# MySite User Guide

https://sites.lactanet.ca

MySite is a web-based portal personalized to each dairy producer. It provides Lactanet clients with access to their data, reports, dashboards and other herd management documents. It also features special announcements and events published by Lactanet.

MySite is secure and only authorized individuals can have access to herd information. Clients who wish to have their advisors access a portion, or all of their herd data, must provide authorization. Please contact your Lactanet Customer Service Representative or technician to make any changes.

## Table of Contents

# System & Browser

The preferred **operating system** to access MySite is Windows 10.



## Web Browser
For the best Lactanet MySite experience, users should use recent versions of Web browsers such as Google Chrome or Microsoft Edge.



### Mobile phones & Tablet
MySite works on Android or iOS mobile devices (tablet or phone). It is accessed with a web browser such as Safari or Google Chrome. The Dashboard displays best on larger screens (computers and tablets) and does not optimize as well on a smaller screen such as your cell phone.
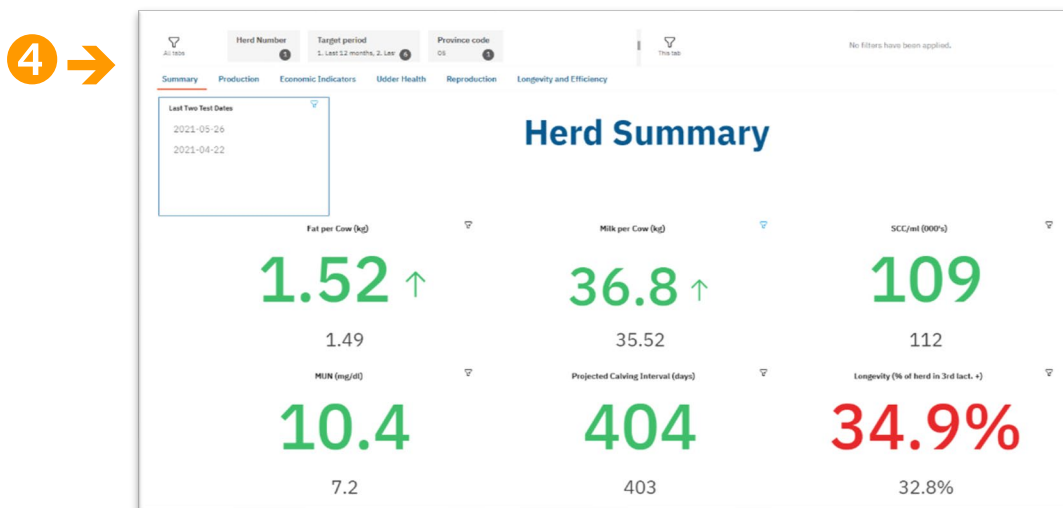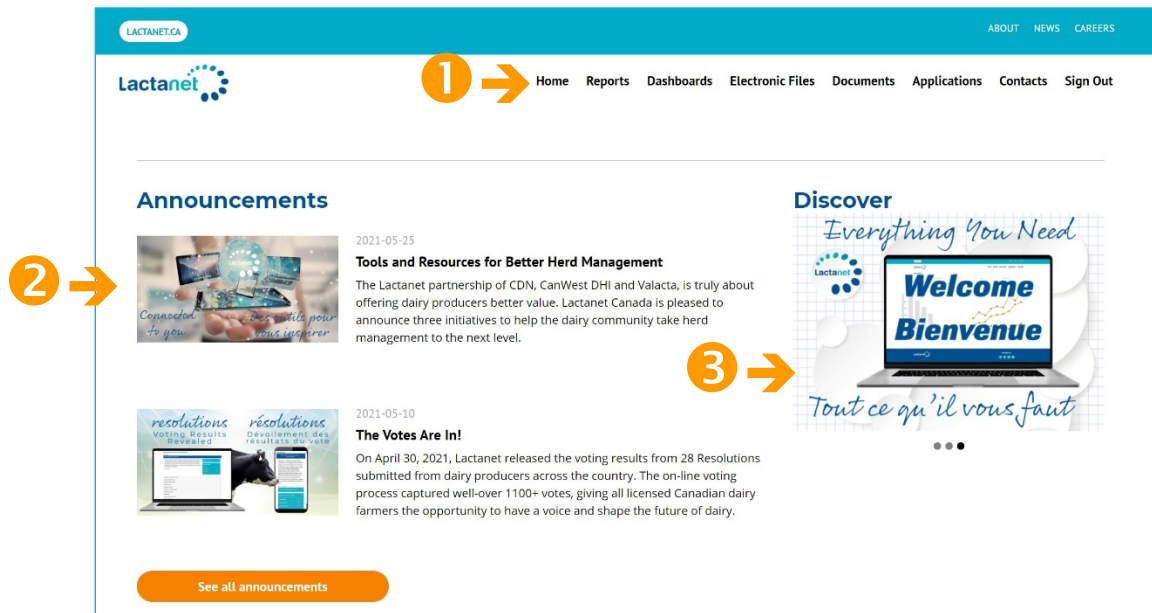
It is possible to use older systems and browsers (Windows 7, Internet Explorer, etc.), however your experience will not be optimized. Ask your Lactanet Customer Service Representative or technician if you have specific requirements to connect to MySite.

# Access MySite

1. Open the Web browser

2. Navigate to the Lactanet Mysite:
   https://sites.lactanet.ca.

3. Enter your User Name and Password

4. Click Login orange button

5. You should be logged onto MySite

6. Check the box *Sign me in automatically* and you will not be prompted for your username and password each time you visit the site

# Navigating the Menu



❶ Navigate to the desired location by clicking on a tab on the top **menu.**

❷ The site features national or regional **Announcements** such as events and news.

❸ The **Discover** section features helpful resources, services and products.

❹ The Herd Summary **Dashboard** provides 'at-a-glance insight' to help with herd management decisions.
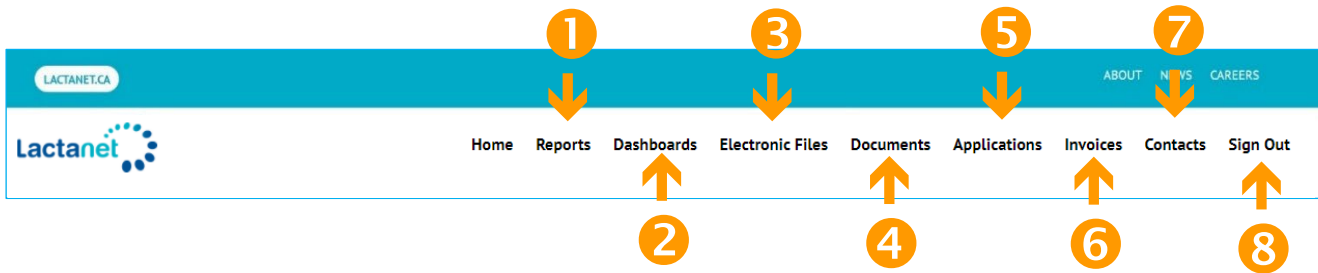
❶ **Reports:** Includes all .pdf milk recording reports and interactive .mht reports.

❷ **Dashboards:** Links to the Herd Summary Dashboard. This tab will remove Announcements and Discover features and will display the Dashboard below the main tabs.  A User Guide specific to the Herd Summary Dashboard is available.

❸ **Electronic Files:** Includes XML TIP files available in specific provinces.

❹ **Documents:** Various reference documents such as the MySIte and Dashboard user guides.

❺ **Applications:** Tools and information available depending on your province or your farming operation.

❻ **Invoices:** Electronic invoices are presently only available in Quebec and Atlantic provinces.

❼ **Contacts:** Lactanet contacts that can help you.

❽ **Sign out:** It's a good practice to sign out when you have finished reviewing your data.

# Reports & Information
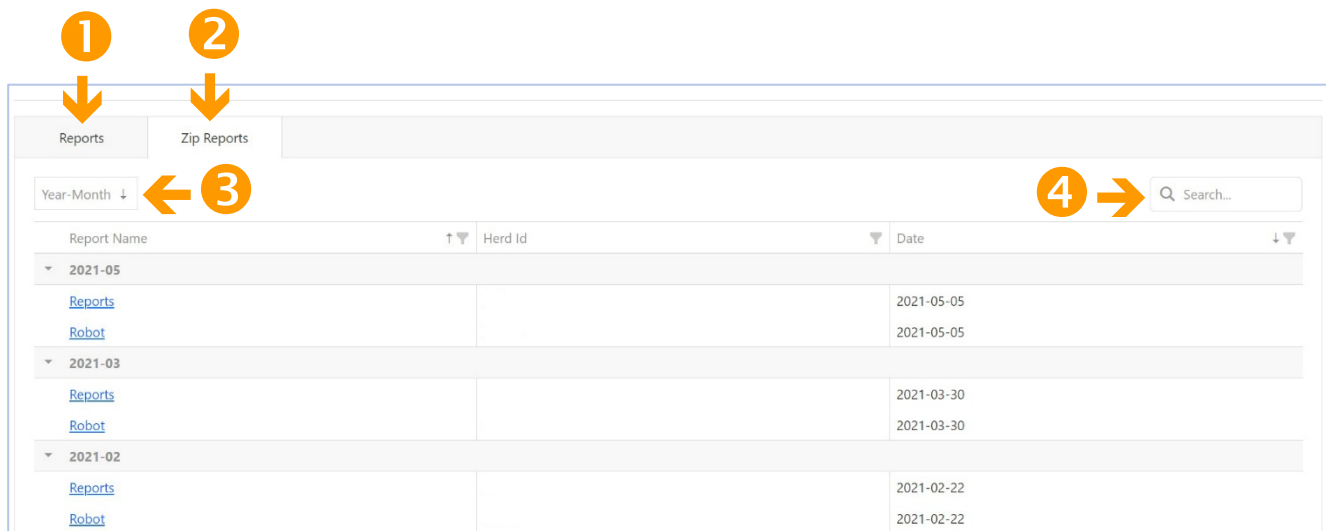


❶ The Reports page includes a list of reports available for the herd going back two years with the most recent at the top. To view a report click on the hyperlink.

❷ The Zip Reports tab includes a group of files generated on a specific day that can be downloaded to your computer all at once.

❸ Above the list of reports, you will see sorting, search and filtering options.

**Sorting by date:** Click on the Year-Month box to reverse the chronological order of reports, from the oldest to the earliest and vice versa.

**Filter reports by name:** In the **Report Name** column, click on the funnel icon to see a list of reports by name. Select the reports by clicking in the box, then click OK.

If the funnel icon is dark grey, that tells you that the filter is activated. Ensure that you deactivate the filter for a new report search by clicking on the funnel and checking the *Select All* box.
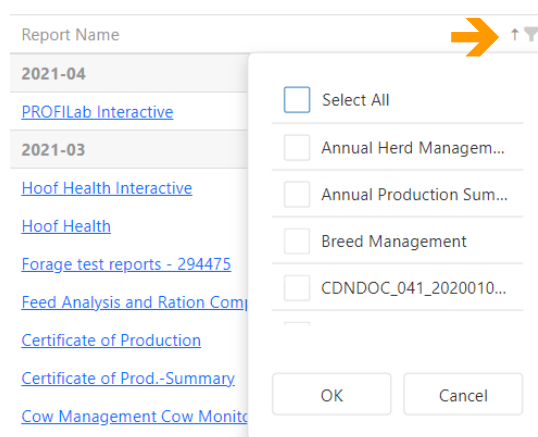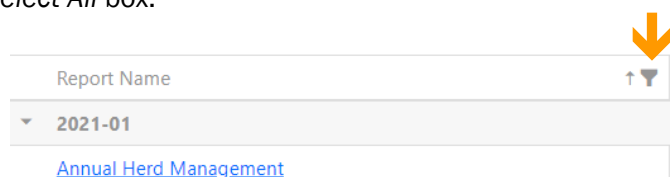
**Filter reports by dates:** In the **Report date** column, click on the funnel icon to see a list of years. Click on the drop-down arrow to select the month(s) required and click **OK** to view the reports.
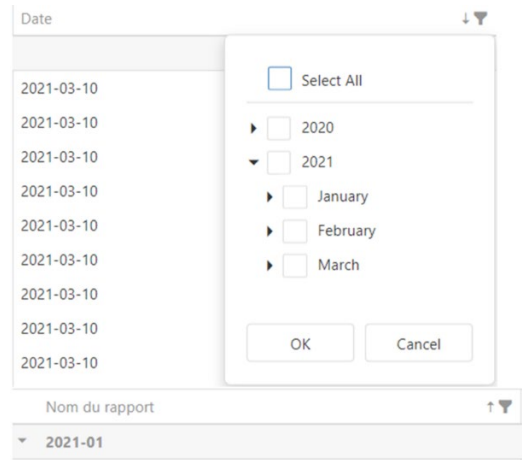
④ In the Search box on the top right you can find reports

by entering the letters of a report title and all reports with the corresponding letters will be shown. The example below lists reports found with the letters MUN entered,

Click on the **X** in the search box to clear the search selection.

| Report Name | | Herd Id | | Date | |
|---|---|---|---|---|---|
| 2021-03 | | | | | |
| MUN Cow Summary | | 1 | | 2021-03-19 | |
| MUN Cow Summary | | 2 | | 2021-03-19 | |
| MUN Herd Summary | | 1 | | 2021-03-19 | |
| MUN Herd Summary | | 2 | | 2021-03-19 | |