳

5. Type the desired weight in the **Weight (lbs.)** text field. ✳

6. Click the **Submit** button to add the post to the **Demand Template** OR click the **Cancel** button to cancel the post without adding it to the **Demand Template**.

(✳ denotes a required field)

✎ Note - The +Add button is located in the top left-hand corner of each cell on the Demand Template.

✎ Note - If you are unable to find the proper date range within the Demand Template grid, make sure that you have selected the appropriate date from the Date: text field. The Date: text field is located in the yellow action panel on the Demand Template screen.

MODIFY A TEMPLATE DEMAND

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Templates** link.

2. From the T**emplates** screen, click any **Demand Template (Buyer)** link.

3. From the **Demand Template** screen, locate the proper plant and date cell from the **Demand Template** grid, and then click the **Demand Post** link for the desired post to modify.

4. From the **Modify Template Demand** screen, select a receiving time form the **Receiving Window** drop-down menu OR click to check the **Custom** check box to create a new receiving window. ✳

5. Type the desired weight in the **Weight (lbs.)** text field. ✳

6. Click the **Submit** button to add the modified post to the **Demand Template** OR click the **Cancel** button to cancel the modified post without adding it to the **Demand Template**.

(✳ denotes a required field)

🖊 Note - If you are unable to find the proper date range within the Demand Template grid, make sure that you have selected the appropriate date from the Date: text field. The Date: text field is located in the yellow action panel on the Demand Template screen.

MODIFY TEMPLATE DEMAND POSTS

1. From the **Milk > Templates** screen, locate the proper template from the **Templates** list, and then click the **Name** link for the desired template.

2. Click to check each demand post you wish to modify.

3. Click the ⏺**Posts** button to review the **Posts** menu options.

4. Click the **Modify Selected Posts** button.

5. From the **Modify Template Demand Posts** screen, modify each post attribute as required.

6. Click the **Submit** button to accept the modifications and post the changes to the **Demand Template** OR click the **Cancel** button to cancel the post modification without changing anything.

DELETE A TEMPLATE DEMAND

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Templates** link.

2. From the T**emplates** screen, click any **Demand Template (Buyer)** link.

3. From the **Demand Template** screen, locate the proper plant and date cell from the **Demand Template** grid, and then click the **Demand Post** link for the desired post to delete.

4. From the **Modify Template Demand** screen, click the **Delete** button to delete the post from the **Demand Template** OR click the **Cancel** button to cancel the delete post without removing it from the **Demand Template**.

DELETE DEMAND TEMPLATE POSTS

1. From the **Milk > Templates** screen, locate the proper template from the **Templates** list, and then click the **Name** link for the desired template.

2. Click to check each demand post you wish to delete.

3. Click the ⬤**Posts** button to review the **Posts** menu options.

4. Click the **Delete Selected Posts** button.

5. From the **Delete Demand Template Posts** screen, review each post to make sure you want to delete it from the **Demand Template**.

6. Click the **Submit** button to accept the deletions and remove each post from the **Demand Template** OR click the **Cancel** button to cancel deleting the posts and leave them on the **Demand Schedule**.

Order Templates

ORDER TEMPLATE DESCRIPTION

Order Template Screen

The **Order Template** allows you to easily create a schedule that gives you a starting point so that a new schedule does not have to be recreated each week. A template may be used to setup assignments or add supply posts that you will be using each week.

Key Features

Use the following illustration to identify functionality within the **Order Template**.

1. Menu Tabs

- *Home, Milk, and Profile Tabs -* Use the **Menu Tabs** to access the **Home** screen, **Milk Scheduling** screens, or the **My Profile** screen.

Location List Column

- *Location List -* Each location, that is included in the current **Custom View,** is listed in these rows.

- *Orders -* Click to check this check box and every order on the associated row will be selected at once.

Feature Menu

- *Supply Schedule, Demand Schedule, Order Schedule, Plant Usage, Templates, Dispatcher, Views, and Routes -* Use the **Feature Menu** buttons to access each feature within the Dispatch application. (e.g. Click the **Demand Schedule** button to access the **Demand Schedule** of the Dispatch application.)

Function Menu

o **View Drop-down Menu -** Select from a list of **Custom Views** that you have created. **Custom Views** allow you to create multiple filters for each schedule and apply them to the schedule when you need them. With a **Custom View** you may include or disable many pieces of information presented on a schedule.

o **Date Text Box and Calendar Pop-up -** Type a date into the **Date:** text box or use the handy **Calendar** pop-up tool.

o **Apply To Schedule Button -** Click this button to apply the checked posts and assignments to the schedule based on the selected date.

o **Orders Buttons -** Click these buttons to access additional features for orders on the schedule.

o **Name: -** Type a name for your template in the **Name:** text box.

o **Description: -** Type a description for your template in the **Description:** text box.

o **Update Template Name Button -** Click this button to apply save the template with the selected template name. You may update the name and/or description as needed.

o **Modify Selected View Button -** When a **Custom View** is used, you may click this button to access and modify the **Custom View** attributes.

Date Reference Row

o **Date Reference -** The date information for each column is displayed along the row.

o **O -** Click to check this check box and every order on the associated column will be selected at once.

Schedule Grid

o **+Add Button -** Click this button to add an **Order** to the schedule for the associated location and date.

o **Orders -** Orders are represented with the black text. (e.g. 05:00 5,814) You may modify any order by clicking its text link to access the **Modify Template Order** screen.

SELECT AN ORDER TEMPLATE

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Templates** link.

2. From the **Templates** screen, click any **Order Template (Order)** link.

ADD A TEMPLATE ORDER

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Templates** link.

2. From the T**emplates** screen, click any **Order Template (Order)** link.

3. From the **Order Template** screen, locate the proper plant and date cell from the **Order Template** grid, and then click the **+Add** button in the preferred cell.

4. From the **Add Template Order** screen, type the quantity needed in the **Quantity (Loads)** text field. You will be able to order in the unit of measure (e.g. loads, pounds, jugs, etc.) that the plant has selected. ✱

5. Select a receiving time from the **Receiving Window** drop-down menu OR click to check the **Custom** check box to create a new receiving window. ✱

6. Click the **Submit** button to add the **Order Post** to the **Order Template** OR click the **Cancel** button to cancel the **Order Post** without adding it to the **Order Template**.

(✱ denotes a required field)

MODIFY A TEMPLATE ORDER

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Templates** link.

2. From the Templates screen, click any **Order Template (Order)** link.

3. From the **Order Template** screen, locate the proper plant and date cell from the **Order Template** grid, and then click the **Order Post** link for the desired post to modify.

4. From the **Modify Template Order** screen, type the quantity needed in the **Quantity (Loads)** text field. You will be able to order in the unit of measure (e.g. loads, pounds, jugs, etc.) that the plant has selected. ✳

5. Select a receiving time from the **Receiving Window** drop-down menu OR click to check the **Custom** check box to create a new receiving window. ✳

6. Click the **Submit** button to add the modified post to the **Order Template** OR click the **Cancel** button to cancel the modified post without adding it to the **Order Template**.

(✳ denotes a required field)

✏ Note - If you are unable to find the proper date range within the Order Template grid, make sure that you have selected the appropriate date from the Date: text field. The Date: text field is located in the yellow action panel on the Order Template screen.

DELETE A TEMPLATE ORDER

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Templates** link.

2. From the T**emplates** screen, click any **Order Template (Order)** link.

3. From the **Order Template** screen, locate the proper plant and date cell from the **Order Template** grid, and then click the **Order Post** link for the desired post to modify.

4. From the **Modify Template Order** screen, click the **Delete** button to remove the post from the **Order Template** OR click the **Cancel** button to cancel the delete post without removing it from the **Order Template**.

(✴ denotes a required field)

🖉 Note - If you are unable to find the proper date range within the Order Template grid, make sure that you have selected the appropriate date from the Date: text field. The Date: text field is located in the yellow action panel on the Order Template screen.

MODIFY TEMPLATE ORDERS

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Templates** link.

2. From the T**emplates** screen, click any **Order Template (Order)** link.

3. Click to check each **Order Post** you wish to modify.

4. Click the ⊙**Orders** button to review the **Orders** menu options.

5. Click the **Modify Selected Orders** button.

6. From the **Modify Template Orders** screen, type the quantity needed in each **Quantity (Loads)** text field. You will be able to order in the unit of measure (e.g. loads, pounds, jugs, etc.) that the plant has selected. ✳

7. Select a receiving time for each **Receiving Window** drop-down menu OR click to check the **Custom** check box to create new receiving windows. ✳

8. Click the **Submit** button to add the modified posts to the **Order Template** OR click the **Cancel** button to cancel without adding anything to the **Order Template**.

(✳ denotes a required field)

🖊 Note - If you are unable to find the proper date range within the Order Template grid, make sure that you have selected the appropriate date from the Date: text field. The Date: text field is located in the yellow action panel on the Order Template screen.

DELETE TEMPLATE ORDERS

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Templates** link.

2. From the T**emplates** screen, click any **Order Template (Order)** link.

3. Click to check each **Order Post** you wish to delete.

4. Click the ⊙**Orders** button to review the **Orders** menu options.

5. Click the **Delete Selected Orders** button.

6. From the **Delete Template Orders** screen, review each order to make sure you want to delete it from the **Order Template**.

7. Click the **Delete** button to remove the **Orders** from the **Order Template** OR click the **Cancel** button to cancel without removing any **Orders** from the **Order Template**.

(✱ denotes a required field)

✎ Note - If you are unable to find the proper date range within the Order Template grid, make sure that you have selected the appropriate date from the Date: text field. The Date: text field is located in the yellow action panel on the Order Template screen.

Custom Views

ADD A CUSTOM VIEW

A **Custom View** will allow you to modify the way you see data on each schedule. You may decide to include data in fine detail or you may eliminate data to make the schedule easier to review.

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click either the **Supply Schedule**, **Demand Schedule**, or **Order schedule** link.

2. From any of the selected schedule screens, click the **Views** tab.

3. From the **View List** screen, click either the **Add Demand View**, **Add Supply View**, or **Add Order View** button as required.

4. From the **Add View** screen, type a view name in the **Name** text box. ✳

5. Type a description in the **Description** text box.

6. Click the check box for each attribute you would like displayed in your new view.

7. Click the **Submit** button to add your selections to the new view.

(✳ denotes a required field)

MODIFY A CUSTOM VIEW

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click either the **Supply Schedule**, **Demand Schedule**, or **Order schedule** link.

2. From any of the selected schedule screens, click the **Views** tab.

3. From the **View List** screen, click any **Template** name that requires modification.

4. From the **Modify View** screen, type a new name, if needed, in the **Name:** text box.

5. Type a description in the **Description** text box.

6. Click the check box for each attribute you would like displayed in your new view.

7. Click the **Submit** button to add your selections to the new view OR click the **Cancel** button to return to the **View List** screen without making any modifications.

MODIFY SELECTED CUSTOM VIEWS

1. From any **Supply Schedule**, **Demand Schedule**, or **Order schedule**, select a **View** from the **View** drop-down menu.

2. From the same schedule, click the **Modify Selected View** button.

3. From the **Modify View** screen, type a new name, if needed, in the **Name:** text box. ✳

4. Type a new description, if needed, in the **Description** text box.

5. Click the check box for each attribute you would like displayed in your new view.

6. Click the **Submit** button to add your selections to the new view OR click the **Cancel** button to close the **Modify View** screen without making changes.

(✳ denotes a required field)

DELETE A CUSTOM VIEW

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Views** tab.

2. From the **View List** screen, click the **Delete** button for each view you wish to delete.

APPLY A CUSTOM VIEW

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click either the **Supply Schedule**, **Demand Schedule**, or **Order schedule** link.

2. From any schedule screen, click the **Views** tab.

3. From the **View List** screen, click either the **Add Demand View**, **Add Supply View**, or **Add Order View** button as required.

4. From the **Add View** screen, type a view name in the **Name** text box. *

5. Type a description in the **Description** text box.

6. Click the check box for each attribute you would like displayed in your new view.

7. Click the **Submit** button to add your selections to the new view.

*(* denotes a required field)*

Routes

ADD A ROUTE

A single route may be added by following these steps.

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Routes** link.

2. From the **Milk > Route List** screen, Click the **Add Routes** button to access the **Add Routes** screen.

3. Type a route name in the **Route ID** text box. ✳

4. Choose a milk owner from the **Milk Owner** drop-down menu. ✳

5. Choose an active or inactive status from the **Status** drop-down menu. ✳

6. Choose a location from the **Location** drop-down menu. ✳

7. Choose a hauler from the **Hauler** drop-down menu. ✳

8. Choose a driver from the **Driver** drop-down menu. ✳

9. Type the Weight (lbs) in the **Weight (lbs):** text box. ✳

10. Click to check each **Day(s) of Week** check box to select the appropriate days for the route. ✳

11. Click the **Submit** button to add the route to the route list.

(✳ denotes a required field)

Note - Click the ✚Add Route button to add additional routes as needed.

ADD ROUTES

Multiple routes may be added by following these steps.

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Routes** link.

2. From the **Milk > Route List** screen, Click the **Add Routes** button to access the **Add Routes** screen.

3. Type a route name in the **Route ID** text box. ✳

4. Choose a milk owner from the **Milk Owner** drop-down menu. ✳

5. Choose an active or inactive status from the **Status** drop-down menu. ✳

6. Choose a location from the **Location** drop-down menu. ✳

7. Choose a hauler from the **Hauler** drop-down menu. ✳

8. Choose a driver from the **Driver** drop-down menu. ✳

9. Type the Weight (lbs) in the **Weight (lbs):** text box. ✳

10. Click to check each **Day(s) of Week** check box to select the appropriate days for the route. ✳

11. Click the **Add Routes** button to add additional routes as needed.

12. Click the **Submit** button to add the route to the route list.

(✳ denotes a required field)

Field Descriptions

MODIFY A ROUTE

A single route may be modified by following these steps.

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Routes** link.

2. From the **Milk > Route List** screen, Click a **Route ID** link that requires modification.

3. From the **Modify Routes** screen, modify the route as required.

4. Click the **Submit** button to accept the modified route OR click the **Cancel** button to return to the **Route List** screen without modifying the route.

MODIFY SELECTED ROUTES

Multiple routes may be modified by following these steps.

1. From the **Milk > Summary** screen, locate the proper **Region** menu, and then click the **Routes** link.

2. From the **Milk > Route List** screen, Click the check box for each **Route ID** that requires modification.

3. Click the **Modify Routes** button.

4. From the **Modify Routes** screen, modify each route as required.

5. Click the **Submit** button to accept the modified routes OR click the **Cancel** button to return to the **Route List** screen without modifying any routes.

Dispatcher Tool

DISPATCHER TOOL OVERVIEW

Dispatcher Tool

The basic function of the **Dispatcher Tool** is to assign supply and demand; however, the tool goes beyond the basics to utilize many useful features to make scheduling efficient and easy.

Key Features

Use the following illustration to identify functionality within the **Dispatcher Tool**.

1. Action Menu

- *Date & Calendar -* Select a date to display available and assigned loads by either typing a date in the **Date:** text box or simply use the **Calendar** pop-up.

- *Days Before & After -* Select from 1, 2, or 3 days before or after the selected date to display a broader range of available and assigned loads.

- *Filters -* Drill down into the information by using **Filters**. You may select any combination of **Haulers**, **Shipping Locations**, or **Receiving Locations** to be filtered within the menus. Remember, **Filters** are powerful, so make sure you select filtering criteria carefully and make sure you don't inadvertently filter out data you wanted to review.

2. Save & Reset Buttons

- *Save Changes -* Use this button to save **Assigned Loads**.

- *Reset -* No matter how many scenarios you've tried, clicking the **Reset** button will reset all the load assignments to where they where the last time you used the **Save** button.

3. Available Loads Menu

- *Supply -* This menu includes all the **Supply Loads** that are available within the specified **Date**, **Days Before**, and **Days After**. You may sort any of the supply menu columns alphanumerically by clicking on the column header once. To reverse the sort order, just click on the column header once again. A small triangle icon is displayed in the sorted column indicating the sort order by either pointing up or down.

- *Demand -* This menu includes all the **Demand Loads** that are available within the specified **Date**, **Days Before**, and **Days After**. You may delete a **Demand Load** from this menu by clicking the ☒**Delete** button next to any **Demand Post**. You may sort any of the demand menu columns alphanumerically by clicking on the column header once. To reverse the sort order, just click on the column header once again. A small triangle icon is displayed in the sorted column indicating the sort order by either pointing up or down.

4. Assigned Loads Menu

- *Assigned Loads -* This menu lists all the **Supply** and **Demand Loads** that are **Assigned** and are available within the specified **Date**, **Days Before**, and **Days After**. Each row represents a **Supply** and **Demand Load Assignment**. You may easily break an **Assignment** from this menu by clicking the ☒ **Delete** button next to any **Assignment** row. Once an **Assignment** has been broken the **Supply** and **Demand Posts** will be moved to the **Available Loads** menu.   You may sort any menu column alphanumerically by clicking on the column header once. To reverse the sort order, just click on the column header once again. A small triangle icon is displayed in the sorted column indicating the sort order by either pointing up or down.

(PLUS) Plant Usage Worksheet

PLANT USAGE WORKSHEET DESCRIPTION

Plant Usage Worksheet Screen

The **Plant Usage Worksheet** enables you to easily view plant inventory and usage assumptions for a planning week, view planned receipts for each plant, view the planned usage for each plant, and make modifications to each data point to test scheduling scenarios.

Key Features

Use the following illustration to identify functionality within the **Plant Usage Worksheet**.

1. **Menu Tabs**

   o *Home, Milk, and Profile Tabs -* Use the **Menu Tabs** to access the **Home** screen, **Milk Scheduling** screens, or the **My Profile** screen.

   Location List Column

   o *Location List -* Each location is listed in this column.

   Feature Menu

   o *Supply Schedule, Demand Schedule, Order Schedule, Plant Usage, Templates, Dispatcher, Views, and Routes -* Use the **Feature Menu** buttons to access each feature within the Dispatch application. (e.g. Click the **Demand Schedule** button to access the **Demand Schedule** of the Dispatch application.)

   Function Menu

   o *Planning Week -* Select from a list of **Planning Weeks** that are defined by your scheduling requirements.

- o ***Date Text Box and Calendar Pop-up -*** Type a date into the **Date:** text box or use the handy **Calendar** pop-up tool.

- o ***Save Worksheet -*** Click this button to save any data you may have modified on the **Plant Usage Worksheet**.

- o ***Calculate Orders -*** Click this button have the application automatically calculate the orders required to balance each plants needs. Once the button is clicked you will have an opportunity to validate and modify the generated orders before you finally apply them to your schedule.

Date Reference Row

- o ***Date Reference -*** The date information for each column is displayed along the row.

Worksheet Grid

- o ***Beginning Inventory -*** Type the beginning inventory for each day in these fields. The worksheet will automatically use the prior days ending inventory unless you override the data by adding a new beginning inventory manually.

- o ***Planned Receipts -*** These fields are populated automatically with the current orders scheduled for each plant and day. Click this data link to review the details of the orders making up the quantity on the **Modify Orders** screen. You may also delete these orders or change the quantity as required from the **Modify Orders** screen.

- o ***Add/Cut Receipts -*** You may add receipt quantities or subtract receipt quantities by adding the total quantity in these fields. (Enter positive numbers as 49000, or add negative numbers as -49000)

- o ***Total Planned Receipts -*** These fields are automatically populated with the sum of **Planned Receipts** and **Add/Cut Receipts**.

- o ***Actual Receipts -*** Type the total quantity of actual receipts in these fields.

- o ***Planned Receipts -*** Type the **Planned Usage** in these fields.

- o ***Add/Cut Usage -*** Type the **Add/Cut Usage** quantities in these fields. (Enter positive numbers as 49000, or add negative numbers as -49000)

- o ***Total Planned Usage -*** These fields are automatically populated with the sum of **Planned Usage** and **Add/Cut Usage**.

- o ***Actual Usage -*** Type the total quantity of actual usage in each of these fields.

- o ***Ending Inventory -*** These fields are automatically populated with the sum of each worksheet entry. These numbers are carried over into the remaining weeks plan and used to calculate **Ending Inventory** for each day.

- o ***Notes... Button -*** Click this button to access the **Notes** pop-up box. You may enter notes to track details about the weeks planning.

- o ***Min. Beginning Inv -*** These numbers indicate the minimum beginning inventory that the plant requires to begin production. These numbers are carried over from the plant setup and are populated automatically; however, you may manually override the numbers as needed to accommodate for special circumstances.

- o ***Storage Capacity -*** These numbers indicate the storage capacity that the plant has to store milk. These numbers are carried over from the plant setup and are populated automatically; however, you may manually override the numbers as needed to accommodate for special circumstances.

- o ***Max Hold Over Qty -*** These numbers indicate the maximum holdover capacity that the plant has to hold milk overnight. These numbers are carried over from the plant setup and are populated automatically; however, you may manually override the numbers as needed to accommodate for special circumstances.

ADD NOTES

Notes may be added to the **PLUS Worksheet** to document changes or to simply record information about the weeks scheduling requirements. Each note is stamped with the user name, date, and time that the note was created. When multiple notes are added for a plant on a specific date, each note will be added sequentially and time stamped appropriately.

1. From the **Milk > Plant Usage** screen, locate the desired plant and date from the **Plant Usage** grid, and then click the **Notes...** button.

2. From the **Add Notes** pop-up screen, click the **+Add** button.

3. Within the **Note** text field, type the desired message.

4. Click the **Submit** button to add your note to the note history list.

(✳ denotes a required field)

✎ *Note - Each time a new note is created the current date, current time, and user name are added automatically.*

Receiving & Tracking

Plant - Receiving & Tracking

CREATE A LAYOUT

This topic will show the user how to create a new layout. Layouts are used to show only what the user needs to see when entering or viewing milk loads.

1. From the **Milk** Summary screen, locate the **Quality Management** menu, and then click the **Layouts** link.

2. From the **Data Entry Worksheet Layouts** screen, click the **Add Layout** button.

3. From the **Add Data Entry Worksheet Layout** screen, type the layout name in the **Layout Name** text field. ✳

4. Type the layout description in the **Layout Description** text field.

5. Click to check the **Advanced Add** check box if you would like to enter receipt data using the advanced layout otherwise leave the check box unchecked.

6. From the **Select Layout Attributes** area, click on any attribute to add it to the **Layout Order**. Alternatively, you may click and drag each attribute to the desired position.

7. Once the desired attributes have been added to the **Layout Order** you may organize them into any order you prefer by click and dragging each attribute into the preferred order.

8. You may remove attributes from the **Layout Order** by double clicking any attribute.

9. Once you have added the desired attributes and put them into the preferred order you may save the layout by clicking the **Submit** button OR click the **Cancel** button to cancel without saving changes.

(✳ denotes a required field)

DELETE A LAYOUT

This topic will show the user how to delete a layout that was previously created.

1. From the **Milk** > Summary screen, locate the **Quality Management** menu, and then click the **Layouts** link.

2. From the **Data Entry Worksheet Layouts** screen, locate the desired **Layout Name** from the layout list, then click on the associated **Delete** button.

3. From the **Delete Layout** confirmation pop-up box, click the **OK** button to confirm the deletion OR click the **Cancel** button to close the pop-up box without deleting the layout.

ADD A MILK LOAD

This process is used when the plant receives a new milk load and needs to enter the manifest information into the system.

1. Click the **Milk** tab.

2. Click the **Data Entry** link in the **Quality Management** section for the desired plant.

3. Select the desired layout from the **Layout** drop-down.

4. Click the **Apply Selected Layout** button.

5. Enter the desired data in the **Enter New Receipt** section of the **Data Entry Worksheet**.

Note - The required fields for adding a load record are: Received Date, Received Time, Manifest #, and Supplier. All other data can be added later.

    5a. For loads with more than one manifest:

- Click the **Add Manifest** link.

- Enter the data in the new manifest fields.

- Repeat the first two steps as needed.

    5b. For loads with more than one compartment:

- Click the **Add Manifest** link.

- Enter the data in the new measurement fields.

- Repeat the first two steps as needed.

6. Click the **Add** button.

Note - Once a record has been added, it will appear in the Manifest Data section of the Data Entry Worksheet.

ADD A MILK LOAD WITH MULTIPLE MANIFEST

This process is used when the user has one milk load with more than one manifest.
This may be the case when the hauler did not have enough room on one manifest to list all of his pick-ups, and therefore had to list the remaining pick-ups on another manifest. This also may be the case if the hauler has two separate compartments on their truck, and has a separate manifest for each compartment.

1. Click the **Milk** tab.

2. Click the **Data Entry** link in the **Quality Management** section for the desired plant.

3. Select the desired layout from the **Layout** drop-down.

4. Click the **Apply Selected Layout** button.

5. Enter the desired data in the **Enter New Receipt** section of the **Data Entry Worksheet**.

Note - The required fields for adding a load record are: Received Date, Received Time, Manifest #, and Supplier. All other data can be added later.

1.
   - Click the **Add Manifest** link.
   - Enter the data in the new manifest fields.
   - Repeat the first two steps as needed.

6. Click the **Add** Button.

*Note - Once a record has been added, it will appear in the Manifest Data section of the Data Entry Worksheet. Add an additional manifest by clicking the **+** button in the yellow Manifest section of the data entry page.*

ADD A MILK LOAD WITH MULTIPLE COMPARTMENTS

This process is used when the user has one milk load with more than one compartment.

1. Click the **Milk** tab.

2. Click the **Data Entry** link in the **Quality Management** section for the desired plant.

3. Select the desired layout from the **Layout** drop-down.

4. Click the **Apply Selected Layout** button.

5. Enter the desired data in the **Enter New Receipt** section of the **Data Entry Worksheet**.

Note - The required fields for adding a load record are: Received Date, Received Time, Manifest #, and Supplier. All other data can be added later.)

1.

   o Click the **Add Measurement** link.

   o Enter the data in the new measurement fields.

   o Repeat the first two steps as needed.

6. Click the **Add** Button.

Note - Once a record has been added, it will appear in the Manifest Data section of the Data Entry Worksheet. Add an additional manifest by clicking the + button in the green Component and Quality section of the data entry page.

DELETE A MILK LOAD

This process is used when the user wants to delete a Milk load that was previously entered into the system.

1. Click the **Milk** tab.

2. Click the **Data Entry** link in the **Quality Management** section for the desired plant.

3. Select the desired layout from the **Layout** drop-down.

4. Click the **Apply Selected Layout** button.

5. Click the **Search** button.

6. Select the **Check-boxes** next to the search options you want to use.

7. Enter search values in the search fields for the search options you selected in step 6.

8. Click the Go button.

9. Locate the record you want to delete in the **Manifest Data** section.

10. Click the green (e) button to the left of the record you want to delete.

11. Click the **Delete** button in the **Receipt** section.

12. Click the **OK** button on the **Delete Confirmation** pop-up.

ADD A MILK SUPPLIER

⚠️**IMPORTANT -** Please contact Dairy.com customer support to **Add A Milk Supplier**. You can contact customer support by following the link below.

- [Dairy.com Customer Support](#)

DELETE A MILK SUPPLIER

⚠️**IMPORTANT -** Please contact Dairy.com customer support to **Delete A Milk Supplier**. You can contact customer support by following the link below.

- Dairy.com Customer Support

ADD A MILK HAULER

This process is used when the user wants to add a new Milk Hauler to the system.

1. Click the **Milk** tab.

2. Click the **Data Entry** link in the **Quality Management** section for the desired plant.

3. Click on the **Hauler** tab at the top of the **Data Entry** page.

4. Click on the **+ Add Plant Hauler** link at the bottom of the **Hauler** page.

5. Enter the name of the new hauler in the new **Name** field that opens up at the bottom of the **Hauler** page.

6. Once you have entered the name of the new hauler click the **Submit** button. The new hauler will populate the list in alphabetical order.

DELETE A MILK HAULER

This process is used when the user wants to remove a Milk Hauler from the system.

1. Click the **Milk** tab.

2. Click the **Data Entry** link in the **Quality Management** section for the desired plant.

3. Click on the **Hauler** tab at the top of the **Data Entry** page.

4. Once the **Hauler** page comes up, you will see two columns. The first column is labeled **Delete**. It is a column of check boxes. Select the **Hauler** that you want to delete by clicking on the box next to the desired hauler.

5. Click the **Submit** button at the bottom of the page.

ADDITIONAL HELP AND DOWNLOADS

FAQ

COMMODITY EXCHANGE FAQ

General Questions

Q: How do I reach Dairy.com customer service?

A: You can reach customer service through several methods:

- **Phone** – *you can call us by dialing (800) 761-8296 OR After Hours/Emergency (800) 677-0048*

- **E-mail** – *you can send an email to us at support@dairy.com*

- **On-line** – *you can contact us on-line from Dairy.com application by clicking on the **Service Request Form** link from the main **Login** screen --or-- by clicking on the* 🛈 **Help** *link, located in the upper right had corner of your screen, which opens to the on-line help library where you can access the **Request Service** form by clicking through the following path: **Getting Help / Additional Help / Customer Service** – then, under **Contact Us**, select the **Request Service** link and **Submit** after completing the information on the screen*

Login Questions

Q: I have a Commodity or Transportation Exchange password AND I also have a Milk or Cheese Scheduling password - which one should I use?

A: If you could previously login to Dairy.com for **Milk Scheduling**, **Cheese Scheduling,** or **Milk Receiving & Tracking,** use that password.

> ⚠️**NOTE:** For current **Milk Scheduling**, **Cheese Scheduling,** or **Milk Receiving & Tracking** users that also use **Commodity Exchange**, your **Commodity Exchange** password will not be active once the product conversion is complete; however, all of your **Commodity Exchange** data will be available by using your **Milk Scheduling**, **Cheese Scheduling,** or **Milk Receiving & Tracking** password.

Q: I only have a Commodity or Transportation Exchange password; can I use it?

A: Yes, your current user name and password will work in the new **Commodity Exchange** system.

Q: I <u>only</u> have a Milk Scheduling, Cheese Scheduling, or Milk Receiving & Tracking password; can I use it ?

A: Yes, the **Milk Scheduling**, **Cheese Scheduling**, and **Milk Receiving & Tracking** system is unaffected by this upgrade.

Q: I forgot my password?

A: You can resolve this by clicking on the **Forgot Password** link from the **Login** screen where you can enter your User Name in the text box; then, by clicking on the Submit button, your password will be reset and your new password will be sent to your e-mail address – as provided when your account was originally setup

Q: When I try to login, I'm getting the "User Name or Password is not found or is not valid."?

A: When you attempt to login with an invalid Password, you will receive this alert. You can resolve this by clicking on the Forgot Password link from the Login screen where you can enter your **User Name** in the text box; then, by clicking on the **Submit** button, your password will be reset and your new login information will be sent to your e-mail address – as provided when your account was originally setup.

Q: When I try to login, I'm getting the "You have exceeded the maximum number of failed login attempts. Please contact customer service to have your password reset."?

A: When you attempt to login multiple times with an invalid **User Name** and/or **Password**, upon the third attempt you will receive this alert. You can resolve this by contacting Dairy.com customer service: call (800) 761-8296; or, e-mail to support@dairy.com; or, you can make a service request on-line by clicking on the **Service Request Form** link from the **Login** screen.

Help & Reference Material Questions

Q: How do I access the Quick Reference material?

A: You can access the **Quick Reference Guides** by clicking on the **❶Help** link, located in the upper right had corner of your screen, which opens to the on-line help library where you can access this material, by clicking through the following path:
 Additional Help and Downloads \ Quick Reference Guide Library \ Quick Reference Guides. Select the topic you want to review by clicking on the available links; once you click on a topic, the document will be available to download in a Portable Document Format (PDF) which you can then print. OR, click here to access the Quick Reference Guide Library.

Q: Can I download a user manual?

A: Yes; you can download user manuals by clicking on the 🔴 **Help** link, located in the upper right had corner of your screen, which opens to the on-line help library where you can access the this material, by clicking through the following path: **Additional Help and Downloads \ User Manual Library \ User Manuals**. Select the topic you want to review by clicking on the available links; once you click on a topic, the document will be available to download in a Portable Document Format (PDF) which you can then print. OR, click here to access the User Manual Library.

Commodity Exchange Questions

Q: What commodities are available in the Commodity Exchange?

A: Cream, Condensed Skim, Butter, Condensed Buttermilk, Condensed Whey, Condensed Whey Concentrate, Dry Buttermilk, Dry Whey, Dry Whey Concentrate, NFDM

Scheduling Questions

Q: What do the check boxes do?

A: From your Supply/Demand schedule, you can click on the ☐ **Check Box** feature within a commodity post in order to delete the selected posts; after checking the desired posts, you would then click on the **Supply** drop-down and then the **Delete Selected Supply** button. Additionally, you can select all of your Supply/Demand posts at one time by clicking on the ☐ **All Supply** check box.

Hauler Questions

Q: Where will pick-up numbers be located?

A: The P.O. Number (sometimes referred to as the pick-up number) can be indicated in the **Additional Instructions** field of the transaction located on the **Transport Assignment Detail**; you can access this by going to **Carrier History**, then clicking on the **Details** link.

Dispatcher Questions

Q: If I have multiple assignments for a day, week etc., how can I delete them all at once?

A: The **Dispatcher** tool allows you to **Break**, or remove, assignments. From the **Dispatcher** screen, under the **Assigned Loads** section, click on the ❌ **Break** button next to the row(s) of Supply/Demand assignments that you want to break. Once you

remove the desired **Assignment(s)**, the **Supply** and **Demand** loads will be moved back up to the **Available Loads** menu; then, you click on the **Save Changes** button to save your changes.

GLOSSARY

A

Agency Partners: Unified coops joined together to share information on supply & demand. Objective: to move milk into highest milk class usage (highest value.)

Agricultural Marketing Service: (AMS) - The agency of the U.S. Department of Agriculture that administers the Federal Milk Marketing Order Program. The specific office within AMS responsible for federal orders is Dairy Programs.

All Milk Price: A weighted average of the prices dairy processors pay for grade A and grade B milk, calculated by the NASS and usually reported for milk of average fat test.

Allocation Procedures: Provisions of federal orders which establish how milk from different sources should be assigned to different use classes for the purpose of pricing. The priorities of allocation can influence the economic incentive for different types of milk supplies to enter the market and generally favor nearby producer milk over other sources.

AMS: (Agricultural Marketing Service) - The agency of the U.S. Department of Agriculture that administers the Federal Milk Marketing Order Program. The specific office within AMS responsible for federal orders is Dairy Programs.

Antibiotic Reading: Allows recipient to enter the antibiotic reading associated with the load sample as determined by the plant's lab tests. A negative reading indicates no trace of antibiotics and a positive reading indicates a trace of antibiotics is present in the milk load sample (presented as an open text box in the DDC Receiving and Tracking system).

Antibiotic Type: Allows recipient to select the antibiotic type associated with the load sample as determined by the plant's lab tests (presented as a drop-down list in the DDC Receiving and Tracking system: Aflatoxin, Enrofloxacin, Betalactam, Tetracycline, Sulfadimethoxine, Sulfamethazine, Other)

Appointment Date: Allows recipient to record a planned/scheduled delivery date (presented as a calendar pop-up feature in the DDC Receiving and Tracking system).

Appointment Time: Allows recipient to record a planned/scheduled delivery time of day (presented as a time formatted text box in the DDC Receiving and Tracking system).

Arrival Date: Allows the recipient to record the date the load arrived at the recipient's location (presented as a calendar pop-up feature in the DDC Receiving and Tracking system).

Arrival Time: Allows recipient to record the time that the load arrived at the recipient's location (presented as a time formatted text box in the DDC Receiving and Tracking system).

Aseptic: Free from bacterial contamination, sterile; used to describe a type of food processing and packaging characterized by non-refrigerated storage and long shelf-life products (see UHT and Ultra pasteurized).

Assembly: In general usage this may refer to the procurement of raw materials or inputs by a business. In dairy markets it refers specifically to the transportation of milk to processing plants. Sometimes a distinction is made between farm milk pickup and over-the-road or long-haul assembly.

Assessment: (1) Various assessments are or have been used as part of various dairy programs. Administrative assessments are charged by federal milk marketing order administrators to cover basic local administrative costs. A per hundred weight charge is specified in each order and is assessed on milk handlers on an order-by-order basis. A typical charge may range from 2.5¢ to 5¢ per cwt. on each hundredweight of producer milk received by the handler. (2) Off and on since 1983, marketing assessments have been levied on dairy farmers by the U.S. Department of Agriculture. These per hundredweight assessments on milk marketing's are used to defray the cost of the Dairy Price Support Program or associated supply management programs (see Dairy Collection Plan). (3) Promotion assessments are per hundredweight charges by the milk marketing's of dairy farmers by the National Dairy Board or another generic dairy promotion agency (see Promotional Check-off).

Assignments: A hauler route assigned to a buying plant demand.

B

Balancing: Refers to the act of "balancing" the day to day and/or seasonal fluctuation in the supply and demand for milk. Typically refers to supplying the bottling needs of processors that may be heavy during mid-week and when schools are in session but lighter during weekends and holidays. At the same time farms produce milk every day that tends to vary seasonally in nature in contrast to demand. Thus marketing cooperatives often serve the function of balancing the market by moving milk in and out of manufacturing uses as demands of fluid bottlers dictate and as milk supply varies.

Bandwidth: The amount of data that is, or can be, sent through a given communications circuit per second.

Bargaining Agency: Generally, this could refer to any bargaining cooperative; however, the term is specifically codified in New York's Rogers-Allen Law of 1937. This law enables producer cooperatives to form producer bargaining agencies and milk dealers to form distributor bargaining agencies. The agencies thus formed are given certain specified powers relative to the establishment and operation of a New York state marketing order.

Bargaining Cooperative: Association of producers whose major function is to negotiate prices and provide buyers for the milk produced by members. If the association operates manufacturing or processing facilities at all, this activity is usually a minor part of the business.

Base-Excess Plan: A pricing plan to encourage producers to adjust their production to a desirable seasonal pattern. It involves the annual (re-) assignment of a "base" or quota which reflects that producer's deliveries during a specified period of time of year when markets are tight. The producer then receives a higher price for production up to the amount of the quota and the "excess" or surplus price for additional supplies. A base-excess plan typically is authorized and administered under a federal order (none are now in effect), or it may be established by a cooperative for its members.

Bay: Allows the recipient to designate which bay was used to pump the milk into the plant silo (presented as an open text box in the DDC Receiving and Tracking system).

Bill To: Designates the location that is billed for the milk load (Presented as a drop-down list in the DDC Receiving and Tracking system; defaults to the receiving location).

Bit Rate: The ratio of the number of bits that are transferred between devices in a specified amount of time, typically one second. Bit rate is usually measured in some multiple of bits per second - for example, kilobits, or thousands of bits per second (Kbps).

Blend Price: The official federal order term is uniform price, sometimes also called the pool price. It is the average of class prices weighted by market wide utilization. Blend prices pertain to a specified butterfat content and location in the order area.

Bloc Vote: Federal order voting procedure wherein a bona fide, approved cooperative may cast votes representing its entire membership, if its board of directors so requests. The bloc vote is prohibited in referendums considering class I base plans.

Bulk Milk: Milk from a dairy farm, as stored in a bulk tank; in contrast with packaged milk.

Butterfat Differential: Historically it was the amount added to or subtracted from a farmer's milk price to reflect the value of milk fat above or below a standard reference price, usually set at 3.5 percent milk fat. The butterfat differential was expressed as cents per one-tenth of a percent of milk fat. With federal order reform, butterfat is now priced on a per pound basis. (See Butterfat Price)

Butterfat Price: In federal milk orders this is the minimum price per pound paid for the butterfat content of farm milk. The butterfat price is calculated from wholesale butter prices minus a make allowance and divided by a moisture factor. An additional amount (class price differential) may be added depending the class of use.

Butterfat(%): Allows recipient to enter the butterfat percentage associated with the load sample as determined by the plant's tests; each butterfat percentage should be specified by its corresponding compartment (presented as an open text box in the DDC Receiving and Tracking system).

C

Casein(%): Allows recipient to enter the casein percentage associated with the load sample as determined by the plant's tests; represents the major protein contained in milk and the primary protein in cheese (presented as an open text box in the DDC Receiving and Tracking system).

CCC: (Commodity Credit Corporation) - A wholly owned federal corporation within the U.S. Department of Agriculture, subject to the direction of the Secretary of Agriculture. Price support purchases and many other commodity program activities involving expenditures of funds are conducted by CCC.

Certified Milk: Milk produced and distributed under conditions which conform with high standards for cleanliness and quality set forth by the American Association of Medical Milk Commissions.

Class I Base Plan: Pricing plan which is tied to the class I sales in the market. Essentially, producers are assigned a share of the class I sales based on their marketing's over a previous period of 1 to 3 years. New producers earn a base over a period of years while producers historically associated with the market can share in any additional base which becomes available as a result of increased class I sales or from forfeiture of base by other producers. All the milk sold by the producer up to the established base receives the highest price; all milk sold in excess of that base receives the lower price. At one time the California state order and a few federal orders used this plan.

Class I Differential: Constant factor set within federal order regulation that is added to the higher of the class III or class IV price to determine the class I price in any given month. The differential is specified for each county in the country and varies generally being the lowest in the upper Midwest and far west and higher in the east and south intended to reflect the location value of class I milk. (Also see plant point pricing)

Class I Milk: The highest priced category in a classified pricing plan. Includes milk used in products intended for beverage usage. Generally, these are the most perishable dairy products. Milk products in this category are milk, skim milk, low fat milk, milk drinks, cultured buttermilk, eggnog, filled milk, and milk shakes and ice milk mixes containing more than 6.5% nonfat solids and less than 9% butterfat. A similar classification is made under California's milk stabilization program, where it is denoted as class 1.

Class I Price: Minimum price that handlers must pay for milk used in class I products. Under federal orders it is calculated monthly and announced in advance from the higher of a two-week average of the higher of class III or class IV prices plus the class I differential for the county in which the plant is located.

Class II Milk: This category within the federal order classified system applies to "soft" spoonable manufactured products. These products are generally less perishable than Class I products but are less storable than class III and IV products. Soft manufactured products include cottage cheese (all types), fluid cream products (containing 9% or more milk fat), yogurt, frozen desserts, frozen dessert mixes

containing 20 percent or more total solids, and bulk fluid milk or cream products disposed of to any commercial food processing establishment. Under the California milk stabilization program, it is denoted as class 2 and refers only to creams, buttermilk, cottage cheese, and sterilized milks.

Class II Price: Minimum price handlers must pay for milk used in class II category. The price is based on the class IV price plus a constant $.70/cwt. differential (skim price on the prior month and butterfat based on the current month).

Class III Milk: Products included in this class under federal orders are cheeses (other than cottage), evaporated or condensed milk in consumer-type packaging, and other products not classified in classes I and II. Under the four-class plan used in California, class 3 milk is that which is used in frozen desserts, including ice cream, ice milk, sherbet, and frozen yogurt; it also includes refrigerated yogurt sold out of state.

Class III Price: The minimum price handlers must pay for milk used in the class III category. The federal order price is based on a product formula using wholesale cheese butter and whey prices, yield factors and a processing or "make allowance". The California price is also based on slightly different product formula basis.

Class IV Milk: Products in this class include butter and milk powder products. The California state order has a similar description for their class 4 but also includes evaporated milk and some products which are exported.

Class IV Price: The minimum price handlers must pay for milk in the class IV category. The price is based on a product formula using wholesale butter and nonfat dry milk prices. The California class 4 price is also based on a similar product formula basis.

Classification: Under marketing orders, milk is classified and priced according to the use made of it. (See Class I, Class II, Class III, Class IV.)

Classified Pricing: Each class of milk usage is priced differently. Fluid milk has the highest price while manufacturing milk has the lowest price.

Classified Pricing Plans: Federal orders establish prices handlers must pay for milk according to how the milk is used—for bottling or for manufacturing into dairy products. All federal order markets classify milk usage into class I, class II, class III and class IV categories. Under the California milk stabilization plan, there are also four use classes (see individual class definitions for differences). It should be understood that the terms "class I milk" and "class II milk" have no reference to the quality or grade of milk, but identify only the use of the milk. All of the milk coming under an order is grade A. The class II and class III milk used for manufacturing is sometimes described as the grade A milk in excess of class I needs. Historically, such milk was often referred to as surplus and the pricing of such milk was called surplus pricing or surplus prices. The term surplus has a very different connotation today, and now relates more to net removals under the DPSP.

Collective Bargaining: Negotiation between employer and labor representatives regarding wages, hours and working conditions. In the dairy industry, bargaining may take place between cooperative and dealer representatives, as well as between union and plant management.

Commodity: Allows recipient to select between available commodities (Presented as a drop-down list in the DDC Receiving and Tracking system).

Commodity Credit Corporation: (CCC) - A wholly owned federal corporation within the U.S. Department of Agriculture, subject to the direction of the Secretary of Agriculture. Price support purchases and many other commodity program activities involving expenditures of funds are conducted by CCC.

Compartment (Manifest): This attribute gives the recipient the ability to associate each manifest to a specific compartment (presented as a drop-down list in the DDC Receiving and Tracking system): Single (default setting), Front, Rear, and Both (This attribute is rarely used since milk supply is typically comingled throughout the entire milk tanker.)

Compartment (Measurements): Allows recipient to enter the compartment(s) that the plant's lab results will be associated with (presented as a drop-down list in the DDC Receiving and Tracking system): Single (Default; if the load is a multi-compartment load, then the user will select the value that applies from the following list), Front, Rear, and Both

Contract Supplier: Allows recipient to select the contracted supplier for the plant. The contract supplier has the ability to view all milk supply received by the plant regardless of the supplier designation. The contract supplier is often different from the sub-supplier indicated on the manifest(s). (Presented as a drop-down list in the DDC Receiving and Tracking system; the contract supplier is set by default for all plants and requires no action unless the plant has more than one contract supplier.)

Cooperative Federation: An organization of separate cooperatives into an umbrella organization, where each cooperative is autonomous in most of its affairs. A cooperative of cooperatives. Cooperatives may federate to enhance price bargaining power, gain marketing efficiencies, or for political purposes.

Cryo (H): Allows recipient to enter the freeze point value associated with the load sample as determined by the plant's lab tests; represents the freeze point of the milk sample indicating a presence of added water (presented as an open text box in the DDC Receiving and Tracking system).

D

Dairy Collection Plan: Name given by ASCS to programs for collecting assessments from dairy farmers. Authorized under various federal dairy policies, these assessments are used to defray the costs of the DPSP or related programs.

Dairy Export Incentive Program: (DEIP) - Authorized under the 1985 Farm Bill, this program offers subsidies to exporters in order to enable U.S. dairy products

(primarily nonfat dry milk but also cheese, butter and whole milk powder) to be competitive in foreign markets. The amounts of the subsidies and quantities of products have been restricted under GATT trade agreements.

Dairy Herd Improvement Association: (Dairy Herd Improvement Association) - Cooperative organization with programs and objectives intended to improve production of dairy cattle and profitability of dairy farming and especially to aid dairy farmers in keeping milk production and management records.

Dairy Price Support Program: (Dairy Price Support Program) - Layman's term used to refer generally to federal policies to support farm milk prices, but distinct from federal milk marketing orders and dairy import quotas. Most specifically, it refers to the program whereby the USDA attempts to support farm incomes by establishing minimum prices at which they will purchase certain manufactured dairy products. These purchase prices are calculated so as to enable manufacturers to cover their costs and pay farmers a price equivalent to the support price. The legal basis for the DPSP is the Agricultural Act of 1949, as amended.

Data Compression: Compression is the size reduction of data in order to save space or transmission time. Compression is performed by a program that uses a formula or algorithm to determine how to compress or decompress data. Graphic image file formats are usually designed to compress information as much as possible (since these tend to become very large).

Date Available: This field will include the date you selected from the scheduling screen.

DEIP: (Dairy Export Incentive Program) - Authorized under the 1985 Farm Bill, this program offers subsidies to exporters in order to enable U.S. dairy products (primarily nonfat dry milk but also cheese, butter and whole milk powder) to be competitive in foreign markets. The amounts of the subsidies and quantities of products have been restricted under GATT trade agreements.

Departure Date: Allows recipient to record the date that the truck leaves the recipient's location, after delivery of the load (presented as a calendar pop-up feature in the DDC Receiving and Tracking system).

Departure Time: Allows recipient to record the time of the day that the truck leaves the recipient's location, after delivery of the load (presented as a time formatted text box in the DDC Receiving and Tracking system).

Depooling: A handler (cooperative or proprietary) of milk that changes the regulatory status of producers from "pool" producers to "non-pool" producers for the month. Under this status, the handler is no longer responsible to the market order pool for minimum class price obligations. It happens most often when prices for manufacturing milk are rapidly increasing such that the manufacturing class price may be higher than the market order blend price, making it advantageous for the handler to "depool" producers rather than pay equalization into the market pool.

DHIA: (DHIA) - Cooperative organization with programs and objectives intended to improve production of dairy cattle and profitability of dairy farming and especially to aid dairy farmers in keeping milk production and management records.

Dispatch Solution: The Dairy.com Dispatch Milk Solution.

Dispatcher Tool: A feature within the Dispatch Milk Solution to assist in the assignment of milk loads or an Individual that manages milk scheduling.

Distribution: In general usage, this may refer to the shipping of finished products or outputs from a business. In dairy markets it refers specifically to the transportation of dairy products from a processor to a retailer or other such vendor.

Diversion: Market order term referring to the direct delivery of milk from a farm to a plant as compared to a transfer which is a plant-to-plant shipment (see transfer). Often refers to milk which is shipped to a non-pool manufacturing plant or plant in another order by a handler but can still remain pooled (within the limits set by the order) without going to the expense of shipment to a pool plant for pooling purposes and subsequent transfer back to the manufacturing plant.

Division #: Allows the recipient to record the division number that indicates the supplier's regional sub-classification for the milk source (presented as an open text box in the DDC Receiving and Tracking system).

DMC: Allows recipient to enter the Direct Microscopic Clump Count (DMC) associated with the load sample as determined by the plant's lab tests (presented as an open text box in the DDC Receiving and Tracking system). Direct Microscopic Clump Count can be used to detect heat-resistant bacteria not found by the standard plate method of testing. standard plate method

Double Tripping: Allows recipient to designate that a tanker did not require a wash between deliveries (presented as a time formatted text box in the DDC Receiving and Tracking system).

DPSP: (DPSP) - Layman's term used to refer generally to federal policies to support farm milk prices, but distinct from federal milk marketing orders and dairy import quotas. Most specifically, it refers to the program whereby the USDA attempts to support farm incomes by establishing minimum prices at which they will purchase certain manufactured dairy products. These purchase prices are calculated so as to enable manufacturers to cover their costs and pay farmers a price equivalent to the support price. The legal basis for the DPSP is the Agricultural Act of 1949, as amended.

Driver: Employees of selected hauling companies who are designated as "drivers."

Driver ID: Allows recipient to enter the identification number associated to the driver who handled delivering the milk load to the plant; for example: driver certification number, driver license number, or Wal-Mart number (presented as an open text box in the DDC Receiving and Tracking system).

Driver Name: Allows recipient to enter the name for the driver of the tanker of the milk load; the "driver" represents an employee of the hauling company who handled delivering the milk load to the plant (presented as an open text box in the DDC Receiving and Tracking system).

E

Economic Formula: At one time used in federal orders and California as a basis for automatically making changes in prices to be paid by handlers. The word "economic" denotes the use of one or more prices, costs, or indexes to measure the movement of economic activity, and may include indexes of cost factors such as feed prices and farm wages. It occasionally has been proposed as a way to set the support price under the DPSP or to establish the prices under FMMOs.

Economic Research Service: (ERS) - An agency of USDA which conducts economic research and provides information and analysis of economic programs and agricultural and food industries.

Equalization Payment: Refers to the equalizing or blending procedure in milk marketing orders whereby processors pay for milk according to use but farmers are guaranteed a minimum price equal to the average market wide value of all uses. Handlers whose obligations exceed the market wide average per cwt. make a payment to the market administrator. Handlers whose obligations are less than the market wide average per cwt. receive a payment from the market administrator. These payments to and from the market pool allow each processor to equalize the payment to farmers even though the processor pays for milk on the basis of use (i.e., class prices). Equalization payments to a processor are sometimes called the pool draw (see Producer Settlement Fund).

ERS: (Economic Research Service) - An agency of USDA which conducts economic research and provides information and analysis of economic programs and agricultural and food industries.

Exception: Formal written complaint that can be made against any USDA recommended federal order decision. These are considered by the USDA before a final decision is made on an amended or new order.

F

Farm Services Agency: Formerly the Agricultural Stabilization and Conservation Service. The agency of the U.S. Department of Agriculture that administers the Dairy Price Support Program.

Fat-corrected Milk: Estimated quantity of milk calculated on a 4.0 percent butterfat energy basis. It is a means of evaluating milk production records of different dairy animals and breeds on a common energy basis. The following formula is used: FCM= (0.4 x milk production) + (15 x pounds of fat produced).

Federal Milk Marketing Order: (Federal Milk Marketing Order) - A legal document which spells out the terms under which federal regulated handlers purchase milk from dairy farmers. The legal basis for federal orders is the Agricultural Marketing Agreement Act of 1937, as amended.

Federal Order Hearing: A meeting officially called by the U.S. Secretary of Agriculture to consider a new order or changes in an existing order. All interested parties

have opportunity to present testimony relative to the issues involved. Based on a record of this hearing a recommended decision is developed.

Filled Milk: Milk from which natural milk fat has been removed and replaced with other fats or oils from plant sources.

Final Decision: A recommended federal order may be modified in light of the exceptions. This stands as the final decision. The final decision is the order voted upon in a referendum of affected producers. If approved by at least two thirds of the producers voting, the final order becomes effective. As such it has the status of any federal law.

FIPS: Federal Information Processing Standards (FIPS) are a standardized set of numeric or alphabetic codes issued by the National Institute of Standards and Technology (NIST) to ensure uniform identification of geographic entities through all federal government agencies. This attribute allows the recipient to enter the FIPS number associated to the load delivered to the recipient's location; identifies the geographic source where milk came from (presented as an open text box in the DDC Receiving and Tracking system).

Flavor Comment: Allows recipient to enter a comment to describe the flavor issue with the load sample (presented as a checkbox in the DDC Receiving and Tracking system). Flavor comments relative to a flavor issue are composed by the lab technician.

Flavor Issue: If checked, indicates that a flavor issue was present in the load sample (presented as a checkbox in the DDC Receiving and Tracking system). Flavor issues are determined by lab technicians and are somewhat subjective. Therefore, a presence of a flavor issue is not necessarily related to a rejected load.

Fluid Milk Products: Generic term, similar but not necessarily identical to class I products. Usually refers to all drinkable milk products, such as whole milk, flavored whole milk, concentrated whole milk, filled milk, skim milk, fortified skim milk, low fat milk, milk drinks. Buttermilk, eggnog, and cream products, such as half and half, light cream, and heavy cream are often grouped with more typical fluid beverages. In some cases, (refrigerated) yogurt and sour cream are grouped with other fluid products.

Flush Season: Time of the year, usually spring and early summer, of maximum milk production. During this period, class I utilization and the blend price are normally the lowest. Manufacturing facilities are usually operating at full capacity because there is a considerable daily surplus above the market fluid needs.

FMMO: (FMMO) - A legal document which spells out the terms under which federal regulated handlers purchase milk from dairy farmers. The legal basis for federal orders is the Agricultural Marketing Agreement Act of 1937, as amended.

G

GMP Infraction: Good Manufacturing Practices (GMP) is used as a term that represents the process related to control and management of manufacturing and quality control testing of foods. This attribute allows the recipient to record an occurrence of any infraction of a driver, equipment or processes (presented as an open text box in the DDC Receiving and Tracking system).

Grade A Milk: (AKA fluid grade milk or milk eligible for fluid consumption) Milk produced and processed under the strictest sanitary regulations prescribed, inspected, and approved by public health authorities. In most markets, milk used in any products intended for consumption in fluid form must meet this inspection standard Grade B Milk (AKA manufacturing grade milk) - Milk produced and processed with sanitary regulations prescribed, inspected, and approved by public health authorities for milk to be used for manufactured products only. The USDA Recommended Requirements for Milk for Manufacturing Purposes and its Production and Processing are guidelines for state milk control agencies. Not to be confused with milk used in manufacturing, which can include grade A milk or with class II, class III, or class IV which are federal order classes on the use of (only) grade A milk by regulated handlers.

Gross Lbs.: Allows the recipient to enter the total pounds of the milk and the equipment (presented as an open text box in the DDC Receiving and Tracking system).

H

Handlers: Federal order term for processors or dealers of milk who commonly purchase raw milk and sell pasteurized milk and milk products.

Hard Products: Generally used in referring to the more storable manufactured dairy products, such as butter, nonfat dry milk, cheeses other than cottage cheese, and evaporated or condensed milk.

Hauler: Pickup load from farm/transportation yard and deliver to demand delivery point.

Hauler #: Allows recipient to record a unique identification number for the hauler delivering the milk load to the plant (presented as an open text box in the DDC Receiving and Tracking system).

Hauler Name: Allows recipient to select the name of the company that delivered the milk load to the plant. The list of hauler names is maintained by the user via the "Haulers" link at the top of the Data Entry page (Presented as a drop-down list in the DDC Receiving and Tracking system).

Hauling Company: Haulers who have permission to haul within a designated region.

Hearing: Federal law allows any interested party to petition the Dairy Division of the U.S. Department of Agriculture for a hearing on proposed changes in a milk marketing order. If the agency considers the proposal justified, a hearing is called. At the hearing, an examiner presides and proponents and opponents of the change support their case as in a court of law. On the basis of the hearing record, a representative of the Secretary of Agriculture makes a recommended decision. Those concerned are given an opportunity to file exceptions to the

decision before a final decision is issued. The final order is then voted on in a referendum.

High-Temperature, Short-Time Pasteurization: (HTST) - (see pasteurization.)

Holdover: When checked, designates the load as a Holdover. Typically, a holdover load represents a load of milk where the last pick-up is done on one calendar day and then delivered on the following calendar day (presented as a checkbox in the DDC Receiving and Tracking system).

Homogenized Milk: Milk that has been treated to ensure breakup of fat globules to such an extent that, after 48 hours of quiescent storage at 7 degrees C., no visible cream separation occurs on the milk, and the fat percentage of the top 100 milliliters of milk in a quart, or of proportionate volumes in containers of other sizes, does not differ by more than 10 percent from the fat percentage of the remaining milk as determined after thorough mixing. The reduced size of fat particles results in formation of a softer curd in the stomach.

Hose Screen: Allows recipient to enter a numeric value that represents the level of sediment captured by the screen while the milk was transferred from the tanker to the silo (presented as drop-down list in the DDC Receiving and Tracking system: 1, 2, 3, 4).

HR1: Allows recipient to enter the appropriate designation for the HR1 test result associated with the load sample (presented as a drop-down list in the DDC Receiving and Tracking system: Purple, Pink, White). HR1 is a post-pasteurization contamination stress test.

HR3: Allows recipient to enter the appropriate designation for the HR3 test result associated with the load sample (presented as a drop-down list in the DDC Receiving and Tracking system: Purple, Pink, White). HR3 is a pre-pasteurization contamination stress test.

HTST: (High-temperature, short-time pasteurization) - (see pasteurization.)

Hundredweight: This is a unit of measurement equaling 100 pounds often used in connection with prices of farm milk.

Hypertext Transfer Protocol: (HTTP) - The communications protocol on which the Web is based. HTTP sets rules for how information is passed between the server and the browser software.

I

Ice Milk: A frozen product resembling ice cream, except that it contains less fat (2 to 5 percent versus 10 percent) and more nonfat milk solids (12 percent versus 10 percent) than ice cream. Both ice milk and ice cream contains stabilizers and emulsifiers and about 15 percent sugar.

Imitation Milks or Imitation Dairy Products: Mixtures of nondairy Ingredients (other than milk, milk fat and nonfat milk solids) which are combined forming a product similar to milk, low fat milk, or skim milk, or comparable analogs of other dairy

products. Sodium caseinate, though derived from milk, is commonly termed a non-dairy ingredient and is often used as a source of protein in imitation milks. Vegetable oils are commonly used as the source of fat.

Individual Handler Pool: Pooling system which bases the farmers' blend price on the utilization of the individual handler. Prices to farmers in the same milkshed will vary; but all farmers shipping to the same handler get the same blend price. Some state orders but no federal orders have individual handler pooling.

Industrial Milk: Terminology used in Canada and elsewhere outside the U.S. to refer to grade B milk.

J

Jugger: Term is in common use in Pennsylvania but it lacks precision and is understood in various ways. A jugger often refers to any handler selling milk in gallon jugs from his own dairy store outlets. Another use is in identifying a producer who is a producer-handler and sells milk from a dairy store direct from the farm premises.

L

Lab Temp.(C): Allows recipient to enter the temperature in Celsius of the charm antibiotic testing plate for the equipment calibration standard (presented as an open text box in the DDC Receiving and Tracking system).

Lab Temp.(F): Allows recipient to enter the temperature in Fahrenheit of the charm antibiotic testing plate for the equipment calibration standard (presented as an open text box in the DDC Receiving and Tracking system).

Lactic Acid(%): Allows recipient to enter the lactic acid percentage associated with the load sample as determined by the plant's tests; lactic acid is primarily found in sour milk products, such as yogurt and some cottage cheeses (presented as an open text box in the DDC Receiving and Tracking system).

Lactose(%): Allows recipient to enter the lactose percentage associated with the load sample as determined by the plant's tests; lactose is a sugar which is found in milk and makes up around 2-8% of the solids in milk (presented as an open text box in the DDC Receiving and Tracking system).

Lbs. Per Ticket: The total pounds of milk as specified on the supplier manifest (presented as an open text box in the DDC Receiving and Tracking system).

Load Tracking #: The load tracking number is a unique identification number generated systematically by Dairy.com for each load scheduled through the Dairy.com dispatching system. For customers who utilize Dairy.com's milk dispatching and receiving and tracking systems, this attribute allows recipient to enter the load tracking number associated to the milk load schedule and delivery (presented as an open text box in the DDC Receiving and Tracking system).

Location Differentials: See Class I Differential and Plant Point Pricing

Louisville Plan: (AKA Takeout-Payback Plan) - Seasonal incentive plan that retains a specified amount of money during the spring months from the blend price due all producers. This is placed into a special fund and is then used to increase payments to producers during the fall months. This increases the price paid farmers for milk sold in the fall and lowers the price of milk sold during flush spring months, without affecting prices charged handlers (see Base Excess Plan). It is not now used under any existing federal orders.

Low Fat Milk: Milk containing a minimum 8.25 percent nonfat milk solids and from which sufficient milk fat has been removed to produce, within limits of good manufacturing practice, a milk fat content of 0.5, 1.0, 1.5, or 2.0 percent.

LPC: Allows recipient to enter the Laboratory Pasteurized Count (LPC) associated with the load sample as determined by the plant's lab tests (presented as an open text box in the DDC Receiving and Tracking system). Laboratory Pasteurized Count test determines the presence of bacteria that can survive temperatures of 145 degrees Fahrenheit for thirty (30) minutes.

M

Mailbox Price: Calculated by USDA-AMS to represent the milk price farmers actually receive as compared to announced market order blend prices. USDA calculates and publishes these prices from handler payroll records as the gross price received for milk including all premiums and component adjustments, less hauling costs, mandatory fees (e.g. promotion, CCC, market services etc..), cooperative dues and equity deductions if any.

Make Allowance: There are two make allowances in official usage. One is used by USDA in its calculation of CCC purchase prices. It is intended to reflect manufacturing cost for the products purchased. If it works as intended, manufacturers who receive the purchase price for their outputs should be able to pay dairy farmers the equivalent of the support price. The USDA make allowance is not a guaranteed margin to manufacturers. The term "make allowance" is also used to describe factors used by federal orders and California in establishing manufacturing class prices. Under milk orders, a make allowance is subtracted from the wholesale commodity price such as butter, to determine the butterfat price and when combined with other milk components calculated in a similar fashion, the minimum per hundredweight class price is announced at a standard milk composition.

Manifest #: The unique identification number from the supplier manifest (presented as an open text box in the DDC Receiving and Tracking system).

Manifest Note: Allows the recipient to record a note specific to each manifest (presented as an open text box in the DDC Receiving and Tracking system).

Manufactured Products: Includes cheeses, butter, evaporated whole milk, condensed whole milk, condensed skim milk, whole milk powder, nonfat dry milk, ice cream, ice cream mix, frozen desserts, aerated cream, frozen and plastic cream, milk used in candy, soup, bakery products, and animal feeds.

Manufacturing Grade Milk: See Grade B Milk.

Manufacturing Margins: The difference in (1) the calculated wholesale value of dairy products produced by milk manufacturing plants, and (2) the farm price such plants pay to their producers for milk. This margin is influenced by competitive marketing conditions in both the wholesale and farm level markets.

Market Administrator: Official designated by the federal and/or state agriculture department to make sure the terms of a marketing order are carried out.

Market Milk: Same as grade A milk; this terminology is used in California and Canada.

Market Service Deduction: Payments charged to pool producers who are not members of cooperatives which provide market services. The payment is remitted to the market administrator to cover costs associated with services that the administrator's office provides to non-members.

Marketing Area: Area specified in a marketing order and intended to include all of a geographic area where the same milk handlers compete with each other for sales and where, essentially, the same sanitary inspection standards exist. Because markets have become less localized and sanitary regulations more uniform, marketing areas have become increasingly larger and somewhat difficult to define. Nevertheless, marketing orders clearly specify the marketing area within which handlers who sell a majority of their class I products become regulated under that order.

Marketing Order: Set of regulations governing the pricing of the milk for a specific marketing area. The regulations are created under the authority of the federal or state agriculture departments, or both jointly but are issued only at the request of dairy farmers. A marketing order regulates milk handlers; it does not regulate farmers. A marketing order sets minimum prices to be paid for milk and establishes rules to determine which handlers are regulated and whose milk is priced and in what way. It does not set resale prices for dairy products.

Marketing Year: October 1 through September 30 (coincides with federal government fiscal year).

MCP: (Multiple Component Pricing) - A method of pricing farm milk in which producers are paid for more than one milk component (e.g. butterfat, protein, and other solids in some federal orders) in their milk. The payment for milk solids in addition to the traditional pricing of butterfat recognizes the value and variability of the other solids, particularly protein, in farm milk and is being used in most (but not all) federal milk orders. California's state order prices butterfat and total solids-not-fat.

Membrane Filtration: Process by which milk is passed along the surface of a porous membrane under pressure such that some components are retained (known as retentate) while water and other components filter through the membrane (known as permeate). The size of the pores determines which of the solids components besides water will pass into the permeate. The smallest pore membranes are used to concentrate milk solids by allowing some of the water through to the permeate and known as reverse osmosis (see RO). Nanofiltration, ultrafiltration

(see UF), and microfiltration each with progressively larger pore sizes allow more of the solid milk components (depending on molecule size) to pass into the permeate depending on the type of separation and component profile desired by the user.

Milk Classes: Class I = Sippable: cream, milk, condensed skim, etc. (Highest return price to producer); Class II = Spoonable: yogurt, cottage cheese, Ice Cream, etc.; Class III = Sliceable: cheese, cream cheese, etc.; Class IV = Storable: butter, dry products, etc. (Lowest return price to producer)

Milk Equivalent: Pounds of milk containing a specified percentage of milk fat (usually 3.67 percent) needed to provide the milk fat contained in a given amount of a dairy product. The traditional and most commonly used M.E. measure. Milk Equivalent, total solids basis (M.E., t.s.) - Like the milk equivalent milk fat basis except a formula is used to determine the total solids (milk fat and nonfat solids) contained in a given dairy product and the amount of standard test milk necessary to provide that amount of total solids.

Milk Fat Basis: Pounds of milk containing a specified percentage of milk fat (usually 3.67 percent) needed to provide the milk fat contained in a given amount of a dairy product. The traditional and most commonly used M.E. measure. Milk Equivalent, total solids basis - Like the milk equivalent milk fat basis except a formula is used to determine the total solids (milk fat and nonfat solids) contained in a given dairy product and the amount of standard test milk necessary to provide that amount of total solids.

Milkshed: Area wherein the producers are located who supply the plants regulated under a given marketing order. The term can also apply to the milk supply of a single plant.

Minnesota-Wisconsin Price: Average price for manufacturing grade (Grade B) milk, F.O.B., paid by a sample of plants in Minnesota and Wisconsin. The price is published by NASS each month. Previously used under federal orders as a price mover for setting most minimum class prices.

Multiple Component Pricing: (MCP) - A method of pricing farm milk in which producers are paid for more than one milk component (e.g. butterfat, protein, and other solids in some federal orders) in their milk. The payment for milk solids in addition to the traditional pricing of butterfat recognizes the value and variability of the other solids, particularly protein, in farm milk and is being used in most (but not all) federal milk orders. California's state order prices butterfat and total solids-not-fat.

MUN: Allows recipient to enter the Milk Urea Nitrogen (MUN) associated with the load sample as determined by the plant's lab tests (presented as an open text box in the DDC Receiving and Tracking system).

N

NASS: (National Agricultural Statistics Service) - An agency within the U.S. Department of Agriculture. NASS is responsible for generating statistical estimates of agricultural prices, crop production, and the like.

National Agricultural Statistics Service: (NASS) - An agency within the U.S. Department of Agriculture. NASS is responsible for generating statistical estimates of agricultural prices, crop production, and the like.

National Dairy Board: (NDB) - Shortened version of National Dairy Promotion and Research Board. The organization which was authorized by the Dairy Production Stabilization Act of 1983 and implemented by the Dairy Promotion and Research Order issued in March of 1984. This organization undertakes generic advertising, nutrition education and research, product research and development, evaluation, and other supporting activities pertaining to milk and manufactured dairy products at the national level. The board consists of 36 dairy farmers from throughout the U.S. who are appointed by the U.S. Secretary of Agriculture to three-year terms. The board's activities are funded by the promotional check-off which is assessed, with few exceptions, on all milk marketed for commercial use in the U.S.

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NDM: (Nonfat Dry Milk) - Product obtained by removing water from pasteurized skim milk. NDM is called skimmed milk powder in international markets and is often called, simply, "powder" in the U.S.

Net Removals: Purchases of dairy products by the CCC under the DPSP less unrestricted sales from the CCC. The term may apply to quantities of specific individual products on the milk equivalent of all products. Traditionally, milk equivalents have been expressed on a milk fat basis; however, in the Food, Agriculture, Conservation and Trade Act of 1990, Congress instructed USDA to begin calculating and reporting net removals on a total solids basis as well.

Net Weight (gal): Net weight can be represented in terms of pounds or gallons. By utilizing the Net Weight(gal) attribute, the plant is recording the weight measurement as gallons (and will not record weight in terms of pounds). Allows recipient to enter the gallons of milk for each load as measured by the plant meter (presented as an open text box in the DDC Receiving and Tracking system). When Net Weight(gal) is utilized, Dairy.com systematically converts the

gallons to pounds for reporting purposes using the following calculation: Net Weight(lbs) = Net Weight(gal) multiplied by 8.6

Net Weight (lbs): Net weight can be represented in terms of pounds or gallons. By utilizing the Net Weight(lbs) attribute, the plant is recording the weight measurement as pounds (and will not record weight in terms of gallons). Allows recipient to enter the pounds of milk for each load as measured by the plant scale or meter; if a meter is utilized the weight must be converted to pounds (presented as an open text box in the DDC Receiving and Tracking system).

Non-Pool Milk: (Unregulated Milk) - Milk received at non-pool plants. Milk not subject to price regulation by an order.

Non-Pool Plants: Plants marketing dairy products in a marketing order area but which are not regulated by the order. They may be regulated by another federal order.

Nonfat Dry Milk: (NDM) - Product obtained by removing water from pasteurized skim milk. NDM is called skimmed milk powder in international markets and is often called, simply, "powder" in the U.S.

O

Odor Comment: Allows recipient to enter a comment to describe the odor issue with the load sample (presented as a checkbox in the DDC Receiving and Tracking system). Odor comments relative to an odor issue are composed by the lab technician.

Odor Issue: If checked, indicates that an odor issue was present in the load sample (presented as a checkbox in the DDC Receiving and Tracking system). Odor issues are determined by lab technicians and are somewhat subjective. Therefore, a presence of an odor issue is not necessarily related to a rejected load.

Operating Cooperative: Association of milk producers who own and operate milk manufacturing and processing facilities and market the dairy products for its members. An operating cooperative might also sell portions of its milk supply to other handlers. Other Order Market - Milk sold in the marketing area but originating from a nonpool plant which is subject to the pricing and pooling provisions of another federal order.

Other Solids Price: In the federal orders with MCP this refers to the price paid for the solids content of farm milk other than butterfat and true protein. The price is based on the wholesale price of dry whey after subtracting for a make allowance and adjusted by a moisture factor. The bulk of "other solids" in milk is lactose.

Other Solids(%): Allows recipient to enter the other solids percentage associated with the load sample as determined by the plant's lab tests. Other solids percentage is solids nonfat minus protein (presented as an open text box in the DDC Receiving and Tracking system).

Other Source Milk: A federal order pool accounting term for milk or dairy products received by a plant that are not derived from milk that is pooled. (see Pool Milk)

Over-Order Price: An additional amount added to the minimum regulated class price charged by a milk supplier to a buyer. This typically refers to milk sold by a cooperative to a class I bottler although this is not always the case. It may reflect services provided by the supplier and/or reflect the supply/demand conditions and negotiating position of the supplier and buyer. The revenue generated by over-order prices may be pooled and paid back to producers as over-order "premiums."

Overage: A pool accounting term used under marketing orders to describe pool milk classified usage in excess of pool milk receipts. This typically occurs in cases of error in measurement or record-keeping. The federal order provisions subtract this overage from classified usage in a series starting with class IV milk until the discrepancy is eliminated.

P

Packaged Milk: Class I or beverage fluid milk products as packaged in final form; as distinct from bulk milk.

Pasteurization: Under HTST (high temperature, short time) pasteurization, milk is heated to 161¡ F for 15 seconds to destroy pathogenic and other undesirable microorganisms likely to be found in milk.

Permeate: See membrane filtration. This is the liquid and solids which passes through the porous wall of the membrane filtration unit.

PI: Allows recipient to enter the Preliminary Incubation (PI) results associated with the load sample as determined by the plant's lab tests (presented as an open text box in the DDC Receiving and Tracking system). Preliminary Incubation attempts to determine the presence of bacteria that tend to grow in cold conditions. Typically, elevated PI counts are linked to external sources and not infected cows.

Plant Manager: An individual who communicates plant demand.

Plant Point Pricing: The method of pricing farm milk under federal market orders F.O.B. the plant of first receipt. Class I prices paid by plants and announced producer minimum blend prices will vary by the location of the plant. The class I price and blend price is adjusted from the base zone or reference point in the marketing area, e.g. Suffolk County (Boston) in the Northeast order. This compares to farm point pricing system (formerly used in the New York - New Jersey order) which sets prices for milk F.O.B. the farm location.

PLC: Allows recipient to enter the Plate Loop Count (PLC) associated with the load sample as determined by the plant's lab tests (presented as an open text box in the DDC Receiving and Tracking system). Plate Loop Count is synonymous with Standard Plate Count and is an estimate of the total number of bacteria present in the load sample. This is representative of bacteria from all possible sources including dirt, water, manure, and infected cows.

Pool Milk: Milk which is received at pool plants and subject to the pricing provisions of a federal order.

Pool Plant: Fully regulated plant subject to all the provisions of an order. The plant may be required to be a pool ("distributing") plant on the basis of its distribution of class I packaged milk sales in the marketing area. Alternatively a plant may qualify as a pool "supply" plant on the basis of its shipments of milk to other pool distributing plants for class I use.

Pooling: Method used in determining how funds in a market will be distributed among producers supplying the milk (see Blend Price and Equalization Payment). There are three methods of pooling returns to producers: 1) individual handler pool; 2) market-wide pool; 3) cooperative pool. Pooling, Market wide - Method of calculating the blend price paid to producers on the basis of the usage of all the milk received by all handlers in the market. All producers in the market receive the same minimum blend price regardless of the utilization made by the handler who receives the producers' milk.

Pooling Standards: This is a term used in connection with the provisions of a milk marketing order that define the rules for regulation of pool milk and pool plants. They help determine the producers and plants that are associated with a particular order and provide that that the class I market is adequately supplied. For example these rules include specific percentage requirements to determine if a bottling plant is a pool plant and under which order. In the case of (usually lower priced) manufacturing milk, the rules may describe shipments (see shipping provisions) for class I use that handlers must make to allow their other manufacturing milk (and their producers) to share in the pooled class I proceeds of the order.

Pooling, Cooperative: Method of calculating prices received by members of a specific cooperative. If its bylaws so permit, a cooperative may base the price it pays to members on the revenue obtained from sales less adjustments for operating expenses and reserves. As a result, the pooled price received by members of a cooperative may not necessarily correspond to the blend price announced under any given marketing order. Marketing orders do not interfere with the right of cooperatives to distribute returns to producers in accordance to membership contracts. In all other regards, cooperatives operating pool plants have the same obligations as proprietary handlers.

Pooling, Individual Handler: Method of pooling in which the blend price paid to producers is calculated for each handler based on the usage that the respective handler makes of the milk. In this type of pool, producers shipping to different handlers in the same market can receive different prices, depending upon the utilization of the milk by the individual buyers.

Post: A route posted to the schedule or a demand posted to the schedule.

Premium: In milk marketing this typically refers amount paid for milk in addition to the minimum regulated price. Premiums may be paid to the producer or cooperative supplier of milk by a buyer depending on a variety of criteria such as milk quality,

composition, quantity supplied or services provided. They may also represent market supply/demand conditions not adequately accounted for in the regulated price. See also over-order price.

Price Mover: Under market orders this is a base or benchmark price used for setting certain class prices that is calculated and may "move" each month and to which an additional amount or "differential" may be added. For example under federal orders the Class IV skim price (see class IV price) is the mover for class II skim prices with an additional differential of $.70/cwt. For class I milk the mover is the higher of class III or class IV prices with an additional differential that varies by location.

Producer: Allows recipient to enter each producer (a producer is a dairy farm) or producer identification associated to the milk load (presented as an open text box in the DDC Receiving and Tracking system).

Producer Price Differential: Under Federal Order markets with multiple component pricing it is the residual value, per hundredweight, of the pool after deducting component payments (protein, butterfat and other solids) to producers (see multiple component pricing). This residual value will vary between market orders and from month-to-month based on the utilization of in the various classes and class price. It is possible that the PPD can even be negative at times if, for example, the class III price exceeds the class I price.

Producer Settlement Fund: Sometimes called the "equalization fund" or "pool fund." A fund maintained by the market administrator to adjust the differences between the amounts owed for milk by various handlers under a market wide pool. Handlers with higher than the market average utilization in class I milk during any month will pay into the pool the difference between the uniform price and the value of their milk figured at the class price. Generally, handlers with a class I utilization less than the market average will receive payments from the pool to adjust for producer payments which are in excess of the value of the milk computed on the minimum class price. (See Equalization Payment.)

Producer-Handler: Dairy farmer who processes and sells milk from his own production and receives very limited amounts of milk from other dairy farmers. A producer-handler is usually exempt from federal order pricing provisions but is required to make reports, maintain records and prove this status as a bonafide producer.

Promotional Check-off: Since 1984, a mandatory assessment on producers' milk checks for all milk produced in the U.S. and marketed for commercial use. The monies generated by this assessment are used by the National Dairy Promotion and Research Board and by various state and regional dairy promotion organizations to fund generic dairy product advertising and promotion, nutrition education and research, product research and development, program evaluations, and other supporting activities. Producers are currently assessed at the rate of 15 cents per hundredweight, with a maximum credit of 10 cents per hundredweight for payments to qualified state or regional promotion programs and the remainder going to the NDPRB.

Protein Price: The regulated minimum price per pound paid for the (true) protein content of farm milk under federal orders with MCP. It is calculated from a formula using cheese yields and prices and after subtracting a processing allowance and the butterfat value in cheese.

Protein(%): Allows recipient to enter the protein percentage associated with the load as determined by the plant's lab tests. Protein percentage is nonfat solids minus other solids (presented as an open text box in the DDC Receiving and Tracking system).

Publish: An assignment published within Dispatch Milk Solution and visible to those having appropriate user permissions.

Purchase Prices: Prices at which the CCC will buy butter, nonfat dry milk, or cheese under the DPSP. Purchase prices are basically calculated as the support price plus a make allowance (in $/cwt. of milk) divided by the pounds of product obtained from one hundred pounds of average composition milk.

R

Receipt ID: Represents a unique identifier generated systematically for each milk load entered into Dairy.com receiving and tracking data entry (presented as a read only value in the DDC Receiving and Tracking system).

Receipt Note: Allows the recipient to record a note specific to each load (presented as an open text box in the DDC Receiving and Tracking system).

Received Date: Allows recipient to record the date the milk load was pumped into the plant silo (presented as a calendar pop-up feature in the DDC Receiving and Tracking system).

Received Time: Allows recipient to record the time of day the milk load was pumped into the plant silo (presented as a time formatted text box in the DDC Receiving and Tracking system).

Receiving Station: Facility at which milk is collected from farm bulk-milk trucks, stored, then shipped, usually in large semitrailer trucks, to another destination (see Assembly and Direct Delivery).

Reclassify: Utilized when the milk type is changed from one classification type to another: rBST Free to Conventional, Organic to Conventional, Conventional to rBST Free, Conventional to Organic; Organic to rBST Free, rBST Free to Organic, Other (presented as a drop-down list in the DDC Receiving and Tracking system).

Recommended Decision: Tentative proposal made by the U.S. Department of Agriculture relating to an order and subsequent to an order hearing. This document is published in the Federal Register as an official government announcement. During a specified period interested parties can file written exceptions to the recommended decision.

Reconstituted Milk: Product resulting from the mixing together and rehydration of a dried product of milk with water. For example, nonfat dry milk and water yields reconstituted skim milk. Adding cream or butter oil yield reconstituted whole or low fat milk. Adding vegetable oil yields filled milk.

Referendum: Producers are given the opportunity to vote for or against an amended order after issuance of a formal decision. A two-thirds majority is necessary for approval. Rejection applies to the amended order in its entirety, not just the amendments.

Reject Code: The coded reason the load was rejected: Antibiotic, Cryo (Freeze Point), DMC, Flavor, Odor, Reclassified, Seals, Temperature, Visual, Wash Tag, Other (presented as a drop-down list in the DDC Receiving and Tracking system).

Reject Reason: The user defined reason the load was rejected (presented as an open text box in the DDC Receiving and Tracking system). This attribute is only required data entry if the selected "Reject Code" is "Other".

Retail: Final link in the marketing chain; refers to the interface between consumers and vendors of products packaged in their final form.

Retentate: See membrane filtration. This is the liquid and solids that do not flow through the wall of a porous membrane filtration unit.

Reverse Osmosis: (RO) - A process whereby a liquid such as milk or whey is pumped through a porous membrane under high pressure. The size of the pores in the membrane allow separation to occur at the molecular level. The liquid which passes through the membrane is called permeate. The remainder is called retentate. With RO, the retentate is primarily pure water. Commonly used to reduce the volume of whey prior to drying or further processing (see UF).

Riding the Pool: Techniques by which a handler whose major concern is the production of manufactured products can arrange his business so as to legally participate in the pool. A handler (or a cooperative) "rides the pool" by disposing of just enough of his milk supply in class I to qualify as a pool plant. In this way he is able to return higher prices to producers than if he simply engaged in his routine manufacturing business. It is advantageous to the handler since he can compete in obtaining most desirable sources of farm supply of milk.

RO: (Reverse Osmosis) - A process whereby a liquid such as milk or whey is pumped through a porous membrane under high pressure. The size of the pores in the membrane allow separation to occur at the molecular level. The liquid which passes through the membrane is called permeate. The remainder is called retentate. With RO, the retentate is primarily pure water. Commonly used to reduce the volume of whey prior to drying or further processing (see UF).

Ropy 24: Allows recipient to enter the Ropy 24 test associated with the load sample as determined by the plant's lab tests (presented as a checkbox in the DDC Receiving and Tracking system). The Ropy 24 test involves incubating a small sample of milk at temperatures of 60-72 degrees Fahrenheit for 24 hours and testing for ropiness by inserting a wooden pick into the milk and looking for the

stringy condition of ropy or gently pouring from the vial looking for strands of rope or slime. Ropiness is caused by gums or mucins formed by bacteria.

Ropy 36: Allows recipient to enter the Ropy 36 test associated with the load sample as determined by the plant's lab tests (presented as a checkbox in the DDC Receiving and Tracking system). The Ropy 36 test involves incubating a small sample of milk at temperatures of 60-72 degrees Fahrenheit for 36 hours and testing for ropiness by inserting a wooden pick into the milk and looking for the stringy condition of ropy or gently pouring from the vial looking for strands of rope or slime. Ropiness is caused by gums or mucins formed by bacteria.

Ropy 48: Allows recipient to enter the Ropy 48 test associated with the load sample as determined by the plant's lab tests (presented as a checkbox in the DDC Receiving and Tracking system). The Ropy 48 test involves incubating a small sample of milk at temperatures of 60-72 degrees Fahrenheit for 48 hours and testing for ropiness by inserting a wooden pick into the milk and looking for the stringy condition of ropy or gently pouring from the vial looking for strands of rope or slime. Ropiness is caused by gums or mucins formed by bacteria.

Route: An assembled load of milk, a load of milk, or a set of farms.

Route #: Allows the recipient to enter the route # associated with each load (presented as an open text box in the DDC Receiving and Tracking system). The Route # is identified on each manifest delivered with the load and typically represents a collection of producers used to assemble the load.

Route ID: The Route ID list will include all routes that have been defined for the location and the selected day of the week.

S

Sales for Restricted Use: Sales of CCC commodities for a specific use such as animal feed. Sales for Unrestricted Use - Sales of CCC commodities which may be used for any purpose.

Sample Note: Allows the recipient to record a note specific to each measurement (presented as an open text box in the DDC Receiving and Tracking system).

SCC: Allows recipient to enter the Somatic Cell Count (SCC) percentage associated with the load sample as determined by the plant's lab tests (presented as an open text box in the DDC Receiving and Tracking system). Somatic Cell Count is commonly used as a measure of milk quality. Somatic cells are animal body cells present at low levels in milk. High levels of these cells indicate reduced milk quality as a result of animal bacterial infection.

Schedule Week: Seven days within the calendar to be used for scheduling. Select the first day of the scheduling week to review all seven days within one view on all schedules.

Seasonality: Change in monthly production or consumption patterns from high to low seasons.

Sediment: Allows recipient to enter a numeric value that represents the level of sediment captured in the filter after one liter of milk is poured through the filter (presented as a drop-down list in the DDC Receiving and Tracking system: 1, 2, 3, 4).

Sell Back Price: Price at which CCC will make a sale from its dairy product inventories for unrestricted use. The sellback price is the higher of the prevailing market price or a percentage of the purchase price (typically 110%).

Shipping Date: Allows recipient to record the date that the last producer was picked up and delivered to the receiving location (presented as a calendar pop-up feature in the DDC Receiving and Tracking system).

Shipping Location: Shipping location selected from the scheduling screen.

Shipping Provisions: These are the provisions under an order that describe the criteria by which a proprietary manufacturing plant or cooperative handler with significant amounts of manufacturing milk, can qualify the milk as pool milk. Also known as performance standards, typically a certain percentage of the handler's milk must be shipped for class I use in order to qualify the producer milk that that handler uses or sells in manufacturing to share in the pool. (Also see pooling standards)

Shipping Time: Allows recipient to record the time of day that the last producer was picked up and delivered to the receiving location (presented as a time formatted text box in the DDC Receiving and Tracking system).

Short Months: Those months of the year when milk production is lightest and fluid use is the greatest. Usually, late summer and fall.

Shrinkage: Generally used as a term to describe the loss of product during transportation, storage and/or processing. Under federal orders it is a pool accounting term describing the difference (product lost) between farm milk receipts and the final product use classification established by the handler and which provides for a limited allocation of such shrinkage to the lowest classified use.

Silo: Allows recipient to designate that all, or a portion of the load, was transferred into the selected plant silo (presented as a drop-down list in the DDC Receiving and Tracking system; values are created during the plant set-up process). When the entire milk load is transferred into one silo, Silo is used to designate which silo the milk was transferred into. When splitting the milk load between two or three silos, then Silo (2nd) and Silo (3rd) would be used to designate that milk was transferred into those silos as well.

Silo (2nd): Allows recipient to designate that the milk load was split between two or more silos and a portion of the load was transferred into the selected plant silo (presented as a drop-down list in the DDC Receiving and Tracking system; values are created during the plant set-up process). When the entire milk load is transferred into one silo, Silo is used to designate which silo the milk was transferred into. When splitting the milk load between two or three silos, then Silo

(2nd) and Silo (3rd) would be used to designate that milk was transferred into those silos as well.

Silo (2nd) Weight (lbs): Allows recipient to designate the weight associated to the portion of the milk load that was split between two or more silos and transferred into the selected silo for Silo (2nd) (presented as an open text box in the DDC Receiving and Tracking system). When the entire milk load is transferred into one silo, Silo is used to designate which silo the milk was transferred into and Silo Weight(lbs) is used to record the total weight transferred into that Silo. When splitting the milk load between two or three silos, then Silo (2nd) and Silo (3rd) would be used to designate that milk was transferred into those silos and Silo (2nd) Weight(lbs) and Silo (3rd) Weight(lbs) will be used to record the total weight transferred into each Silo.

Silo (3rd): Allows recipient to designate that the milk load was split between three silos and a portion of the load was transferred into the selected plant silo (presented as a drop-down list in the DDC Receiving and Tracking system; values are created during the plant set-up process). When the entire milk load is transferred into one silo, Silo is used to designate which silo the milk was transferred into. When splitting the milk load between two or three silos, then Silo (2nd) and Silo (3rd) would be used to designate that milk was transferred into those silos as well.

Silo (3rd) Weight (lbs): Allows recipient to designate the weight associated to the portion of the milk load that was split between three silos and transferred into the selected silo for Silo (3rd) (presented as an open text box in the DDC Receiving and Tracking system). When the entire milk load is transferred into one silo, Silo is used to designate which silo the milk was transferred into and Silo Weight(lbs) is used to record the total weight transferred into that Silo. When splitting the milk load between two or three silos, then Silo (2nd) and Silo (3rd) would be used to designate that milk was transferred into those silos and Silo (2nd) Weight(lbs) and Silo (3rd) Weight(lbs) will be used to record the total weight transferred into each Silo.

Silo Weight (lbs): Allows recipient to designate the weight associated to the portion of the milk load that was transferred into selected silo for Silo (presented as an open text box in the DDC Receiving and Tracking system). When the entire milk load is transferred into one silo, Silo is used to designate which silo the milk was transferred into and Silo Weight(lbs) is used to record the total weight transferred into that Silo. When splitting the milk load between two or three silos, then Silo (2nd) and Silo (3rd) would be used to designate that milk was transferred into those silos and Silo (2nd) Weight(lbs) and Silo (3rd) Weight(lbs) will be used to record the total weight transferred into each Silo.

Skim Milk: Milk from which sufficient cream has been removed to reduce its milk fat content to less than 0.5 percent (usually less than 0.1 percent). Skim milk contains as much protein, lactose, minerals and water-soluble vitamins and only half as many calories as whole milk. In the final beverage form, it has been pasteurized or ultra pasteurized and contains added vitamin A (2,000 IU/per

quart). Because the fat is separated off into cream, skim milk is practically cholesterol free.

Skim Milk Powder: (SMP) - See nonfat dry milk. This is a term often used for nonfat dry milk outside the U.S.

Snubber: Price series used to establish upper or lower limits to movements of the basic formula price in a federal order. Seldom used today, the most common form was a butter-powder snubber calculated from wholesale market values less a make-allowance.

Soft Products: Refers to those manufactured products with relatively short shelf life; i.e., cottage cheese, sour cream, ice cream, yogurt, buttermilk, etc.; similar but not necessarily identical to class II (in a three-class system).

Solids Nonfat(%): Allows recipient to enter the solids nonfat (SNF) percentage associated with the load sample as determined by the plant's lab tests. Solids Nonfat percentage is total solids minus butterfat (presented as an open text box in the DDC Receiving and Tracking system).

Solids-Non-Fat: (SNF) - The solids in milk other than milk fat; e.g., protein, lactose and minerals. Sometimes referred to as nonfat solids.

SPC: Allows recipient to enter the Standard Plate Count (SPC) associated with the load sample as determined by the plant's lab tests (presented as an open text box in the DDC Receiving and Tracking system). Standard Plate Count is synonymous with Plate Loop Count and is an estimate of the total number of bacteria present in the load sample. This is representative of bacteria from all possible sources including dirt, water, manure, and infected cows.

Standby Pool: Arrangement worked out among cooperatives in markets that have periods of milk shortage and cooperatives in the surplus milk production areas. The cooperatives in the deficit market make year-round payments to certain cooperatives in the surplus regions (Wisconsin-Minnesota) to assure that they have sources of milk at reasonable prices when local milk does not supply all the class I requirements.

State Of Origin: Allows recipient to select the geographical name of the state associated to the last location where the milk was picked up (presented as a drop-down list in the DDC Receiving and Tracking system).

Super-Pool Payment: Premium, over the announced federal order class price, negotiated by cooperatives or a cooperative federation with proprietary handlers in a market (also see Over-Order Price and Premium) .

Supplier: The milk source, typically a cooperative, which provides either all the milk or a portion of milk for the load. The supplier is usually specified on the manifest (presented as a drop-down list in the DDC Receiving and Tracking system). A supplier could be the contracted supplier or a sub-supplier who has been sub-contracted by the plant's contract supplier. A supplier will be able to view only receiving information associated with their supplier designation for the plant. A

contract supplier will be able to view all receiving information associated with all the supplier designations for the plant.

Supply Management: Variety of plans which attempt to keep milk production either nationally or in a specific market from exceeding commercial market needs. Can be used as an alternative to low prices as a way to control production in periods of surplus or as a long-term approach to pricing.

Support Price: Price, as set by the Secretary of Agriculture, which is in compliance with the requirements of the Agricultural Act of 1949, as amended, for the Dairy Price Support Program. The support price applies to manufacturing grade milk at average fat test (typically 3.67%).

T

TA: Allows recipient to enter the Titratable Acidity (TA) associated with the load sample as determined by the plant's lab tests (presented as an open text box in the DDC Receiving and Tracking system). Titratable acidity measures the amount of alkali required to neutralize the components of a given quantity of milk and milk products, and is expressed as percentage of lactic acid. This test is used to determine milk quality.

Tanker #: Allows recipient to enter the unique identification number or name for the tanker containing the milk delivered to the recipient's location (presented as an open text box in the DDC Receiving and Tracking system).

Tanker Last Wash Location: Allows recipient to enter where the tanker was last washed (presented as an open text box in the DDC Receiving and Tracking system).

Tanker Number: Use this field to capture a tanker number if required. You may include numbers and/or letters as needed.

Tanker Permit #: Allows recipient to enter the tanker's vehicle permit number associated to the tanker; numbers and/or letters may be included as needed (presented as an open text box in the DDC Receiving and Tracking system).

Tare Weight: Allows recipient to enter the total pounds of the equipment without the milk (presented as an open text box in the DDC Receiving and Tracking system).

Temp.(C): Allows recipient to enter the temperature in Celsius associated with the load compartment or tanker as determined by the certified intake screener (presented as an open text box in the DDC Receiving and Tracking system).

Temp.(F): Allows recipient to enter the temperature in Fahrenheit associated with the load compartment or tanker as determined by the certified intake screener (presented as an open text box in the DDC Receiving and Tracking system).

Template: User defined schedules that include various combinations of plant order information

Time Available: This field is populated with the haulers default load out time; however, you may change this time as required. When the hauler does not designate a

default load out time, 08:00 will be added automatically. Military time is the only format used for these fields.

Total Solids(%): Allows recipient to enter the total solids percentage associated with the load as determined by the plant's lab tests. Total solids percentage is raw milk minus water (presented as an open text box in the DDC Receiving and Tracking system).

Tractor #: Allows recipient to enter the number associated to the tractor used to transport the tanker of milk to the recipient's location; numbers and/or letters may be included as needed (presented as an open text box in the DDC Receiving and Tracking system).

Transfer: Under federal orders used for pool accounting purposes to describe shipments of milk from one plant to another as compared to direct farm-to plant deliveries.

Transfer Origination: Allows recipient to select the transfer station/plant location that the load was filled from; utilized for pool accounting purposes to describe shipments of milk from one plant to another as compared to direct farm-to plant deliveries (presented as a drop-down list in the DDC Receiving and Tracking system).

Transportation Credit: Under certain federal orders handlers may receive a credit (or reduction in class I price obligation) for transportation of milk from other farms or plants under certain defined rules. The credits are sometimes funded by a processor fund or by the pool itself, but in either case the objective is to ensure that the class I market is adequately supplied under equitable pricing conditions for producers and handlers. True Protein - This is a measurement of the protein content of milk. "Total" or "crude" protein tests approximate a protein value by measuring the nitrogen content of milk. A true protein measure does not contain non-protein nitrogen (NPN) which is of no value to cheese yield. True protein is now used under federal order MCP programs as a basis for payment.

U

UF: (Ultra Filtration) - Membrane filtration technology. When applied to skim milk, a portion of the soluble albumin proteins and lactose pass into the permeate but the caseins are captured in the retentate. Can be applied as a pretreatment before cheese making (see membrane filtration).

UHT: (Ultra High Temperature) - Pasteurization process where milk is heated to 280¡ F for at least 2 seconds. Typically, UHT milk is packaged in an aseptic container so it will not require refrigeration.

Ultra Filtration: (UF) - Membrane filtration technology. When applied to skim milk, a portion of the soluble albumin proteins and lactose pass into the permeate but the caseins are captured in the retentate. Can be applied as a pretreatment before cheese making (see membrane filtration).

Ultra High Temperature: (UHT) - Pasteurization process where milk is heated to 280¡ F for at least 2 seconds. Typically, UHT milk is packaged in an aseptic container so it will not require refrigeration.

Ultra-pasteurized: Milk or milk pasteurized nearly at that level but not aseptically packaged. Often used in single serving coffee creamers and some beverage milk for food service.

Uncommitted Inventories: Stocks owned by the CCC at a given time which have not been sold, donated or in any way committed for use.

Uniform Price: See Blend Price.

Uniform Resource Locator: (URL) - An Internet address, as well as a standard method of naming files on the Web. A URL begins with a protocol name (such as http), followed by a colon and two forward slashes(//). Next comes the name of the internet server that the file is stored on, followed by directories that hold the file, separated by forward slashes(/). The filename comes last, as shown in the following example: http://www.mycompany.com/whatsnew.htm

Unregulated Milk: (Non-Pool Milk) - Milk received at non-pool plants. Milk not subject to price regulation by an order.

Use for Settlement: Allows recipient to differentiate between measurements that are for reference purposes only and those used for quality assessment in payment (presented as a checkbox in the DDC Receiving and Tracking system which is always checked unless the user un-checks the box).

Used As Milk Type: Allows the recipient to select the milk type for the load according to how it will be utilized (presented as a drop-down list in the DDC Receiving and Tracking system: Conventional, Organic, or rBST-Free). Typically, organic milk would be utilized for organic production. However, in some instances, organic milk may be purchased and utilized as conventional. In these instances, the milk recipient may select the conventional milk type to identify the milk type utilized for production.

Utilization: Refers to the percentage of milk used in each class in a particular market order pool. Sometimes references just the class I share of the market.

V

Verification: Refers to verifying the classification and allocation of milk as reported by handlers. This is a major function of the Market Administrator's office and a large proportion of his or her staff is involved in the auditing of handler reports for purposes of verification.

Visual Comment: Allows recipient to enter a comment to describe the visual issue with the load sample (presented as a checkbox in the DDC Receiving and Tracking system). Visual comments relative to a visual issue are composed by the lab technician.

Visual Issue: If checked, indicates that a visual issue was present in the load sample (presented as a checkbox in the DDC Receiving and Tracking system). Visual issues are determined by lab technicians and are somewhat subjective. Therefore, a presence of a visual issue is not necessarily related to a rejected load.

W

Weight (lbs.): This field is populated with the routes default weight; however, this field may be modified as required. The conversion for gallons to pounds is: 1 gallon = 8.6 lbs.

Wet Solids: Condensed milk, skim milk, or whey may be referred to as wet solids, to distinguish from dry solids in the form of nonfat dry milk or dried whey powder.

Whey: The water and solids of milk that remain after cheese making and after the curd is removed. It contains about 93.5 percent water and 6.5 percent lactose, protein, minerals, enzymes; water-soluble vitamins and traces of fat.

Wholesale: Middle link in the food distribution chain. Wholesalers assemble relatively large quantities of product and resell in smaller lots to various users such as the food service trade, small retail food stores, jobbers, etc. Major, functions may include assembling, grading, warehousing, and order taking and delivery Customer service such as merchandising aids, credit, etc., also may be provided.

Y

Yogurt: Fermented milk, low fat milk, or skim milk, sometimes protein-fortified. Fruit, flavors and sugars may be added. Milk solids content is commonly 15 percent. Most yogurt is high in protein and low in calories. Sometimes referred to as refrigerated yogurt to distinguish from frozen yogurt, an ice cream-like product.

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