



Veikle Management Manual

Version 1.0

The Veikle Management application is designed to assist Veikle Seeds Ltd. with its day-to-day business. It includes information management and automated reporting features, all of which will be discussed in this manual. This application officially supports IE 9, 10, 11, Firefox, and Chrome.

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Reports

There are six reports that the application can produce. Reports can be configured to be sent out via email daily and, in the case of the Veikle New Buyer Contract report, immediately upon the creation of a new buyer contract (to the elevator manager(s)).

ADM Daily Inventory

This report is for use with canola commodities (i.e. commodities whose crop name is "canola"). It displays canola-related activities at Veikle Seeds Ltd. in the form of inventory input and output (grower and buyer loads, respectively). Its destination is defined by commodity contracts.

ADM New Buyer Contracts

This report displays limited information about newly-created buyer contracts for canola in the past 24 hours. Its destination is defined by commodity contracts.

Veikle Daily Inventory

This report displays an overview of all elevator activity in the form of grain input, output and current bin space. It is organized by commodity/variety.

Veikle Bin Inventory

This report simply displays the amount of grain that is in each bin. When the report is sent via email at the end of each day, it provides all email recipients with a record of the bin space at that time.

Veikle New Buyer Contracts

This report displays information about newly-created buyer contracts for all commodities for the past 24 hours.

Veikle Outstanding Inventory

This report shows summarized information about open (i.e. incomplete) contracts, organized by commodity/variety, for both grower and buyer contracts. It also shows overall contracted grain input and output whose contracts' delivery periods overlap with the past 30-day time window.

Information Management

Information management, such as adding, editing, removing, restoring, deleting, and printing, is consistent and simple across this application. Note that all actions described below presume that you are permitted by the system to perform said action.

Adding Information

You can add information of any kind by starting on the home page, then selecting the kind of thing you want to add by either clicking the name of the item (or the "Add" link to the right to skip right to the creation page). If you clicked the name of the item, then you will see a (potentially empty) listing of things of that type available for change and two grey buttons near the top-right corner of your browser.

Commodities

[Recover deleted Commodities](#)[Add commodity](#)

☐	Commodity
☐	Wheat

Click the rightmost button that says "Add <thing>". You will then be taken to the creation page.

Add commodity

Crop	
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See below for a listing of fields and how they work. To save, click the "Save" button in the bottom-right of your browser.

Editing Information

Updating information is very much like adding information, except that instead of clicking the "Add <thing>" button, you select the thing you want to modify in its appropriate listing. You can select the item by clicking its blue link text in its row in the listing. See below for a listing of fields and how they work. To save, click the "Save" button in the bottom-right of your browser.

Removing Information

Starting from the home page, click on the name of the type of thing you want to remove, then the blue link text in the row for the item that you want to remove. While on the edit page for that item, there will be a red "Delete" button in the bottom left of your browser. Click that button, review the intermediary page that appears, and then either cancel (with the bottom-left button) or confirm (with the bottom-right button).

If you would like to mass-delete information, then go to the listing page for the type of thing you would like to delete, check off each item you want to remove, and then open the drop-down menu in the bottom-left of your browser. Select the "Delete selected <things>" option and then cancel or confirm your choice in the same way that you would for an individual item.

Restoring Information

If you want to restore an older version of a particular item, then you can do so by visiting the item's edit page (see above for reference) and clicking the "History" button near the top-right

corner of your browser. The resulting page will list the past versions of that item, and allow you to select a version by clicking the blue text in that version's row in the listing. To restore the item to the state it was in at that point, click the "Save" button in the bottom-right of your browser.

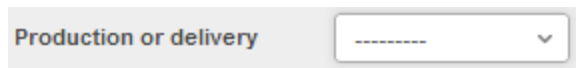
If you want to recover a previously-deleted item, go to the listing of items for the type of thing you want to recover and click the "Recover deleted <things>" button near the top-right corner of your browser. You will then be shown a listing of deleted items. Click on the blue link text in the row of the item you want to recover and then click the "Save" button in the bottom-right corner of your screen.

Printing

Starting from the home page, click the name of the kind of thing you would like to print. You will arrive at a listing of those things. Next, click the blue link text in the row for that item to visit the edit page for that item. Next, click the "Printer-friendly" button near the top-right of your browser. You will be taken to a page designed for printing, mostly consisting of grey-tones and simple presentation for the sake of sharing, signing, storing, or drafting. In most cases, significant whitespace is provided to make editing easy. In the case of contracts, a special template is used for a more appropriate presentation. To print, either hold down your ctrl key while pressing your 'p' key, or find and select your browser's "Print" option. Note that the grower contract provides four copies on its own; you do not need to select printing four copies of the grower contract in your browser's print screen.

Types of Fields

Drop-down Menus

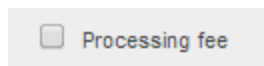


Drop-down menus can be used by simply clicking on the drop-down part (to the right in the above image) and selecting the desired option. In some cases, you may discover that the desired option is not yet available. In those cases, there should always be a blue plus (+) sign to the right of the drop-down menu, e.g.



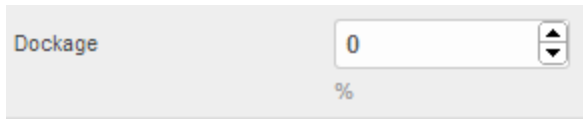
In that case, you can click the plus symbol to open a pop-up window that will allow you to create the item you want.

Checkboxes



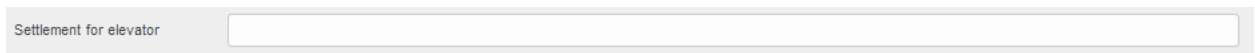
Checkboxes are as simple as they seem: Simply click on the field (or its label) to toggle the check.

Decimal Fields



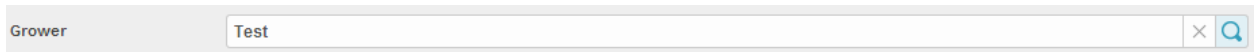
Decimal fields contain numbers with (or without) decimals. The buttons on the right of the field are for fine-tuning the number so you don't have to retype it just for small adjustments. In the above image, the help text is simply a percentage symbol (%), as this field is intended for containing a percentage. Other decimal fields may contain prices or weights, but the principle is always the same, only the allowed length of the number or the number of decimal places may differ.

Lines of Text



Some fields are designed for a single line of text. Examples include things like names, phone numbers, addresses, or other information that always fits into a single line. Sometimes, further validation checks may be performed to ensure that data looks about right.

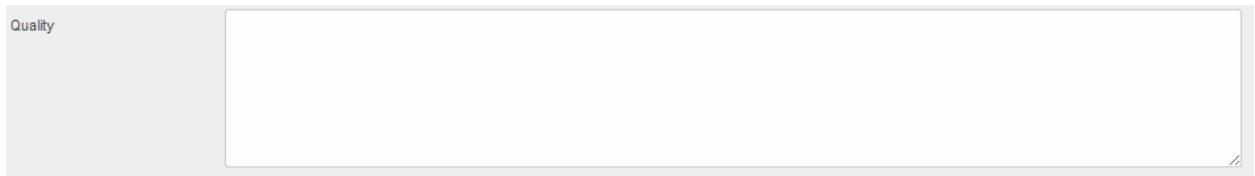
Autocomplete Fields



Autocomplete fields can be operated in two ways: If you already know the fields that are searched in the appropriate related items, then you can start typing directly into the field and, upon pausing for about a second, you will be presented with a listing of matching options. If there are too many options, the listing will be cut short and you may have to continue typing to find more specific results.

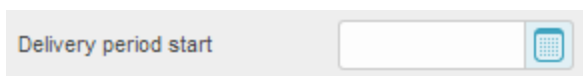
Alternatively, if you are unsure about something, you can click the magnifying glass to the right of the field to open a popup with a listing of items that you can sort, filter, and browse to find the item you want to select or to click the "Add <thing>" button to create a new one in that popup.

Paragraphs of Text



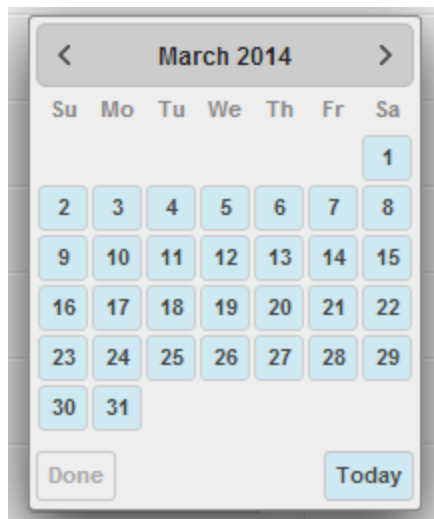
For text that includes multiple lines (and of arbitrary length), there's this type of field. Usually, just about any text can go in here.

Date Pickers



These are used to select dates. You can either type them in directly (in the format YYYY-MM-DD), or you can click the blue calendar icon to the right. This will let you quickly find

the current date by clicking "Today", and select the appropriate date by clicking on it in the popover calendar. Clicking on the arrows left and right of the month and year will shift to the previous or next month, respectively.



Inlines

Buyer load bin extractions +		
Bin ----- v +	Net weight Metric tons automatically subtracted from the bin inventory when saved	-
Bin ----- v +	Net weight Metric tons automatically subtracted from the bin inventory when saved	-
Bin ----- v +	Net weight Metric tons automatically subtracted from the bin inventory when saved	-
Add another buyer load bin extraction +		

Sometimes, whole forms need to act like parts of other, larger forms. In this case, all the contained fields are familiar, but there are a couple extra controls. In particular, if you want to add more items, you can click the plus symbol (+) at the top- and bottom-right or the "Add another <thing>" link text at the bottom-left, or if you want to remove some items, instead click the minus (-) symbol at right. Items in these subsections of the form are saved along with everything else.