

Using the Dairy Compliance Computer Software Tool – Getting Started

The purpose of this document is to provide step-by-step guidance and recommendations for first time users of the dairy compliance software.

The Dairy Compliance Software Tool has been created to provide one-stop shopping for data management and reporting for dairy producer compliance with the Waste Discharge Requirements (WDR) General Order for Existing Milk Cow Facilities. The web-based tool allows producers and their management team to access the operation's data from multiple sites using the most updated version of the software available at all times. It has been designed to provide the maximum user flexibility and data information security possible. Producer data stored on the site may only be accessed through individual user log-in/ password information set-up by the producer.

Setting Up Your Information Site:

Step 1 – Log onto the Dairy Compliance Software Tool website

<https://www.co.merced.ca.us/EnvironmentalHealthWM/>

Step 2 – Click on “registration page” (in red) to register as a new user

Step 3 – Complete name, email address and image text sections. The program will send a message including log-in and password information as well as a link returning you to the compliance software tool website to the email address entered.

Step 4 – Click on link returning you to the compliance software tool website and enter log-in and password information.

Step 5 – You are now “logged on” to the program and can begin entering data in the desired sections

For users needing to set-up an email account:

An email account can be set up quickly and easily at www.google.com or other online email providers.

To set up a “Gmail” account at the Google website:

- Log onto www.google.com
- Click “Gmail” button
- Click “Sign up for Gmail”
- Complete the 8 question set-up questionnaire. Information needed to complete this includes:
 - ✓ First & last name
 - ✓ Desired login name
 - ✓ Password (must be minimum of 8 characters, entered twice for verification)
 - ✓ Security Question (choose from a list) List includes: frequent flyer #, library card #, first phone number, first teachers name and write your own question option
 - ✓ Answer to security question chosen
 - ✓ Word verification (type letters shown on screen)
 - ✓ “Agree” to terms of service
- *** Write down user log-in name (email address) and password entered for future use. Access your email account at <http://mail.google.com>
- Return to Step 3 above. Enter new email address.

Recommendations to Avoid Common Pitfalls & Make Data Entry Fast & Easy:

- Use the “tab” key (not “enter”) to move from one entry field to another
- Always click “save” or “add” at the end of each page of data entry before moving to the next page
- Do not “double click” your mouse controls in an internet environment