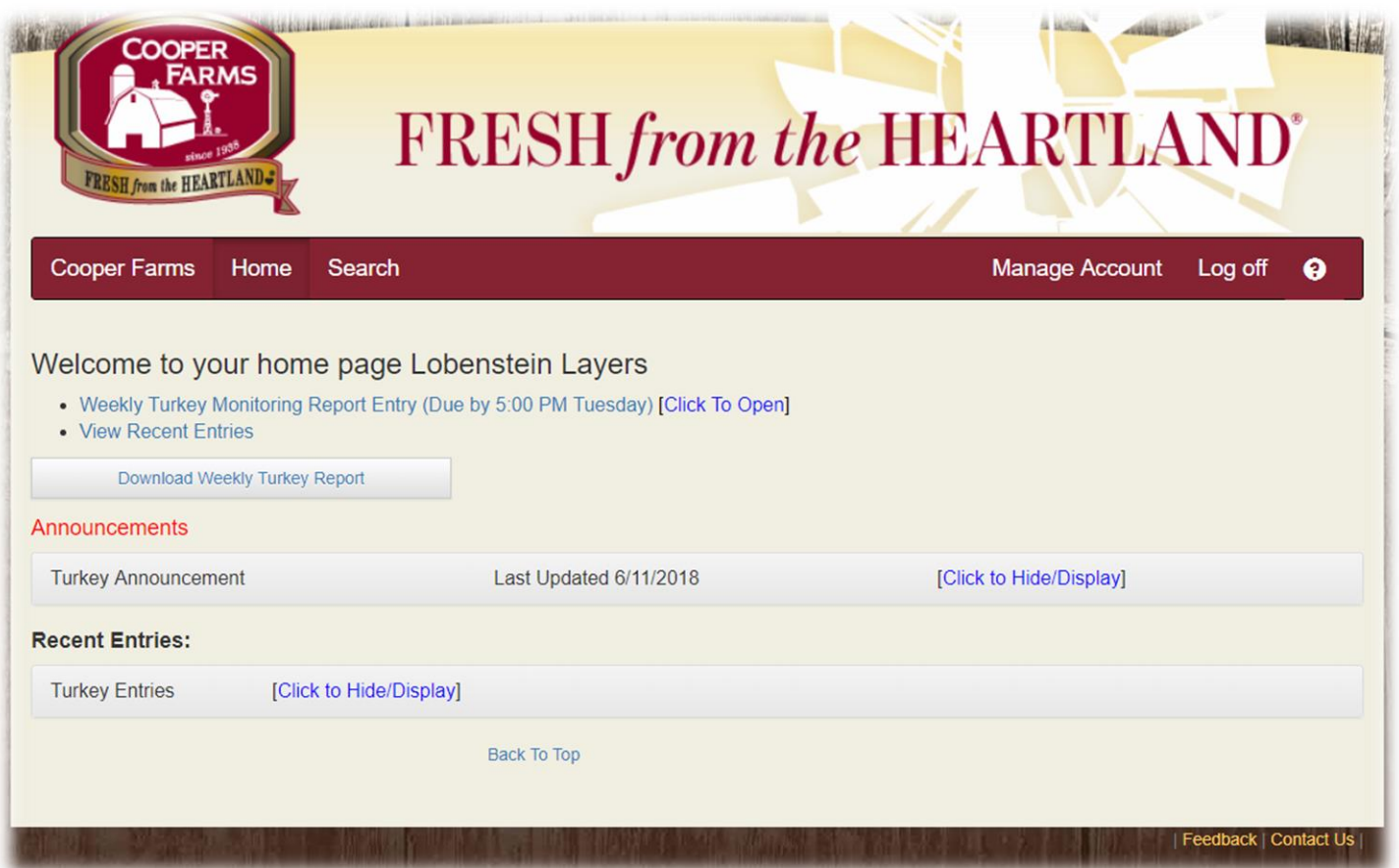


TURKEY GROWER PAGE INSTRUCTIONS



The screenshot shows the Cooper Farms Grower Web Page. At the top left is the Cooper Farms logo, which includes a barn and the text "COOPER FARMS" and "FRESH from the HEARTLAND" with "since 1908" below it. To the right of the logo is the slogan "FRESH from the HEARTLAND" in a large, stylized font. Below the logo and slogan is a dark red navigation bar with the following items: "Cooper Farms", "Home", "Search", "Manage Account", "Log off", and a help icon. The main content area has a light yellow background. It starts with a welcome message: "Welcome to your home page Lobenstein Layers". Below this are two bullet points: "Weekly Turkey Monitoring Report Entry (Due by 5:00 PM Tuesday) [Click To Open]" and "View Recent Entries". There is a button labeled "Download Weekly Turkey Report". Below that is a section titled "Announcements" in red. It contains a table with one row: "Turkey Announcement", "Last Updated 6/11/2018", and "[Click to Hide/Display]". Below the announcements is a section titled "Recent Entries:". It contains a table with one row: "Turkey Entries" and "[Click to Hide/Display]". At the bottom of the main content area is a "Back To Top" link. In the bottom right corner of the page, there are links for "Feedback" and "Contact Us".

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CURRENT WEB ADDRESSES:

- Live: <https://coopergrower.azurewebsites.net>
- QA/Test: <https://coopergrowerqa.azurewebsites.net>

ADD SHORTCUT ICON TO YOUR PHONE

1. Android Phone


a. Chrome Browser

- Go to the new Grower Pages website
- Tap the three dots in the upper right-hand corner
- Select: Add to Home Screen, then tap Add
- Touch and hold the icon to drag it to your phones home screen, or tap Add

b. Internet Explorer

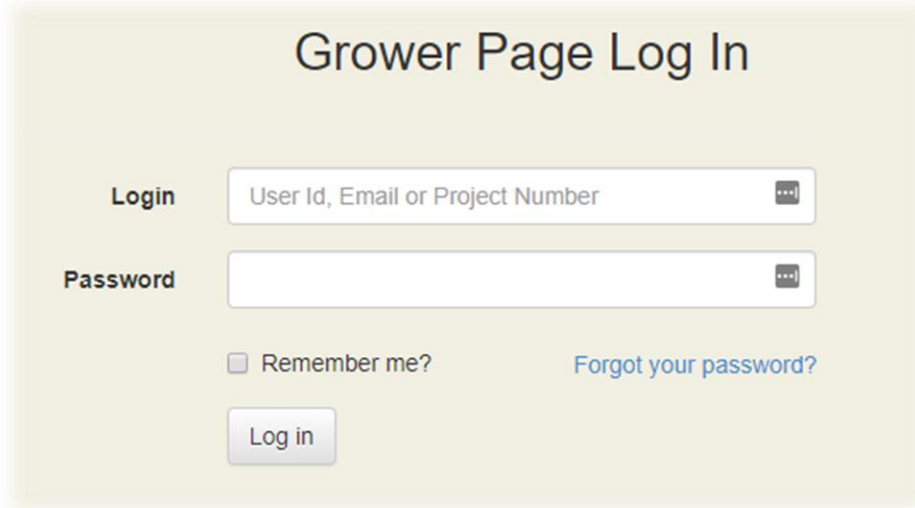
- Go to the new Grower Pages
- Tap the three lines in the button right-hand corner
- Select Add page to, and tap Home Screen
- Select Add
- Touch and hold the icon to drag it to your phones home screen, or tap Add

2. iPhone

- Go to the new Grower Pages website
- Tap the share icon (bottom of page) 
- Select the Add to Home Screen
 - Note: May need to swipe to the right or left to find it
- Tap Done, in the lower right-hand corner

LOG IN

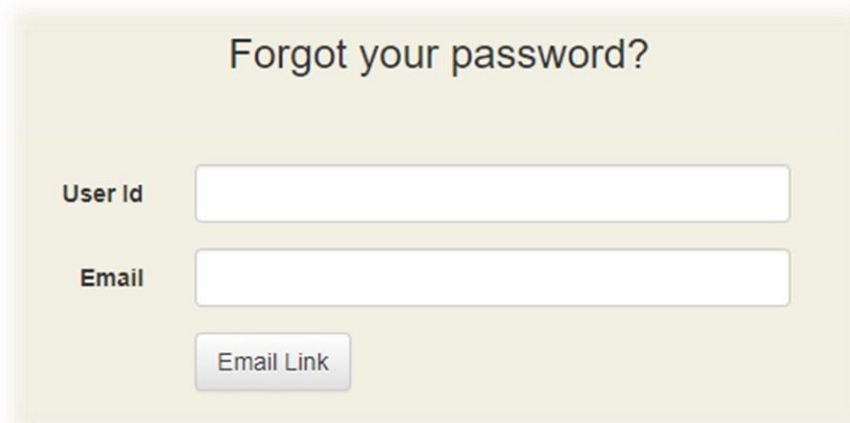
To Enter the Website



The image shows a login form titled "Grower Page Log In". It features two input fields: "Login" with the placeholder text "User Id, Email or Project Number" and "Password". Below the fields are a "Remember me?" checkbox and a "Forgot your password?" link. A "Log in" button is positioned at the bottom of the form.

1. Type your User Id (your master grower number) or Email into the Login field
2. Enter your password into the Password Field
 - a. If you have forgotten your password, click the "Forgot your password?" link
3. Check the "Remember me?" checkbox if you do not want to re-enter your credentials again
4. Click the Log In button

Forgot Your Password?



The image shows a form titled "Forgot your password?". It contains two input fields: "User Id" and "Email". Below these fields is an "Email Link" button.

1. Type your User Id and Email into the provided fields
 - a. If you do not know your User Id or Email, click on the Contact Us link at the bottom of the page to find who you should contact
2. Click the Email Link button

3. If you entered the correct information, an email will be sent that contains a link to reset your password

HOME PAGE

Welcome to your home page Froman Farms 2

- [Weekly Turkey Monitoring Report Entry \(Due by 5:00 PM Tuesday\) \[Click To Open\]](#)
- [View Recent Entries](#)

[Download Weekly Turkey Report](#)

Announcements

Turkey Announcement Last Updated 6/14/2018 [\[Click to Hide/Display\]](#)

Recent Entries:

Turkey Entries [\[Click to Hide/Display\]](#)

Show entries Search:

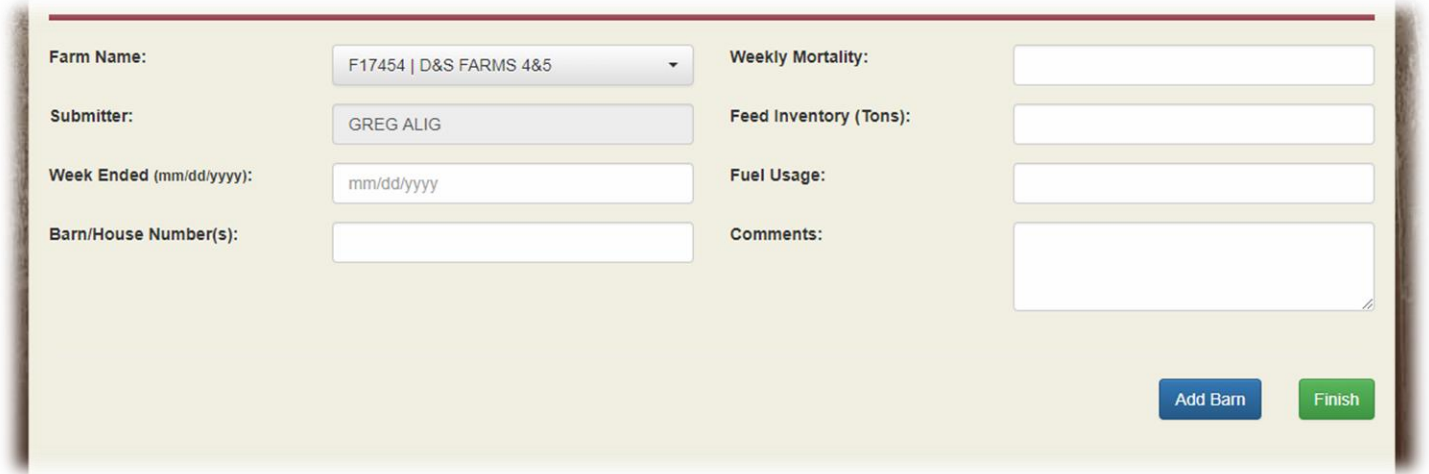
Project No.	Description	Barn(s)	Week Ended	Entry Date	Submitted
+ F17777	BARN 1	2	05/26/2018	05/25/2018	No
+ F00001	My Barn	1	05/25/2018	05/25/2018	Yes

Showing 1 to 2 of 2 entries [Previous](#) [1](#) [Next](#)

1. This is your personal home page for the new grower pages
2. View announcements for Turkey growers
 - a. Click on the top of each announcements panel to view/hide the announcement
3. Enter a new [Turkey Monitoring Report Entry](#) by clicking on the corresponding link at the top of this page
4. View your recent entries at the bottom of the home page
 - a. Click on the “+” next to the Project ID of an entry to view more information on it
 - b. This table can be sorted by clicking on the headings of each column and can be searched through using the Search field at the top-right of the table
 - c. If an entry has not been submitted yet, it will say so under the Submitted column
 - i. To submit this entry, go to the [New Turkey Entry](#) page
 - ii. The entry that hasn’t been submitted will automatically populate on that page for you to submit

TURKEY ENTRY

New Turkey Entry



Farm Name: F17454 | D&S FARMS 4&5

Weekly Mortality:

Submitter: GREG ALIG

Feed Inventory (Tons):

Week Ended (mm/dd/yyyy): mm/dd/yyyy

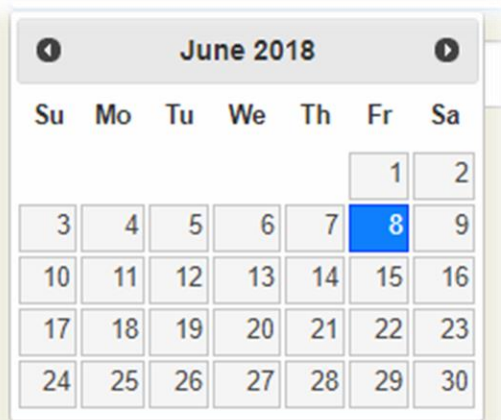
Fuel Usage:

Barn/House Number(s):

Comments:

[Add Barn](#) [Finish](#)

1. Use the Farm Name dropdown to select the project
2. Enter the Week Ended date
 - a. Clicking in this box will pull up a calendar for you to select the date, or you can just type in the date using MM/DD/YYYY format



3. Enter the Barn/House number(s) for your entry
4. Then enter the necessary information into the provided fields
5. Add any comments into the Comments box
6. Click [Add Barn](#) to add another barn or entry
7. Click Finish to proceed to the [Turkey Entry Review](#) page

Add Turkey Barn

Add additional submissions or barns (Due by **5:00 PM Tuesday**)

Instructions [\[click here\]](#)

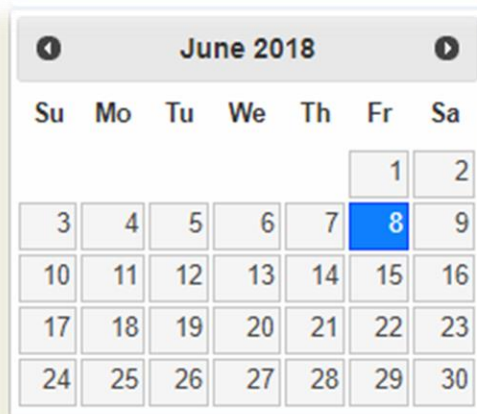
Farm Name: **Weekly Mortality:**

Submitter: **Feed Inventory (Tons):**

Week Ended (mm/dd/yyyy): **Fuel Usage:**

Barn/House Number(s): **Comments:**

1. Use this page to add another Turkey barn or entry
2. Use the Farm Name dropdown to select a project
3. Enter the Week Ended date
 - a. Clicking in this box will pull up a calendar for you to select the date, or you can just type in the date using MM/DD/YYYY format



4. Enter the Barn/House number(s) for your entry
5. Enter the necessary information into the provided fields
6. Add any comments to the Comments box
7. Click [Add Barn](#) to add another barn or entry
 - a. You can continually add as many barns as you need this way
8. Click Finish to proceed to the [Turkey Entry Review](#) page
9. Click Cancel to go to the [Turkey Entry Review](#) page without saving this information

Turkey Entry Review

Please review your information and click the **Confirm** button to complete your submission

Instructions [[click here](#)]

Add Barn

Clear All

Confirm

Grower Information

Submitter: GREG ALIG
Entry Date: 7/16/2018

Barn Information

[Edit](#)

Week Ended: 7/20/2018
Barn/House Number(s): 1
Project Number: F17454 | D&S FARMS 4&5
Weekly Mortality: 1.00
Feed Inventory: 1.00
Fuel Usage: 1.00
Comments

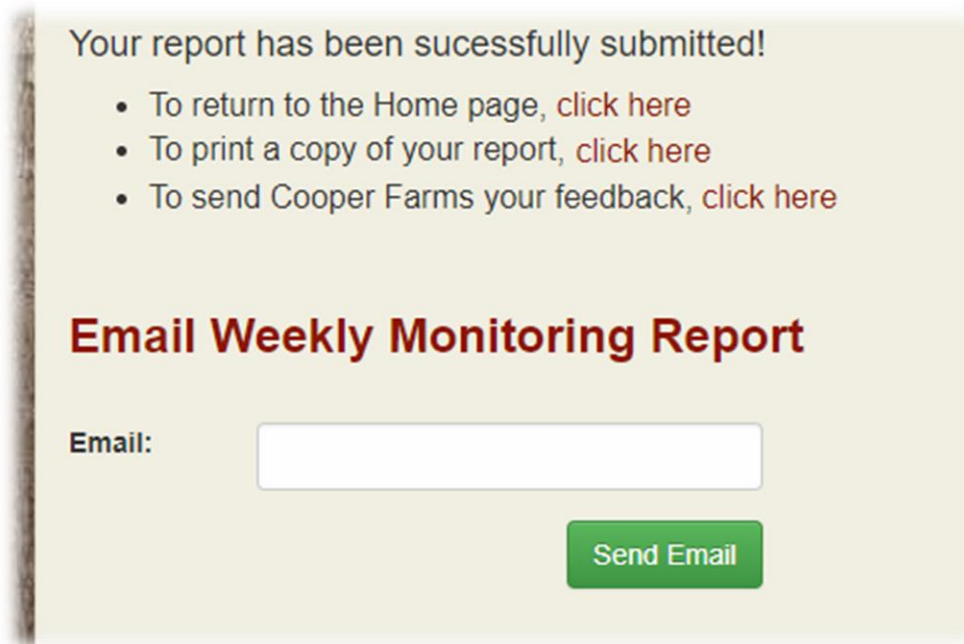
Add Barn

Clear All

Confirm

1. Review all entries you are about to submit on this page
2. Click the [Add Barn](#) button to add another barn or entry
3. Click Confirm to submit the displayed entries
4. Click the [Edit](#) button next to the Barn Information to edit that entry

Successful Submission



1. Once you finish submitting all barns by clicking on Confirm on the [Turkey Entry Review](#) Page, you come to this page
2. Enter your email address and click Send Email if you want to receive an email with a summary of your entries
3. Links are provided at the top to either return to your home page, print a copy of the report, or submit [feedback](#) on the grower page web application

Edit Turkey Entry

Edit your submission (Due by **5:00 PM Tuesday**)

Instructions [\[click here\]](#)

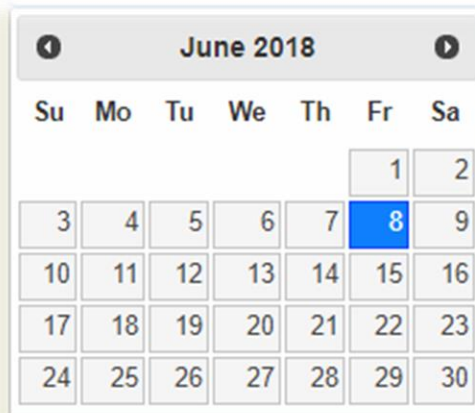
Farm Name: **Weekly Mortality:**

Submitter: **Feed Inventory (Tons):**

Week Ended (mm/dd/yyyy): **Fuel Usage:**

Barn/House Number(s): **Comments:**

1. Use this page to edit the selected Turkey entry from the review page
2. Use the Farm Name dropdown to change the selected project
3. Edit the Week Ended date
 - a. Clicking in this box will pull up a calendar for you to select the date, or you can just type in the date using MM/DD/YYYY format



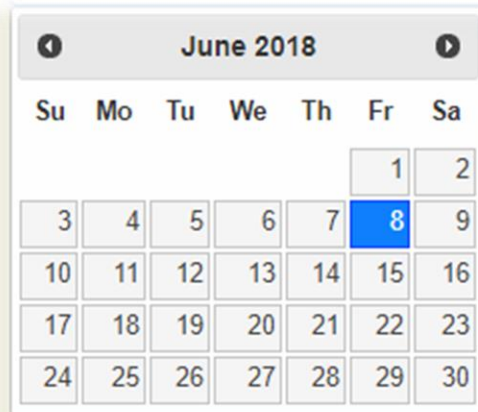
4. Edit the Barn/House number(s) for your entry
5. Make the necessary changes/corrections to the information in the provided fields
6. Add/change any comments to the Comments box
7. Click Finish to proceed to the [Turkey Entry Review](#) page
8. Click Cancel to go to the [Turkey Entry Review](#) page without saving any changes

SEARCH

The screenshot shows a search form with the following elements:

- Species Type:** A dropdown menu currently set to "Turkey".
- Week Ended Dates :** Two input fields labeled "Start Date:" and "End Date:" with a placeholder "mm/dd/yyyy".
- Entry Dates :** Two input fields labeled "Start Date:" and "End Date:" with a placeholder "mm/dd/yyyy".
- Buttons:** A green "Search" button and a blue "Export to PDF" button.

1. To get to the Search page, click on Search on the navigation bar at the top of every page
2. Select Hog or Turkey using the Species Type dropdown
3. Enter a date range into the provided fields
 - a. You can leave these fields blank to include all entries
 - b. Clicking in one of the date boxes will pull up a calendar for you to select the date, or you can just type in the date using MM/DD/YYYY format



4. Click the Search button to display the results on this page
5. Click the Export to PDF button to download the report
 - a. **NOTE:** If you are using this page on a phone, you will probably want to download using the pdf option

MANAGE ACCOUNT

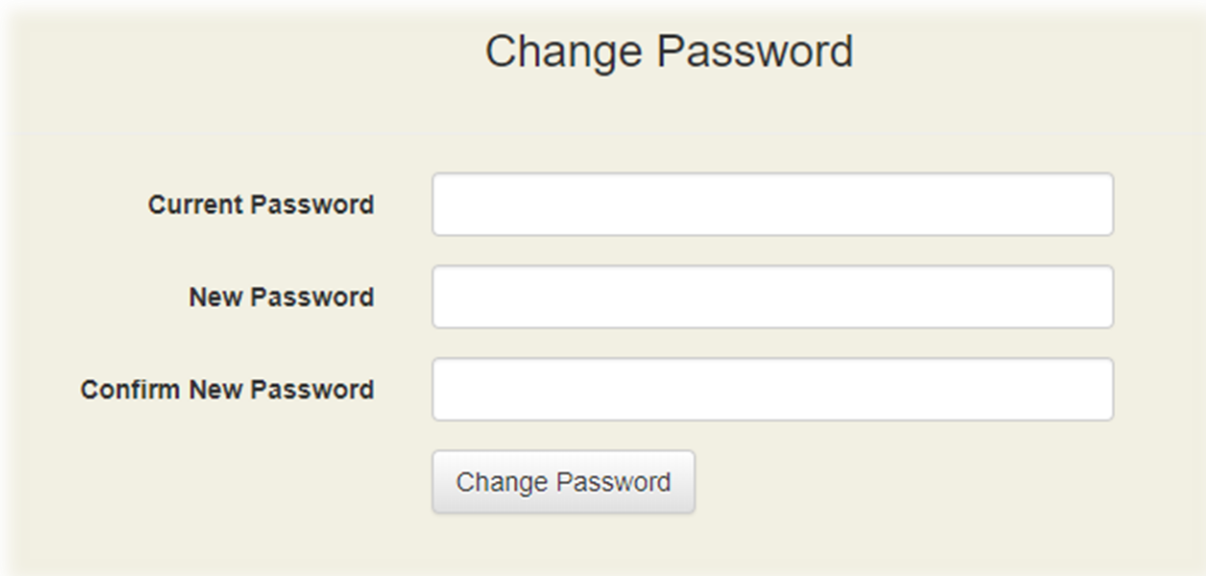
Account Management

Change your account settings

Password: [[Change your password](#)]

1. The Account Management page is where you can change your password
2. Click the [Change your password] link to go to the Change Password page

Change Password



The screenshot shows a form titled "Change Password" with three input fields and a submit button. The first field is labeled "Current Password", the second "New Password", and the third "Confirm New Password". Below the fields is a button labeled "Change Password".

1. First enter your current password in the first field
2. Then enter your new password
 - a. **NOTE:** Minimum length of eight characters
3. Re-enter your new password into the Confirm New Password field
4. Click Change Password to save your password changes

FEEDBACK



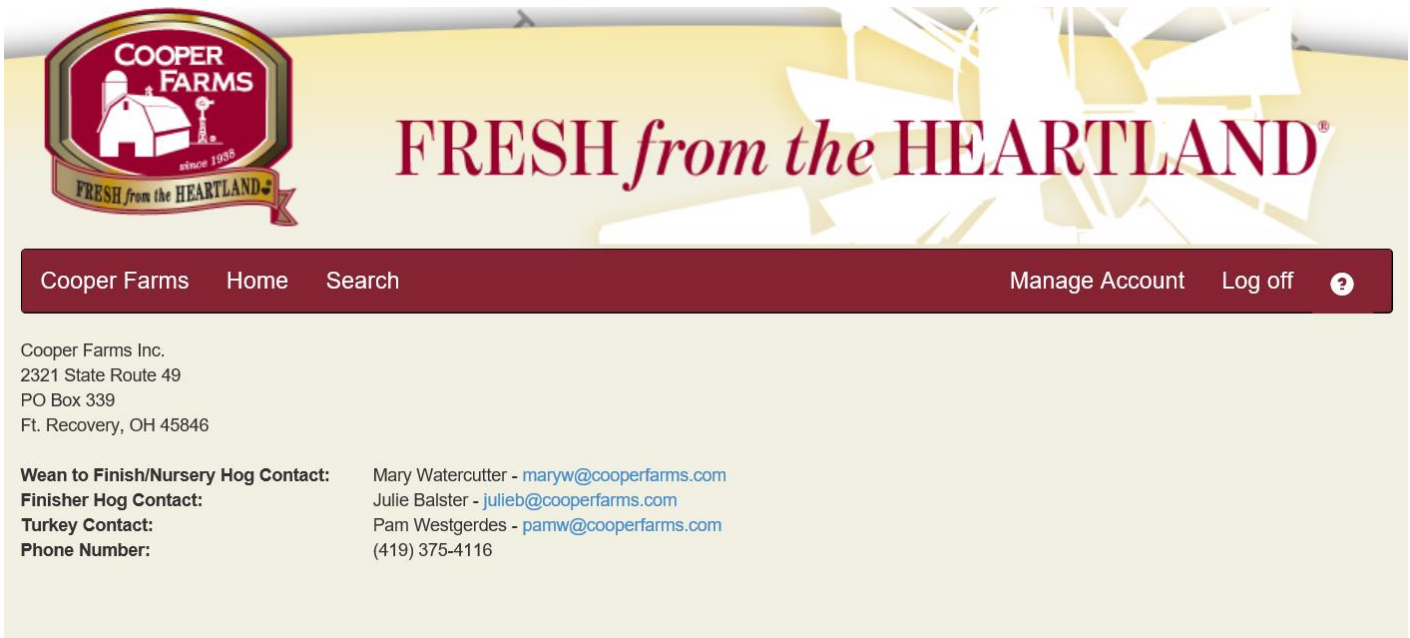
The image shows a feedback form with a light beige background. It contains three input fields: a text box for 'Name: (optional)', a text box for 'Email: (optional)', and a larger text area for 'Comment:'. At the bottom left is a green 'Finish' button, and at the bottom right is a grey 'Clear' button.

1. The link to get to the Feedback page is located at the very bottom of every page in the application

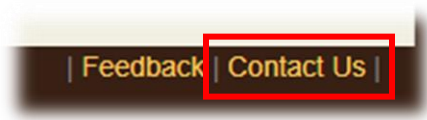


2. Use this page to provide any feedback about the grower pages
3. Optionally enter your name and email address
4. Enter your feedback into the field labeled Comment
5. Click Finish to submit your feedback
6. Click Clear to clear all information in the fields on this page

CONTACT US



1. This is the Contact Us page, the link to this page is located at the bottom of every page



2. This page lists the primary contacts and service people
 - a. **NOTE:** The contacts listed in this screenshot are just examples. Contact the people that show up on your Contact Us page