Producer Portal User Guide

V1.0

(last update June 15, 2018) amended 2.1 and 11.2

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1.0 Producer Portal Access Setup

Each producer/producer contact will have their own unique Complete account setup email sent to them, and the link will only set up the intended producer/producer contact.

As a security measure, the producer's Producer No is not included in the email.

1.1 Received Email

Once you've received the Complete account setup email from the SaskMilk Portal, **click** on the **here** hyperlink.
Upon clicking the hyperlink, your preferred web browser will be launched to the Set SaskMilk portal password page.
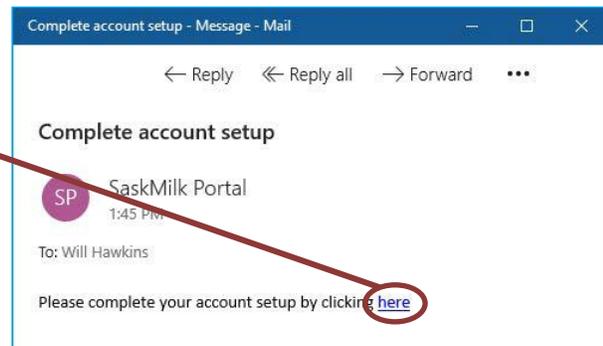
1.2 Set SaskMilk portal password

When setting up your password, it must meet the following requirements:

- Be at least 6 characters long
- Contain at least 1 digit
- Contain at least 1 special character
- Contains at least on upper and lowercase letter

1.2.1 Primary Producer Account

In the below screen, you will enter your **Producer No** in the User Name / Producer No field, and your **password** in both the Password and Confirm Password fields. **Click** the **save** button.

Figure 1.2.1

1.2.2 Secondary Contact

In the below screen, you will enter your **Producer No**, **Email**, **User Name** (must begin with a letter), and your **password** in both the Password and Confirm Password fields. **Click** the **save** button.

Figure 1.2.2

1.3 Set password confirmation

The page shown in figure 1.3.1 is displayed if a Producer No, user name (if a secondary contact) and password has been entered and the save button clicked (highlighted in red in Figure 1.2.1 or 1.2.2 depending on whether you're entering a primary or secondary contact).

This screen will be shown when:

- The Producer No entered **matches** the Producer No associated to the producer portal account set up email. The producer portal account will finalize the account setup, and allow the user to log into the system when the user selects the log in link (figure 1.3.1)
- The Producer No entered **does not match** the Producer No associated to the producer portal account set up email. No account will be set up and the user will not be able to log into the producer portal with those credentials.

Figure 1.3.1

2.0 Logging In

2.1 First Time Log In

Now that you've successfully set up your producer account, you can log into the system by any of the following 2 options:

- Clicking on the Log in link highlighted in red in figure 1.3.1
- Clicking on the 'click here to log in' link circled in green in figure 1.3.1

This will bring you to the screen shown in Figure 2.1.1.
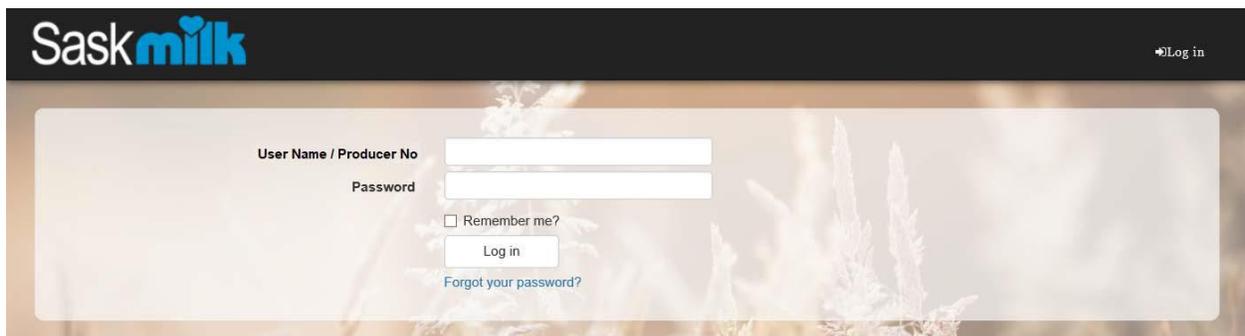
Figure 2.1.1

Please enter your Producer No (primary contact) or User Name (secondary contact) and password, and hit enter or click on the Log in button

2.1 Future Access

Creating Portal Access Shortcuts

If homepage is full, icon will appear on another page. Scroll through all pages

Desktop:

Internet Explorer
1. Type URL portal.saskmilk.ca into text bar of web browser and press "Enter" or "Go."
2. Select the File menu
3. Go to Send > Shortcut to desktop
4. Check desktop to make sure it was added,
5. Right click and Rename if necessary

Chrome
1. Type URL portal.saskmilk.ca into text bar of web browser and press "Enter" or "Go."
2. Select customizing Chrome ⋮ (at top of screen to the right of address bar)
3. Go to More tools > add to desktop
4. Change name if necessary, and press add

Firefox

1. Type URL portal.saskmilk.ca into text bar of web browser and press "Enter".
2. Go to "Open menu" ☰ , and select "Save page as"
3. Choose the "Desktop" as location, and press save

IPhone Device
Safari

1. Type URL portal.saskmilk.ca into text bar of web browser and press "Enter" or "Go."
2. Select the export button ⬆ (at bottom of screen)
3. Scroll to the right until you see 'Add to Home Screen' (circled in green) and select it.
4. Change name if necessary
5. Click Add (top right corner)
6. This icon will be on your Homepage for quick access to the producer portal
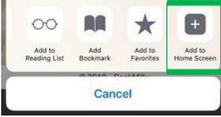
Android Device:
Google

1. Type URL portal.saskmilk.ca into text bar of web browser and press "Enter" or "Go."
2. Select the three dot menu icon shown on the right of the URL ⋮
3. Select Add to homescreen menu item (highlighted in red)
4. This icon will be on your Homepage* for quick access to the producer portal

Android 4.2+ Bowser

1. Navigate to your Android web browser. Locate the icon that looks like a globe and tap on it to open.
2. Enter portal.saskmilk.ca in the text bar and press "Enter" or "Go."
3. Tap on the Create Bookmark icon. This is the star outline icon to the right of the URL bar. An info box should appear asking you to name the bookmark and where you want it saved.
4. Tap on the drop-down menu.
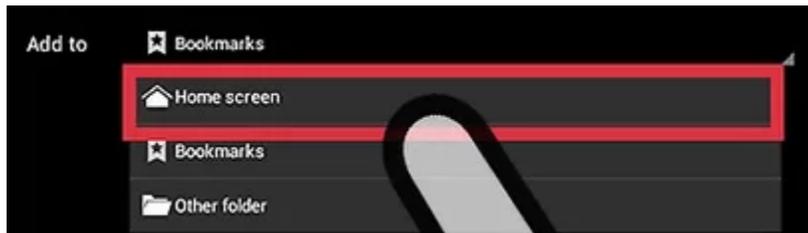
5. Tap "Home screen."

Dolphin Browser

1. Launch the Dolphin Browser. You can tap on the browser's icon from your home screen.
2. Enter portal.saskmilk.ca in the text bar and press "Enter".
3. Tap on the Add Bookmark icon. This is represented by the star icon on the left of the URL bar.
4. Navigate and hold on one bookmark you want to save on your home screen.
5. Tap "Add shortcut to Home."

Chrome:

1. Launch Google Chrome browser app. Just tap on the Google Chrome icon on your home screen or app drawer.
2. Type URL portal.saskmilk.ca into text bar of web browser and press "Enter".
3. Tap on the Menu button. ...
4. Tap "Add to Home Screen."

Firefox

4. Launch your Mozilla Firefox app
5. Type URL portal.saskmilk.ca into text bar of web browser and press "Enter".
6. Tap and hold the address bar. Some options will appear.
7. Choose "Add to Home Screen."

2.2 Producer Landing Screen

Once successfully logged in, you will be brought to a landing screen similar to the one shown in Figure 2.2.1. The producer portal landing page is comprised of 5 sections:

- Menu items (circled in orange)
- Who's logged on (circled in yellow)
- Welcome message with instructions on how to report an issue (circled in green)
- Current month information (contained within the blue widget)
- Recent messages (contained within the purple widget)
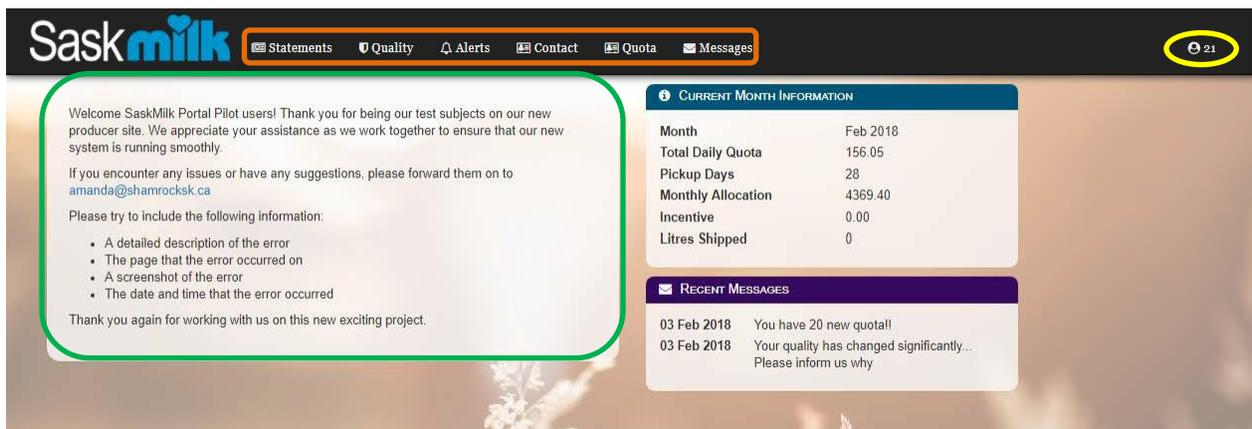
Figure 2.2.1

The landing page shown in Figure 2.2.1 is based on a user with full access to the producer account. **The landing page will change based on the security set up for the producer portal user logged in.** The settings are as follows:

		Producer Site	Full Control	Quality	Producer Statement	Quota Management	Alert Management
MPS Portal Access		**Enabled**					
Statements			**View**		**View**		
Quality	Components		**View**	**View**			
	Special Quality		**View**	**View**			
	Official Results		**View**	**View**			
Alerts	Statement Alert		**Edit**				**Edit**
	Quality Alert		**Edit**				**Edit**
Contact	Producer Details		**Edit**				
	Contacts		**Edit**				
Quota	Worksheet		**View**			**View**	
	Management		**View**			**View**	
Landing Page	General messages		**View**	**View**	**View**	**View**	**View**
	Quality messages		**View**	**View**			
	Quota messages		**View**			**View**	
	Current Month Information		**View**			**View**	

3.0 General Functionality

The producer portal has been designed using a standard look, feel, and functionality. Each of the standards are as follows:

3.1 Grids

Grids are used throughout the Producer Portal to display information to the user. By default, a grid displays a maximum of 15 records per page. If there are more than 15 records, there is a page selection bar as shown below (Figure 3.1.1) which allows you to go through the pages of records either next (highlighted in red), previous (circled in purple), last page (circled in dark blue) or first page (circled in green).
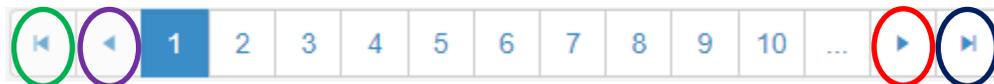
Figure 3.1.1

Certain grids within the producer portal can:

- Sort the columns ascending or descending by clicking on the column
- Filter the columns

Special grids can also export the results to an excel spreadsheet. For those grids, there is an Export to Excel button (Figure 3.2):
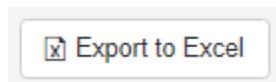
Figure 3.2

If there are any informational/warning messages associated to a record in the grid, there is a ⓘ displayed at the beginning or end of the row. The message will be displayed when the user clicks the exclamation icon which will display the message in a pop-up window (Figure 3.3).

Figure 3.3

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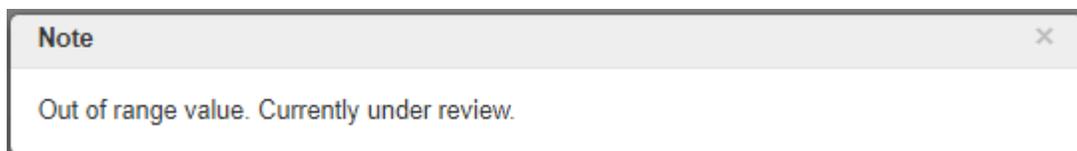
4.0 Viewing your Producer Statement

From the producer landing page shown in Figure 4.0.1, select the **Statements** menu item circled in orange.
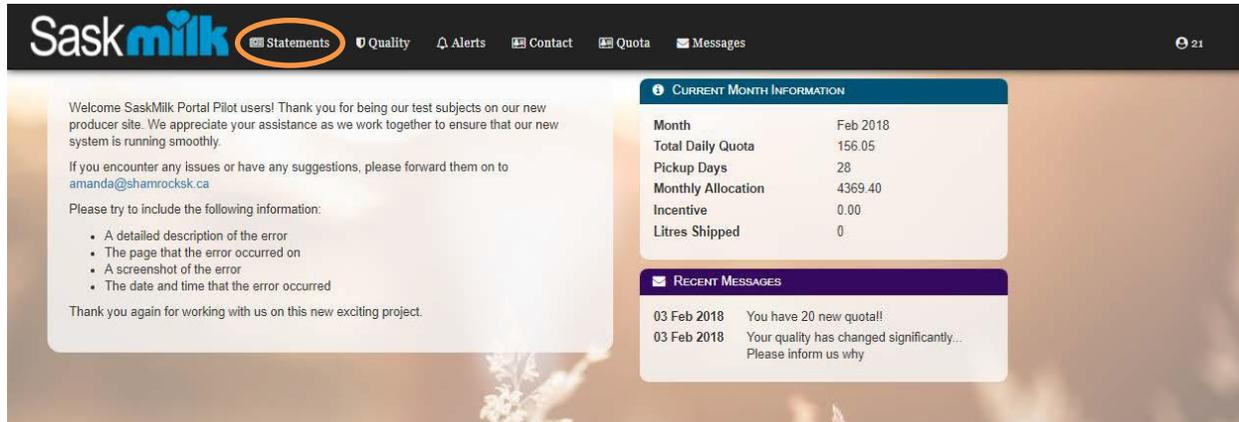
Figure 4.0.1

This will bring up a listing of the last 18 months of statements for the selected producer, and any previously linked producers (if applicable). If there are more than 15 records for the selected producer, the last 15 statements (shown newest to oldest) will be shown on the first page. Older producer statements can be viewed by using the standard grid page navigation buttons.

The producer statement listing view will show a summary of the producer statements information including:

- Period
- Producer No
- Litres

- BFat
- Protein
- LOS

- Statement amount

A producer can view a copy of the producer statement by selecting the period's view button (highlighted in red) shown in Figure 4.0.2. This will launch a new window displaying the selected 2-page producer statement.
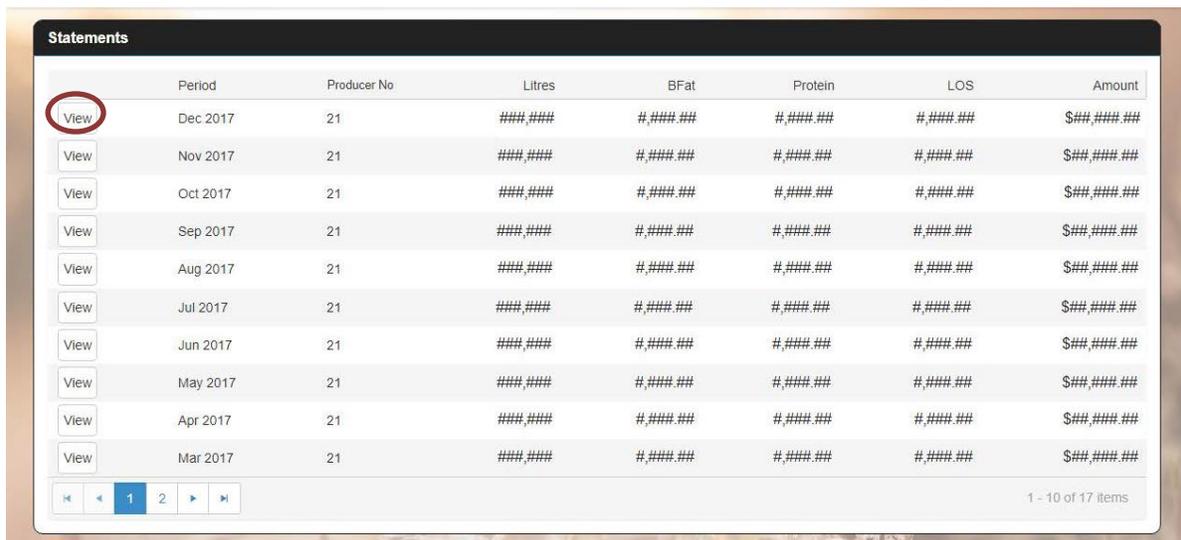
Figure 4.0.2

4.0 Viewing your Quality Components

From the producer landing page shown in Figure 4.0.1, select the **Components** menu item found within the Quality Menu circled in orange.
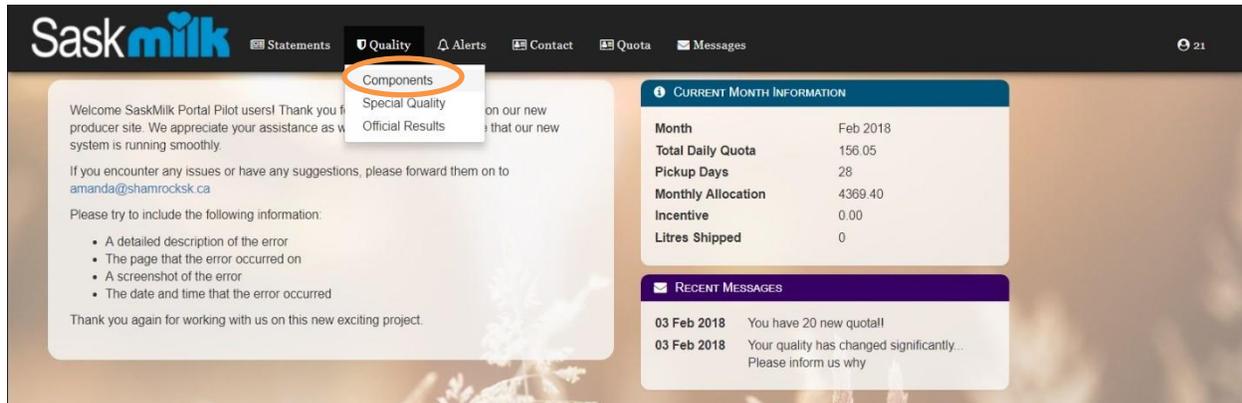
Figure 4.0.1

This will bring up a listing of the last 18 months of quality components for the selected producer, and any previously linked producers (if applicable). By default, the last 15 records order chronologically based on sampled date newest to oldest.

As shown in Figure 4.0.3, the component results listing view will show:

- Tank
- Date Sampled
- Fat (%)
- Protein (%)
- LOS (%)
- SNF BF Ratio

Component Reults

Tank	Date Sampled	Fat (%)	Protein (%)	LOS (%)	SNF:BF Ratio
	16 Jan 2018	3.87	3.34	4.73	2.09
	14 Jan 2018	3.93	3.32	4.75	2.06
	12 Jan 2018	3.98	3.32	4.75	2.03
	10 Jan 2018	3.93	3.30	4.75	2.05
	08 Jan 2018	3.94	3.28	4.73	2.03
	06 Jan 2018	3.97	3.17	4.56	1.95
	04 Jan 2018	4.08	3.30	4.70	1.96
	02 Jan 2018	4.18	3.30	4.70	1.91
	31 Dec 2017	4.40	3.23	4.53	1.76
	29 Dec 2017	4.15	3.38	5.73	2.19
	27 Dec 2017	4.08	3.32	5.75	2.22
	25 Dec 2017	4.11	3.30	5.75	2.20
	23 Dec 2017	4.19	3.31	5.75	2.16
	21 Dec 2017	4.00	3.30	5.76	2.27
	19 Dec 2017	4.05	3.26	5.75	2.23

1 - 15 of 260 items

Figure 4.0.3

5.0 Special Quality

From the producer landing page shown in Figure 5.0.1, select the **Special Quality** menu item found within the Quality Menu circled in orange.
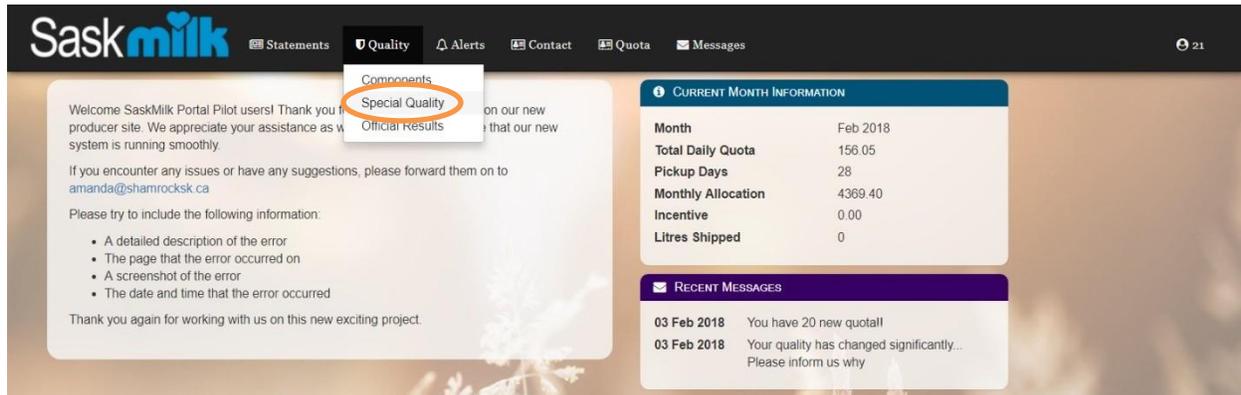
Figure 5.0.1

This will bring up a listing of the last 24 months of special quality results for the selected producer, and any previously linked producers (if applicable). By default, the last 15 records order chronologically based on sampled date newest to oldest.

As shown in Figure 5.0.2, the special quality listing view will show:

- Tank
- Date Received
- Date Sampled

- IBC (x1000)
- Inhibitors (P/N)
- SCC (x1000)

- FTP (°H)
- MUN
- Suitability

Tank	Date Received	Date Sampled	IBC (x1000)	Inhibitors(P/N)	SCC (x1000)	FPT(°H)	MUN	Suitability
	18 Jan 2018	16 Jan 2018			321	-0.540	12.3	S
	16 Jan 2018	14 Jan 2018			234	-0.542	11.6	S
	16 Jan 2018	12 Jan 2018			358	-0.543	12.6	S
	12 Jan 2018	10 Jan 2018			277	-0.543	12.1	S
	10 Jan 2018	08 Jan 2018			357	-0.541	12.3	S
	09 Jan 2018	06 Jan 2018			307	-0.541	10.6	S
	09 Jan 2018	04 Jan 2018			392	-0.543	13.2	S
	05 Jan 2018	02 Jan 2018			307	-0.542	11.9	S
	02 Jan 2018	31 Dec 2017			271	-0.543	13.6	S
A	29 Dec 2017	27 Dec 2017	23		268	-0.544	12.0	S
A	28 Dec 2017	25 Dec 2017			232	-0.544	12.8	S
A	28 Dec 2017	23 Dec 2017			312	-0.544	11.9	S
A	28 Dec 2017	21 Dec 2017			230	-0.544	10.9	S
A	21 Dec 2017	19 Dec 2017	14		273	-0.542	12.5	S
A	19 Dec 2017	17 Dec 2017	26		315	-0.543	12.0	S

1 2 3 4 5 6 7 8 9 10 ... ▶ ▶| 1 - 15 of 258 items

- Penalty Range   - Warning Range   - Unsuitable Result

Figure 5.0.2

6.0 Lab Results

From the producer landing page shown in Figure 6.0.1, select the **Official Results** menu item found within the Quality Menu circled in orange.
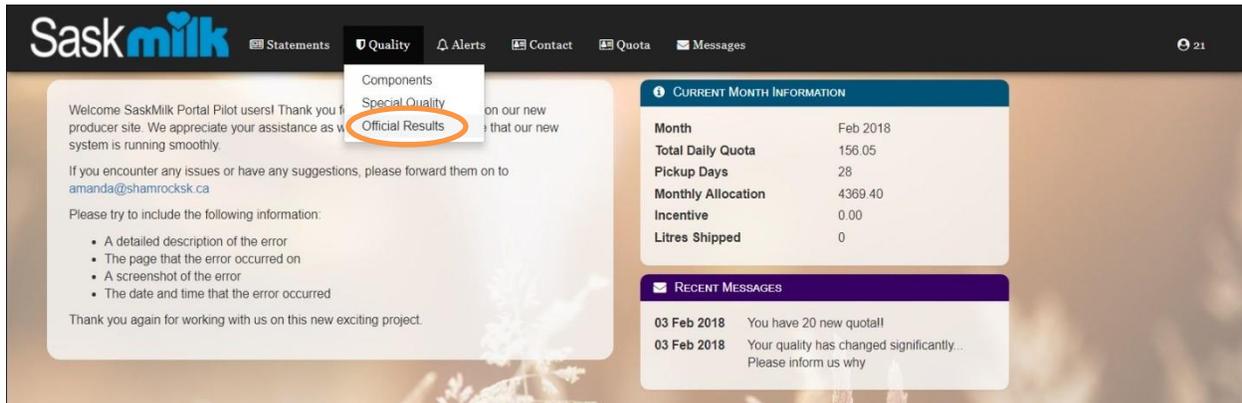
Figure 6.0.1

This will bring up a listing of the up to the last 24 months of special quality results for the selected producer, and any previously linked producers (if applicable). By default, the last 15 records order chronologically based on sampled date newest to oldest.

As shown in Figure 6.0.2, the official results listing view will show:

- Date
- IBC (x1000)

- SCC (x1000)
- FTP (°H)

- Inhibitors (P/N)
- Quality Bonus

Figure 6.0.2

7.0 Statement Alert

From the producer landing page shown in Figure 7.0.1, select the **Statement Alert** menu item found within the Alerts Menu circled in orange.
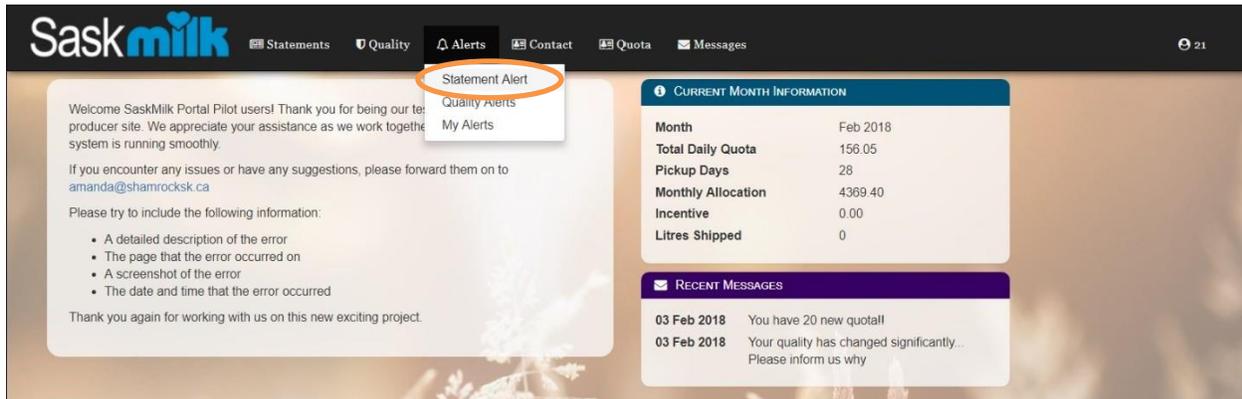
Figure 7.0.1

As shown in Figure 7.0.2, the producer statement alert view will show the producer statement alert name, an active indicator, any recipients set up to receive the alert, and an edit button if the user has the permission to edit the alert.
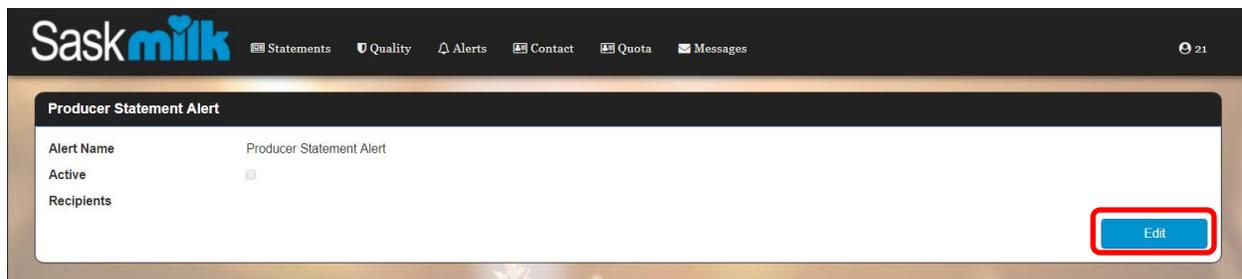
Figure 7.0.2

7.1 Editing Statement Alert

By clicking on the edit button within Producer Statement Alert statement (highlighted in red in Figure 7.0.2), the Edit Statement Alert screen will be shown (Figure 7.1.1). The user can update:

- Activating or deactivating the producer statement alert.
- Flag any of the producer contacts to receive the producer statement alert.
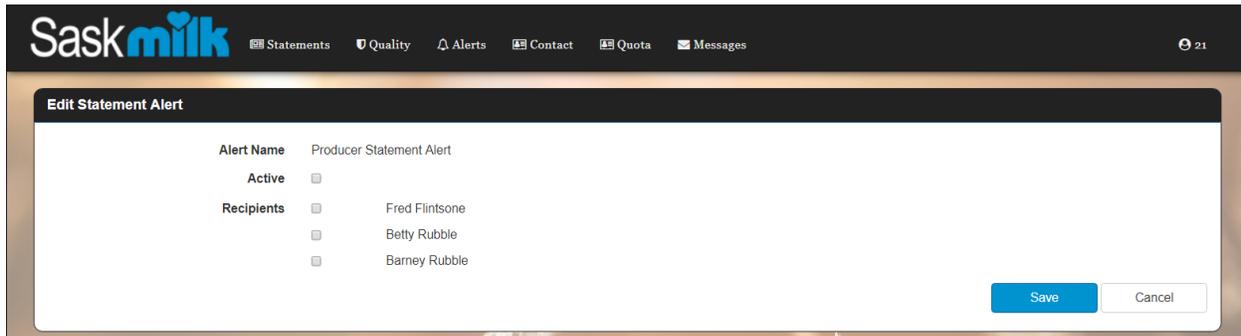
Figure 7.1.1

Once the user has updated the record and hit the save button, the user will be brought back to the Producer Statement Alert view screen and a 'successfully updated' alert will be shown (highlighted in green in figure 7.1.2)
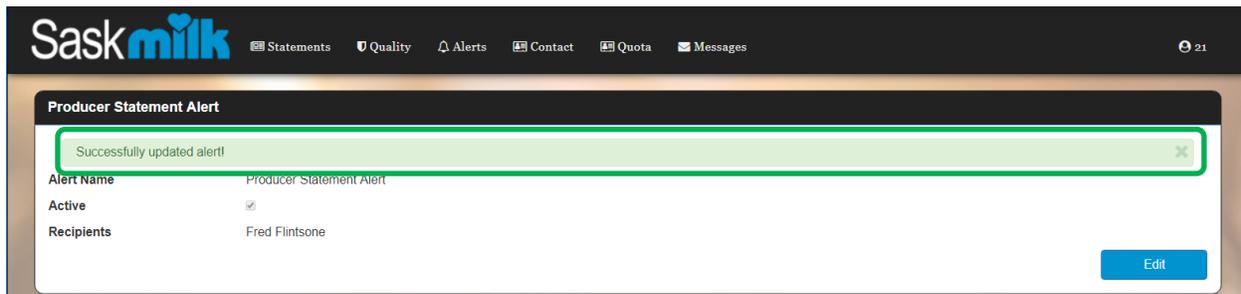
Figure 7.1.2

8.0 Quality Alerts

From the producer landing page shown in Figure 8.0.1, select the **Quality Alerts** menu item found within the Alerts Menu circled in orange.
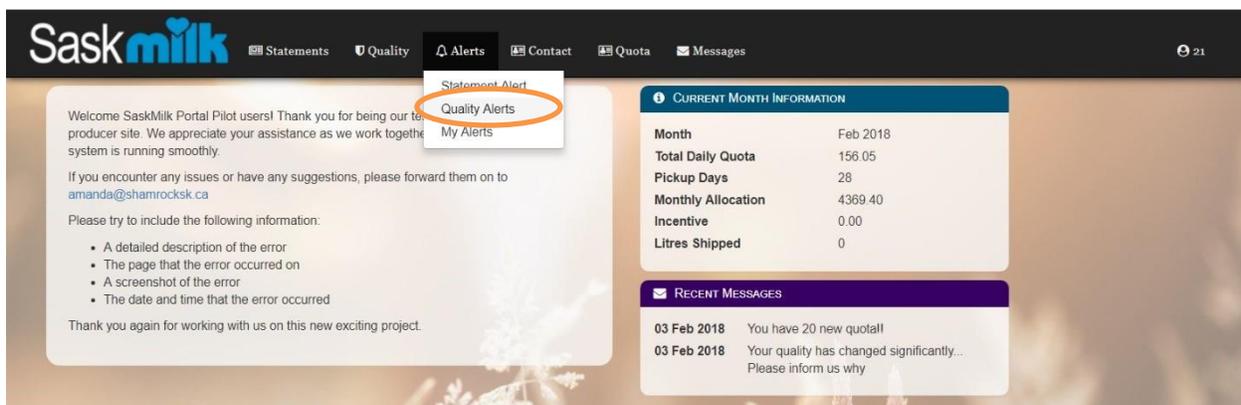
Figure 8.0.1

As shown in Figure 8.0.2, the quality alerts view will show the quality alerts configured for the producer. Included in the view is:

- Alert Name
- Active

- Quality Type
- Greater Than

- Less Than
- Recipients
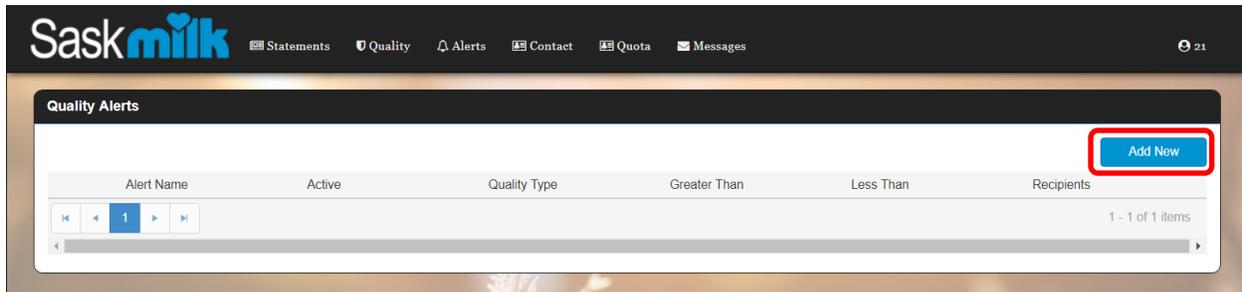
Figure 8.0.2

8.1 Adding a new Quality Alert

By clicking on the Add New button within the quality alerts (Figure 8.0.2) the user will be brought to a Quality Alert add screen (Figure 8.1.1). This will show the editable Quality Alert information on the left-hand side of the screen with the view only Current Quality Ranges on the right-hand side of the screen.
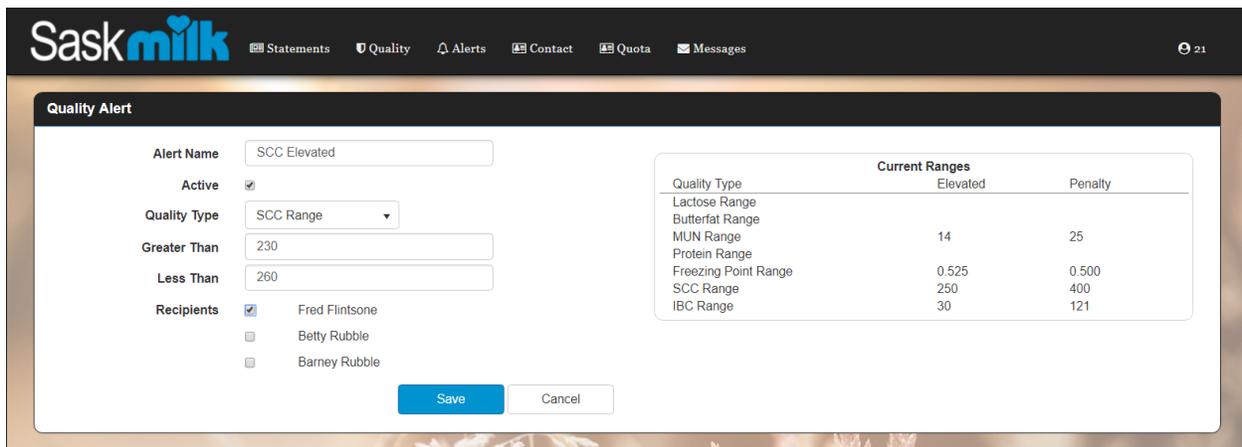
Figure 8.1.1

The list of the recipients displayed in the quality alert add/edit screen are based on the contacts currently set up for the producer.

Once the user has updated the record, and hit the save button, the user will be brought back to the Quality Alerts view screen, and a 'successfully updated' alert will be shown (highlighted in green in figure 8.1.2)
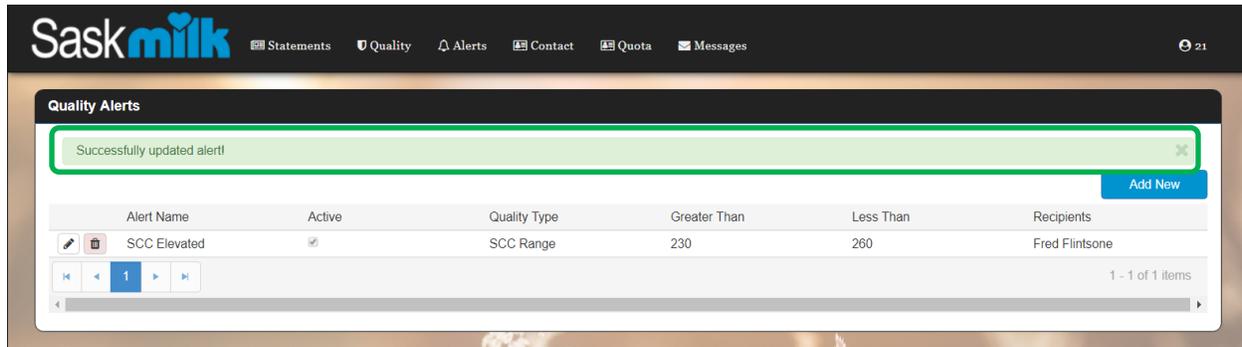
Figure 8.1.2

8.2 Editing existing Quality Alert

By clicking on the edit button ( ) within the quality alerts (Figure 8.2.1) the user will be brought to a Quality Alert edit screen (Figure 8.2.2). This will show the editable Quality Alert information on the left-hand side of the screen with the view only Current Quality Ranges on the right-hand side of the screen.

Figure 8.2.1

Figure 8.2.2

The list of the recipients displayed in the quality alert add/edit screen are based on the contacts currently set up for the producer.

Once the user has updated the record and hit the save button, the user will be brought back to the Quality Alerts view screen and a 'successfully updated' alert will be shown (highlighted in green in figure 8.2.3)

Figure 8.2.3

8.3 Delete an existing Quality Alert

By clicking on the delete button ( ) within the quality alerts (Figure 8.3.1) the user will be prompted with "Are you sure you would like to delete this alert?" as shown in Figure 8.3.2.

Figure 8.3.1

Figure 8.3.2

Once the user clicks on the OK button, the alert will be deleted, and the user will be brought back to the Quality Alerts view screen as shown in Figure 8.3.3.
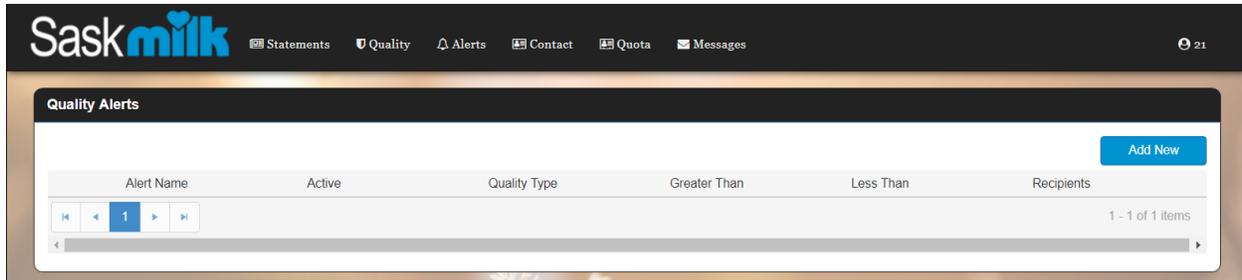
Figure 8.3.3

9.0 My Alerts

From the producer landing page shown in Figure 9.0.1, select the **My Alerts** menu item found within the Alerts Menu circled in orange.
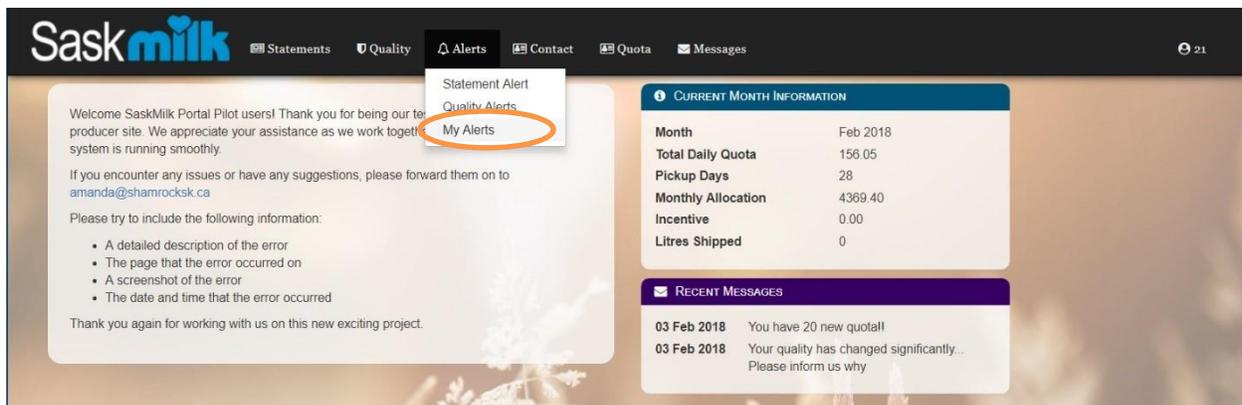
Figure 9.0.1

As shown in Figure 9.0.2, my alerts view will show all of the alerts currently configured for the producer. Included in the view is:

- Alert Type
- Alert Name
- Active

- Quality Type
- Greater Than
- Less Than

- Subscribed
- Subscribe/Unsubscribe button

Figure 9.0.2

9.1 Opting out of an alert via email

For all email alerts sent to the producer portal user, there is an Unsubscribe link (highlighted in red in figure 9.1.1). This allows the emailed user to stop receiving the alert currently configured for them.

Figure 9.1.1
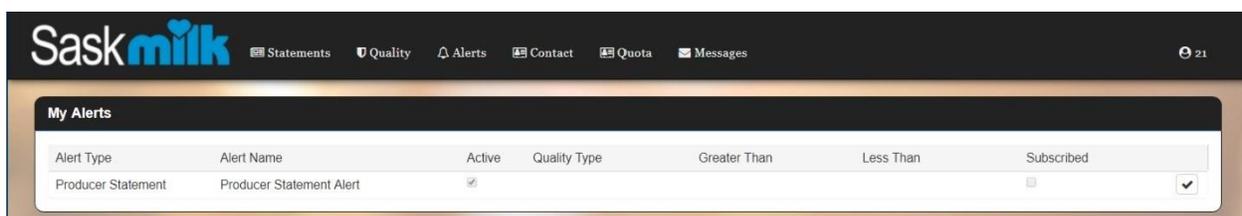
Upon clicking on the unsubscribe link, the user will be brought to the SaskMilk Producer Portal Unsubscribe page (shown in figure 9.1.2) confirming they will no longer receive the alert.

Figure 9.1.2

10.0 Contact Producer Details

From the producer landing page shown in Figure 10.0.1, select the **Producer Details** menu item found within the Contact Menu circled in orange.

Figure 10.0.1

As shown in Figure 10.0.2, the producer details view will show the current producer detail information. Included in the view is:

- Producer No
- Producer
- Barn #
- Legal Entity Type
- Start Date
- Address

- City
- Province
- Country
- Postal Code
- Municipality
- Area

- Land Location
- Daily Quota
- New Entrant Quota (if applicable)
- Pickup Interval
- Upper Limit
- Lower Limit
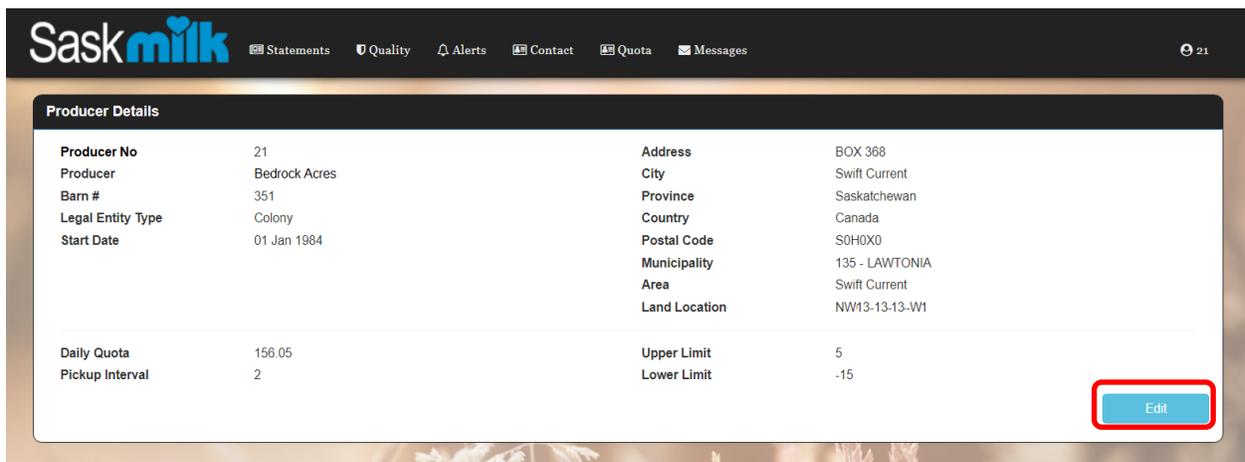
Figure 10.0.2

10.1 Editing Producer Details

By clicking on the edit button within Producer Details screen (highlighted in red in Figure 10.0.2), the Edit Producer Details screen will be shown (Figure 10.1.1).

Figure 10.1.1

Once the user has updated the record, and hit the save button (highlighted in red in figure 10.1.1), the user will be brought back to the Producer Details screen and a 'successfully updated' alert will be shown (highlighted in green in figure 10.1.2)

Figure 10.1.2

11.0 Producer Contacts

From the producer landing page shown in Figure 11.0.1, select the **Contacts** menu item found within the Contact Menu circled in orange.
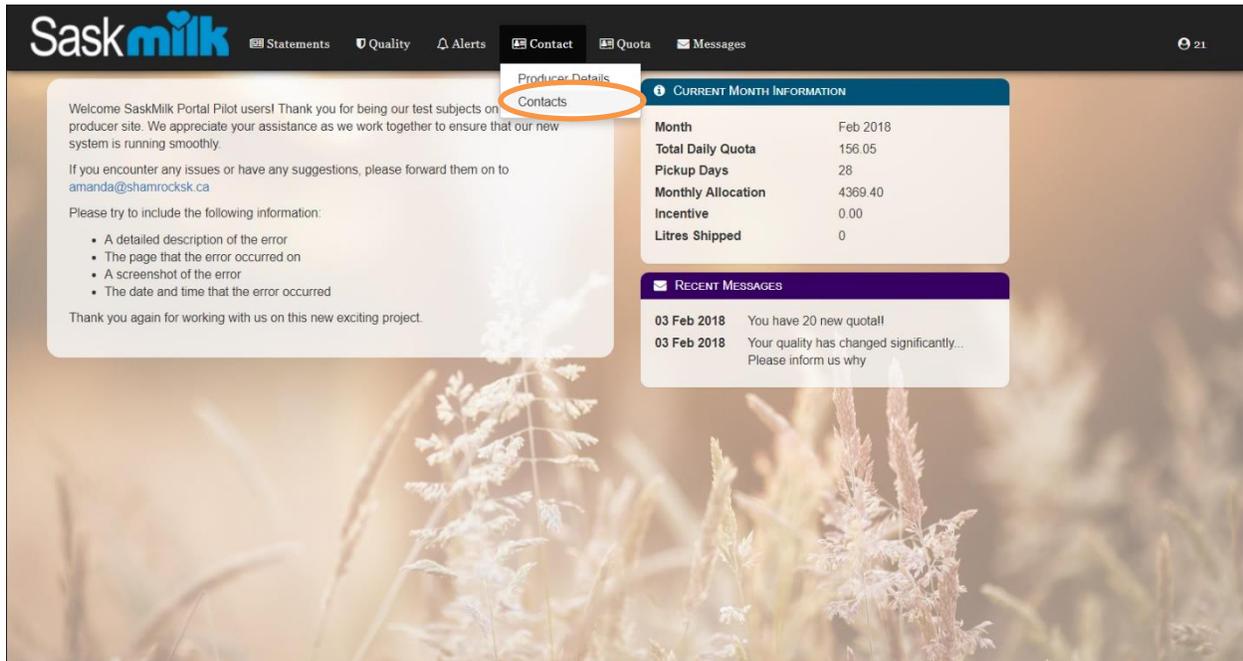
Figure 11.0.1

As shown in Figure 11.0.2, the producer details view will show the current producer detail information. Included in the view is:

- Contact Type
- Name

- Title
- Phone

- Fax
- Email

Figure 11.0.2

11.1 Edit Contact Details

By clicking on the view button (▤) within the contacts (Figure 11.1.1) the user will be brought to a Contact details screen (Figure 11.1.2).
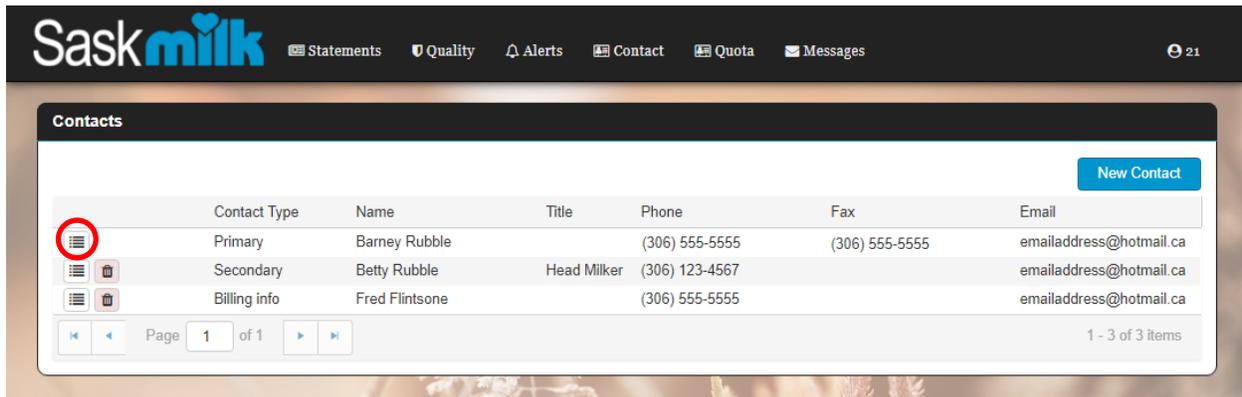
Figure 11.1.1

This will show the full details of the selected producer contact, and any producer portal permissions granted. The user can edit the producer contact details by clicking the edit button (highlighted in red in Figure 11.1.2).
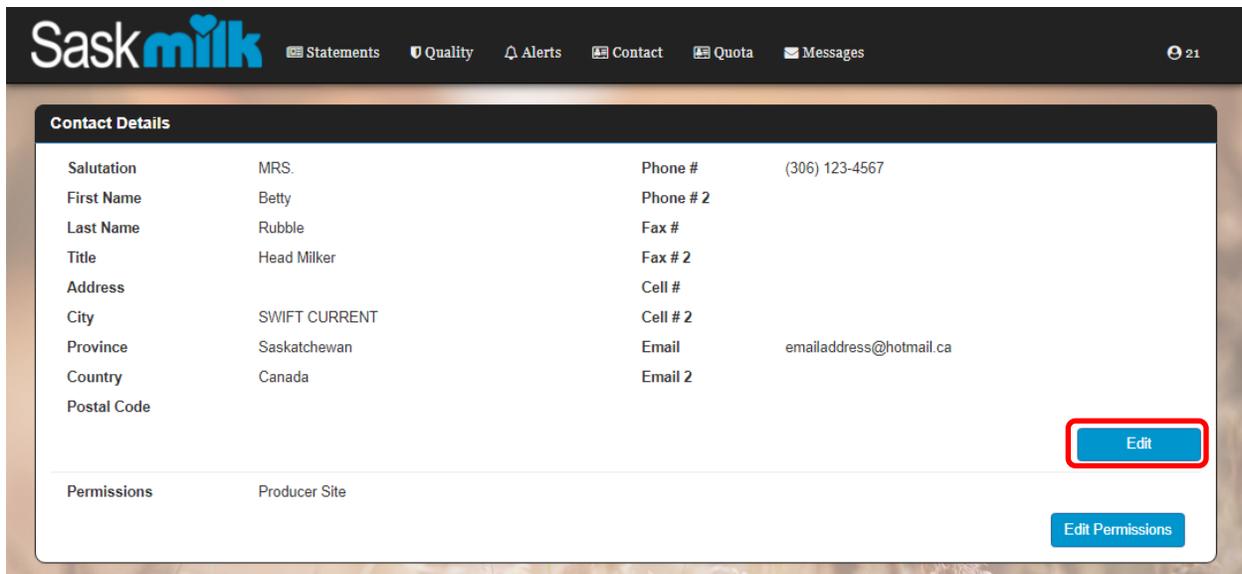
Figure 11.1.2

Once the user has updated the record, and hit the save button (highlighted in red in figure 11.1.3), the user will be brought back to the Contacts view screen, and a 'successfully updated' alert will be shown (highlighted in green in figure 11.1.4)

Figure 11.1.3

Figure 11.1.4

11.2 Adding New Producer Contact

By clicking on the new contact button within the contacts (highlighted in red in figure 11.2.1) the user will be brought to a blank Edit Contact Details screen (Figure 11.2.2).
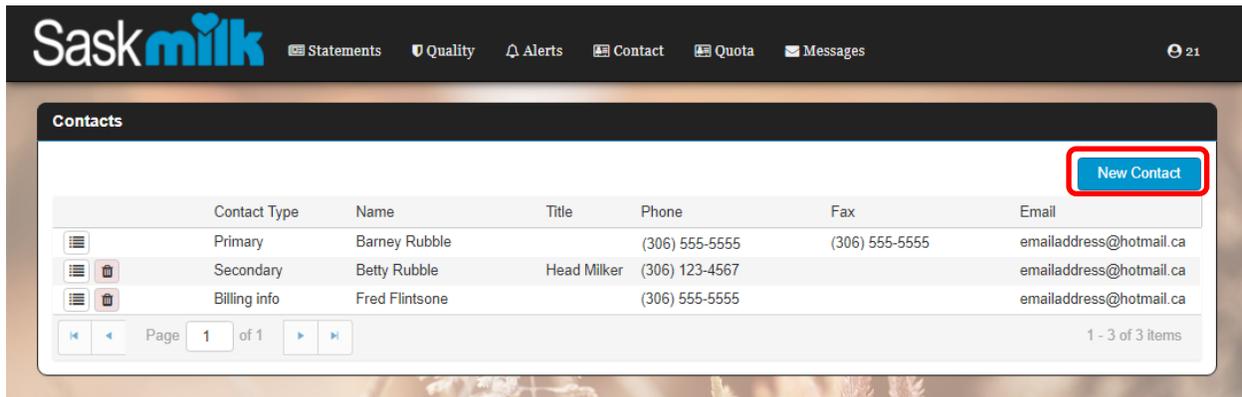
Figure 11.2.1
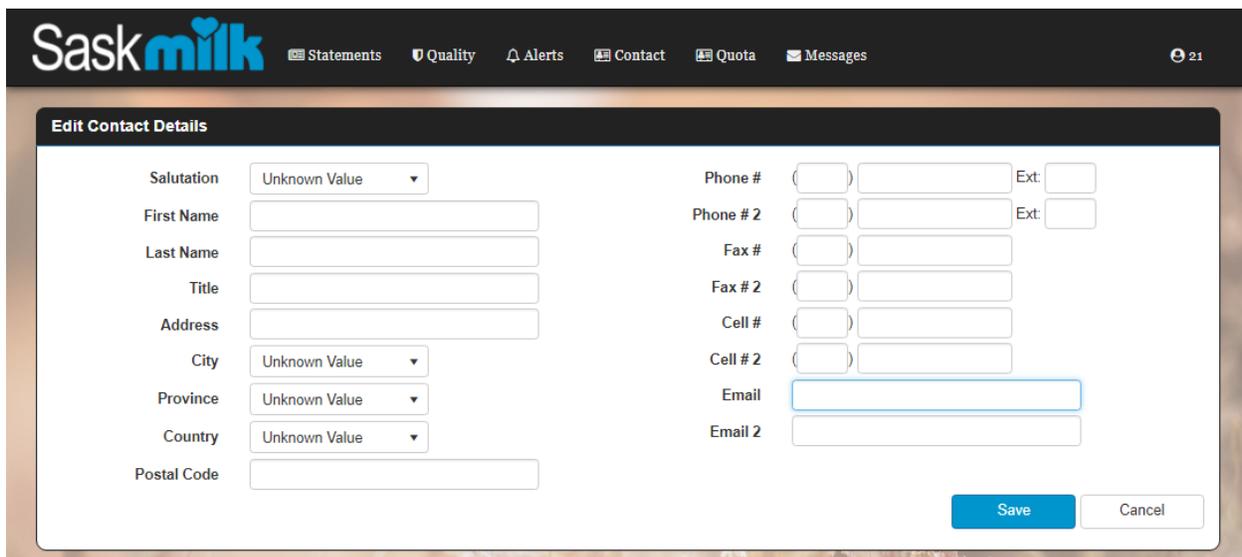
Figure 11.2.2

Once the user has entered the contact details, and hit the save button (highlighted in red in Figure 11.2.3).

Figure 11.2.3

Click on the 'Create portal access' blue button (highlighted in red in Figure 11.3.2). This will bring the user to the Register New Portal User (Figure 11.3.3).

Figure 11.3.2

The producer portal access can be configured by selecting the role(s) to be granted to the user (highlighted in green in Figure 13.3.3), and clicking on the Register button (highlighted in Red).
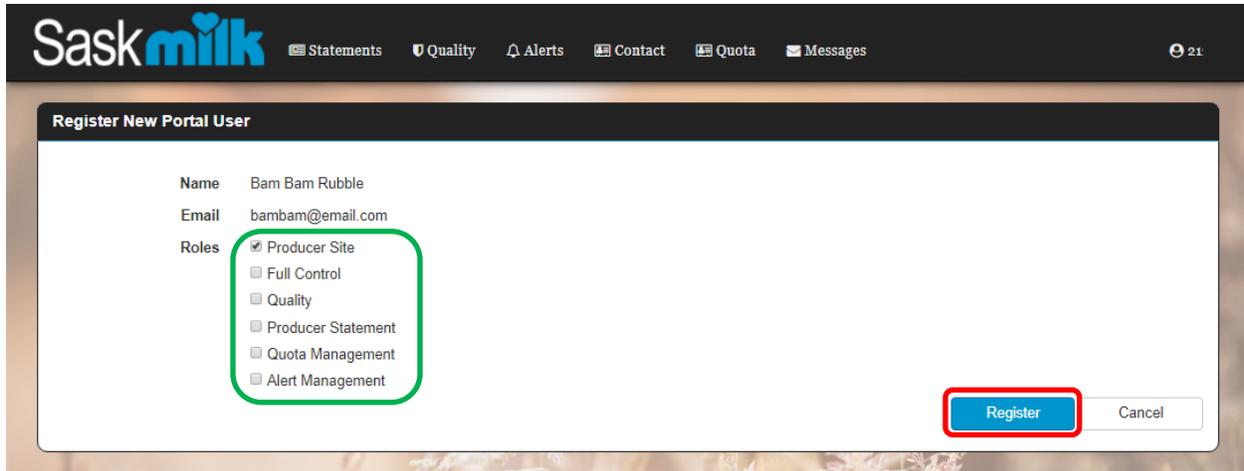
Figure 11.3.3

The producer portal roles, and their access is described below in Table 11.3.1. *Please note if the Producer Site is not checked off, the contact will not be able to access the producer portal regardless of the other roles given.*

		Producer Site	Full Control	Quality	Producer Statement	Quota Management	Alert Management
MPS Portal Access		Enabled					
Statements			View		View		
Quality	Components		View	View			
	Special Quality		View	View			
	Official Results		View	View			
Alerts	Statement Alert		Edit				Edit
	Quality Alert		Edit				Edit
Contact	Producer Details		Edit				
	Contacts		Edit				
Quota	Worksheet		View			View	
	Management		View			View	
Landing Page	General messages		View	View	View	View	View
	Quality messages		View	View			
	Quota messages		View			View	
	Current Month Information		View			View	

Table 11.3.1

Once the user has hit the Register button (highlighted in red in Figure 11.3.3), the user will be brought back to the Contact Details view screen, and a 'successfully created portal access' alert will be shown (highlighted in green in figure 11.3.4)
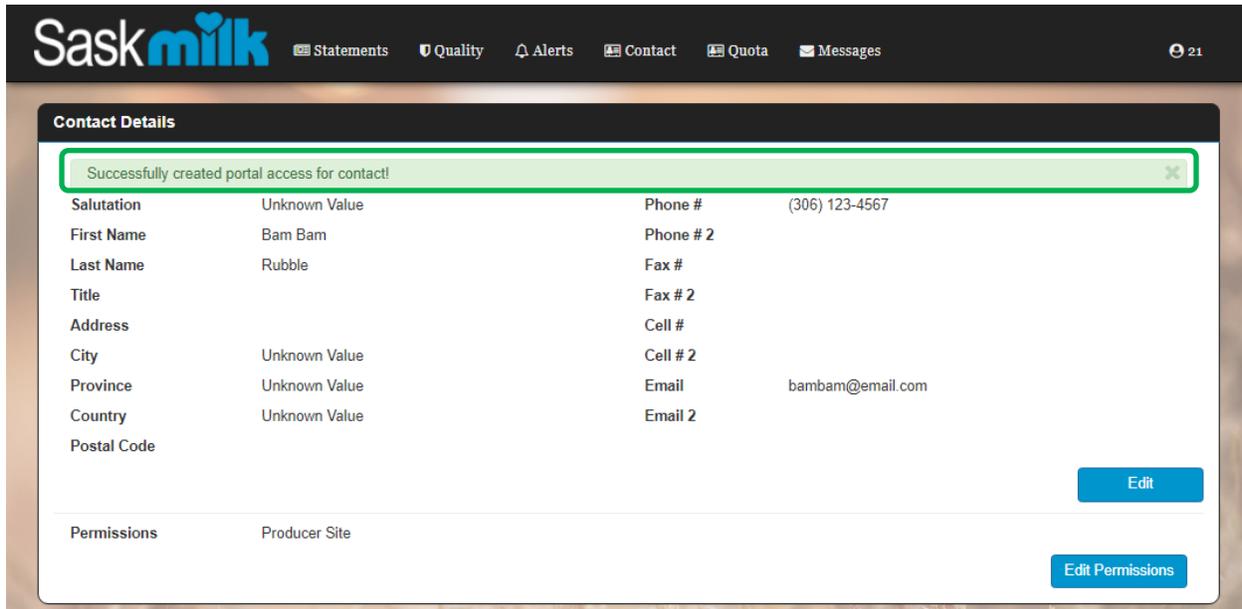
Figure 11.3.4

11.4 Producer Portal Access Edit

By clicking on the view button ( ) within the contacts view (Figure 11.4.1) the user will be brought to a Contact Details screen (Figure 11.4.2).
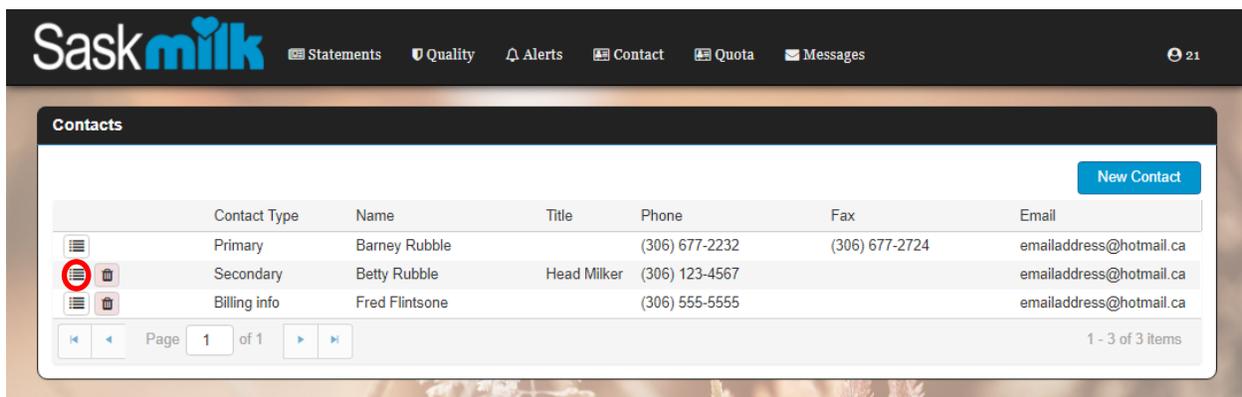
Figure 11.4.1

This will show the full details of the selected producer contact, and any producer portal permissions granted. The user can edit the producer contact portal permissions by clicking the edit permissions button highlighted in red in Figure 11.4.2
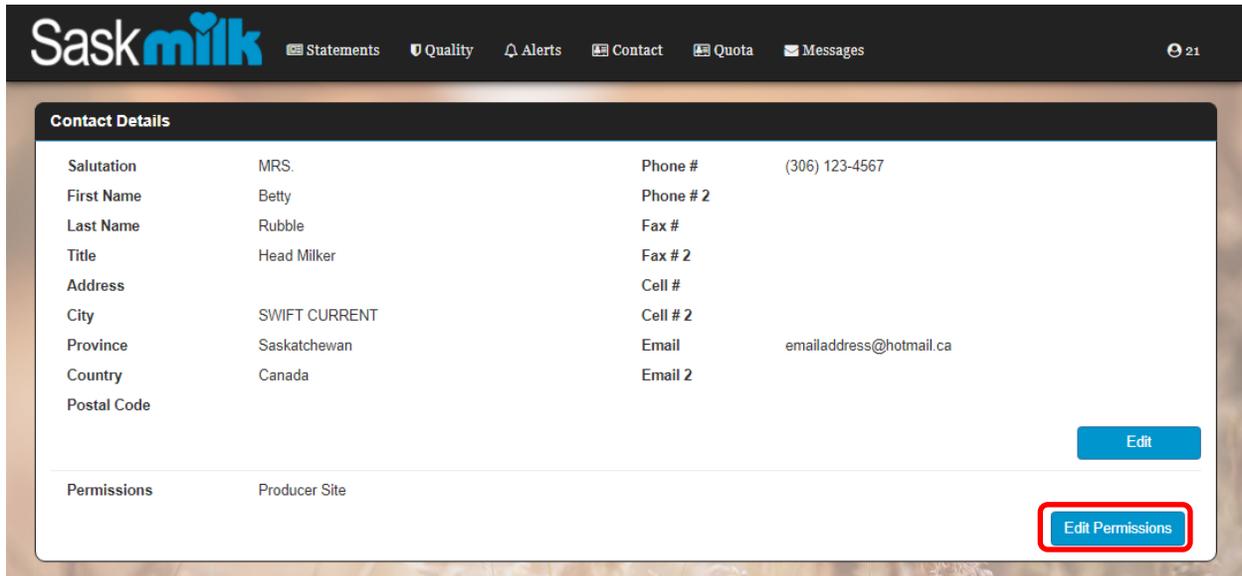
Figure 11.4.2

Once the user has updated the record (highlighted in green in figure 11.4.3), and hit the save button, the user will be brought back to the Contacts view screen, and a successfully updated alert will be shown.
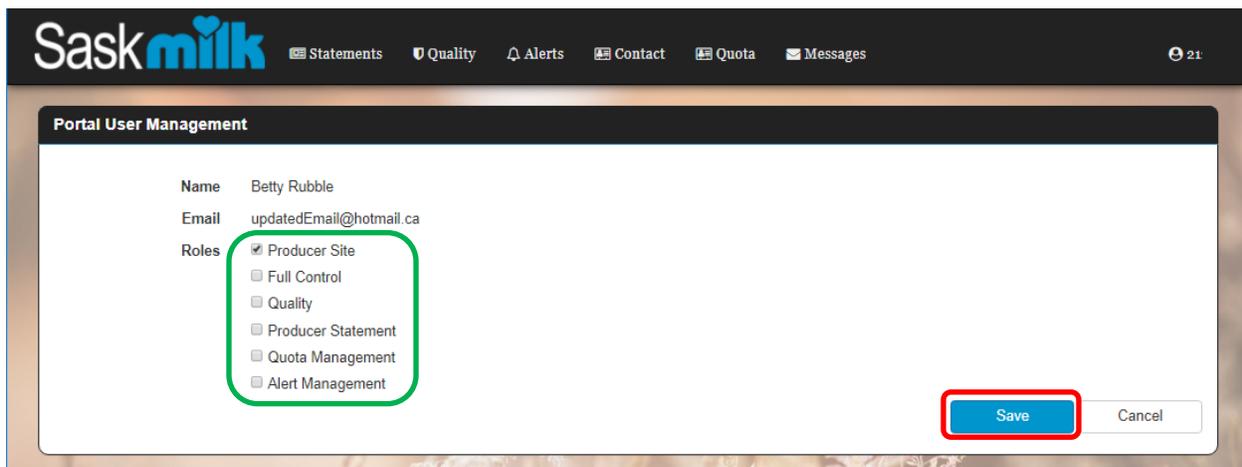
Figure 11.4.3

12.0 View Quota Worksheet

From the producer landing page shown in Figure 12.0.1, select the **Worksheet** menu item found within the Quota menu circled in orange.
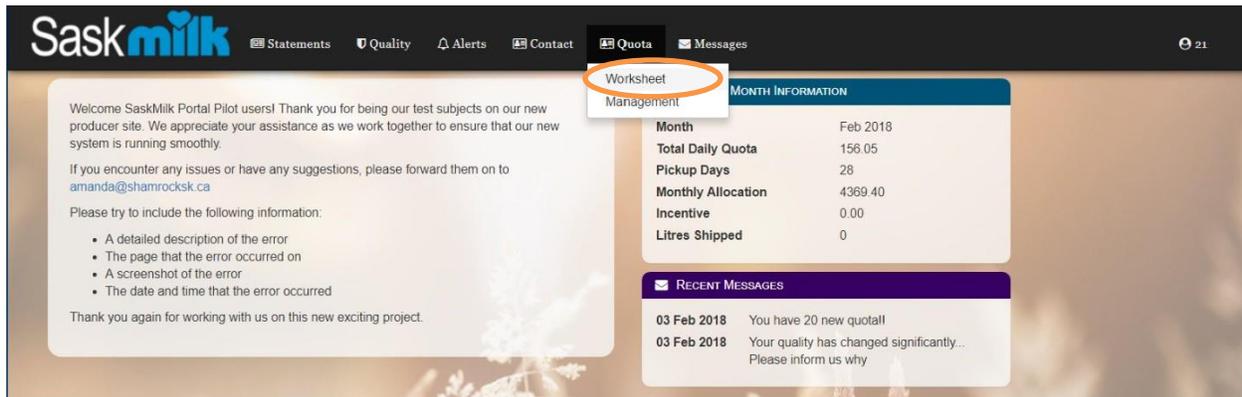
Figure 12.0.1

As shown in Figure 12.0.2, this will bring up a listing of up to the last 18 months of quota worksheets. By default, the last 15 records order chronologically based on date newest to oldest, displaying the following information:

- Date
- Milk Shipped Litres
- Monthly Avg Bfat Test
- Actual Shipments
- Pickup Days
- Total Daily Quota
- Monthly Allocation

- Incentive Credits Available
- Incentive Credits Used Monthly Over/-Under
- Transfer Credits In
- Transfer Credits Out

- Cumulative Credits Before Limits Over/-Under(Kgs)
- Cumulative Credits Before Limits Over/-Under(Days)
- Cumulative Credits Position With Limits Over/-Under(Days)

Figure 12.0.2

13.0 Quota Management

From the producer landing page shown in Figure 13.0.1, select the **Management** menu item found within the Quota Menu circled in orange.
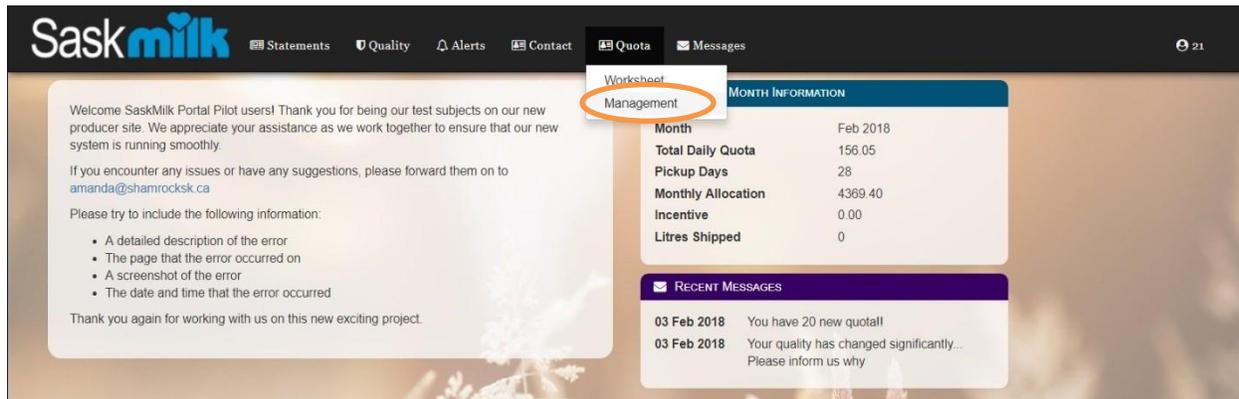
Figure 13.0.1

As shown in Figure 13.0.2, this will bring up a listing of up to the last 18 months of quota management. By default, the last 15 records order chronologically based on date newest to oldest, displaying the following information:

- Date
- Milk Shipped Litres
- Monthly Avg Bfat Test
- Pickup Days
- Incentive Days
- Permanent Increase /- Decrease

- Temporary Increase /- Decrease
- Lease Increase /- Decrease
- Buying / - Selling Quota
- Total Daily Quota

- Transfer Credits In
- Transfer Credits Out
- Available 12 Month Transfer of Credit
- Available Credit to Transfer

Date	Milk Shipped Litres	Monthly Avg Bfat Test	Pickup Days	Incentive Days	Permanent Increase / - Decrease	Temporary Increase / - Decrease	New Entrant Increase / - Decrease	Lease Increase / - Decrease	Buying / -Selling Quota	Total Daily Quota	Transfer Credits In	Transfer Credits Out	Available12 Month Transfer Of Credit	Available Credit To Transfer
December 2017	138,527	4.1388%	32	1.00	3.06	0.00	0.00	0.00	0.00	156.05	-1,500.00	0.00	5,695.82	5,695.82
November 2017	127,336	4.0907%	30	2.00	2.26	0.00	0.00	0.00	0.00	152.99	0.00	0.00	5,584.14	5,584.14
October 2017	107,805	4.1406%	30	3.00	1.49	0.00	0.00	0.00	0.00	150.73	0.00	0.00	5,501.64	5,501.64
September 2017	112,343	4.0107%	30	3.00	2.21	0.00	0.00	0.00	0.00	149.24	0.00	0.00	5,447.26	5,447.26
August 2017	131,794	3.8863%	32	2.00	0.00	0.00	0.00	0.00	0.00	147.03	0.00	0.00	5,366.60	5,366.60
July 2017	123,382	3.7812%	30	1.00	1.45	0.00	0.00	0.00	0.00	147.03	0.00	0.00	5,366.60	5,366.60
June 2017	124,244	3.8280%	30	0.00	0.00	0.00	0.00	0.00	0.00	145.58	0.00	0.00	5,313.67	5,313.67
May 2017	134,723	3.6614%	32	0.00	1.44	0.00	0.00	0.00	0.00	145.58	0.00	0.00	5,313.67	5,313.67
April 2017	121,736	4.0035%	30	1.00	0.00	0.00	0.00	0.00	0.00	144.14	0.00	0.00	5,261.11	5,261.11
March 2017	110,844	4.0723%	30	1.00	1.43	0.00	0.00	0.00	0.00	144.14	0.00	0.00	5,261.11	5,261.11
February 2017	104,774	3.9971%	28	1.00	0.00	0.00	0.00	0.00	0.00	142.71	0.00	0.00	5,208.92	5,208.92
January 2017	107,036	3.9330%	32	0.00	2.80	0.00	0.00	0.00	0.00	142.71	0.00	0.00	5,208.92	5,208.92
December 2016	97,850	4.2179%	30	0.00	0.00	0.00	0.00	0.00	0.00	139.91	0.00	0.00	5,106.72	5,106.72

1 – 13 of 13 items

Figure 13.0.2

14.0 Messages

Messages can be sent from the SaskMilk administrators to producers. The last 5 messages are displayed to the user on the landing page (highlighted in red in the purple widget in Figure 14.0.1).

Users can see the messages based the roles they currently have assigned to them. The three types of messages are:

- General – visible by all users
- Quality – visible by users with the Full Control &/or Quality roles
- Quota – visible by users with Full Control &/or Quota roles

All current and historic messages sent to the user can be viewed by selecting the **Messages** menu item highlighted by orange in Figure 14.0.1. This will open the Communications screen shown in 14.0.2
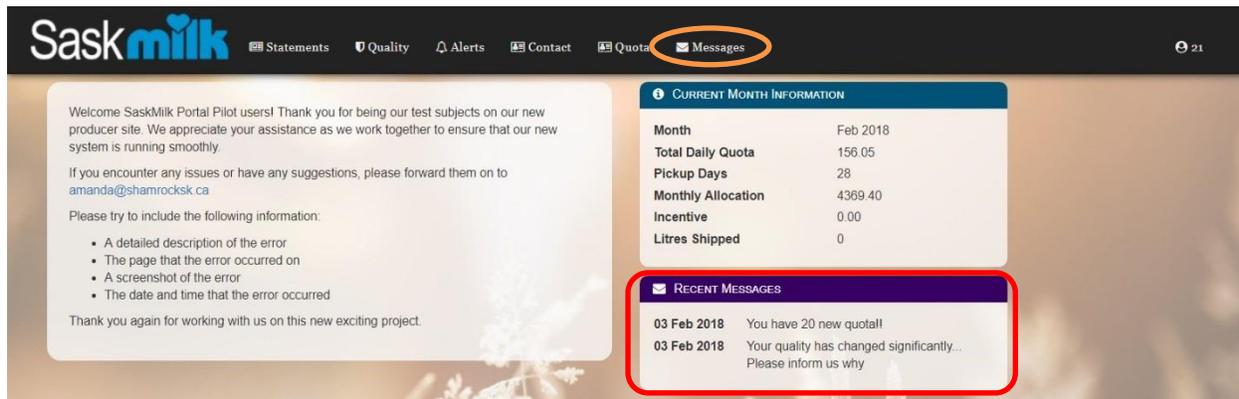
Figure 14.0.1

As shown in Figure 14.0.2, this will bring up a listing of all producer communications. By default, the last 15 records order chronologically based on message date newest to oldest, displaying the following information:

- Date
- Message Type
- Message

Figure 14.0.2