

# ONLINE USER GUIDE

ANDERSONS  
DAIRY MANAGER

To access the Andersons Dairy Manager Online service go to [www.andersonsdairymanager.co.uk](http://www.andersonsdairymanager.co.uk)

Log on using the details provided in your introduction email. Passwords can be changed using the 'Forgotten Password?' link

Once logged on you will be taken to the home screen. This is where you will be able to input and edit data and view and download reports.

## TO ADD A MILK YEAR:

Select the require milk year and click 'add a milk year'. This will already be added for existing clients.

## TO ADD A MONTHLY DATA:

Monthly Input Forms
<a href="#">Apr/2015</a>
<a href="#">May/2015</a>
<a href="#">Jun/2015</a>
<a href="#">Jul/2015</a>
<a href="#">Aug/2015</a>
<a href="#">Sep/2015</a>

1. Click the required month to enter monthly input form
2. Enter the details as requested. Note that the forage area should be entered in hectares.

Herd Details	Other Livestock	Milk Details
Cows In Herd	Stock Over 24 Months	Milk Sold (l)
Cows In Milk	Stock 12 - 24 Months	Milk For Home Use (l)
Average Cow Weight (Kg) 500 - 549	Stock 0 - 11 Months	Butter Fat (%)
Calving Details	Ewes And Rams	Protein (%)
Cows Calving	Lambs	Bactoscan (TBC)
Heifers Calving	Forage Area (ha)	Cell Count (SCC)
		Urea
		Milk Price (ppl)

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### 3. Click 'Add Feed Purchase' to enter details of purchased feeds.



Feed can be selected from the dropdown menu, or start to type the feed name in the search to narrow the selection. Enter feed tonnage and cost per tonne. To add more feed press the 'Add Feed Purchase' again.

Remember to only enter purchased feed given to milking cows. If feed is entered incorrectly feed efficiency results will be wrong.

### 4. Click 'Add Fertiliser Purchase' to enter details of fertiliser used.



This works in a similar way to the feed purchases. Use the dropdown menu or begin to type to narrow the selection. Where appropriate fertiliser names have been used or the N:P:K information where applicable. Remember this should include only the fertiliser used each month.

Check all data has been entered correctly and click save



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## TO ENTER TARGET DATA:



Click the 'all targets' for the relevant milk year to enter details. If targets are produced by Andersons, they will be entered for you by a member of the Andersons Dairy team. Enter Targets and click save

Month	Cows In Herd	Cows In Milk	Cows Calving	Heifers Calving	Milk Produced	Milk Sold	Butter Fat Percentage	Protein Percentage	Milk Price	Yield From Forage	Feed Tonnes	Feed Cost Per Tonne
Apr/2015												
May/2015												
Jun/2015												
Jul/2015												
Aug/2015												

## TO PRODUCE REPORTS:

There are currently three reports available for each month

### Milk Year: 2015

Targets	Monthly Input Forms	View Reports		
	<a href="#">Apr/2015</a>	<a href="#">Monthly Report</a>	<a href="#">Actual v Target</a>	<a href="#">Annual Summary</a>
	<a href="#">May/2015</a>	<a href="#">Monthly Report</a>	<a href="#">Actual v Target</a>	<a href="#">Annual Summary</a>
	<a href="#">Jun/2015</a>	<a href="#">Monthly Report</a>	<a href="#">Actual v Target</a>	<a href="#">Annual Summary</a>
	<a href="#">Jul/2015</a>	<a href="#">Monthly Report</a>	<a href="#">Actual v Target</a>	<a href="#">Annual Summary</a>
	<a href="#">Aug/2015</a>	<a href="#">Monthly Report</a>	<a href="#">Actual v Target</a>	<a href="#">Annual Summary</a>

1. Monthly Report—this report shows a comparison of the current month and milk year against the performance of the previous year. Two graphs are available with this report. The first looks at calving numbers and milk production profile. The second graph looks at milk quality information.

2. Actual v Target—this report will be relevant to those who have target data entered. The report compares actual performance against targets entered. Three graphs are available with this report. The first details monthly margin and production, the second plots margin over purchased feed for the herd and the third plots margin over purchased feed per cow.

3. Annual Summary—this report presents actual data for the previous 12 months.

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## TO DOWNLOAD AND SAVE REPORTS:

Each report can be downloaded and saved as a pdf file by clicking the green 'download PDF' button at the top of each report screen.



Once downloaded you will be able to open the file and print or save onto your computer.

## FURTHER HELP:

If you have any further queries on how to use the online systems please contact:

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