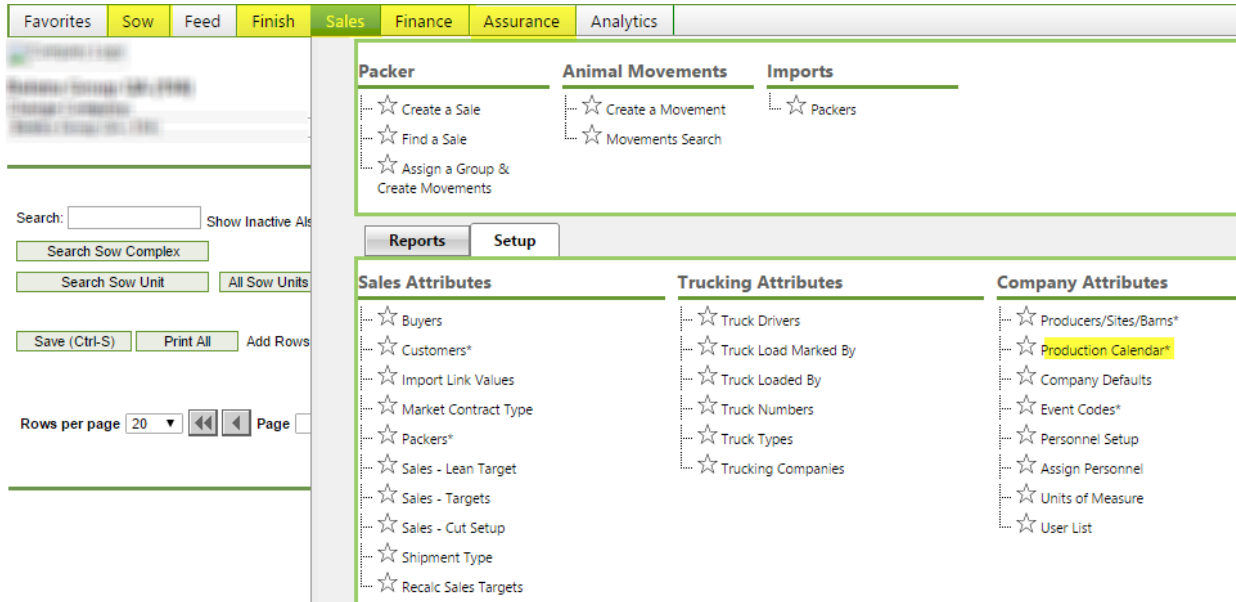
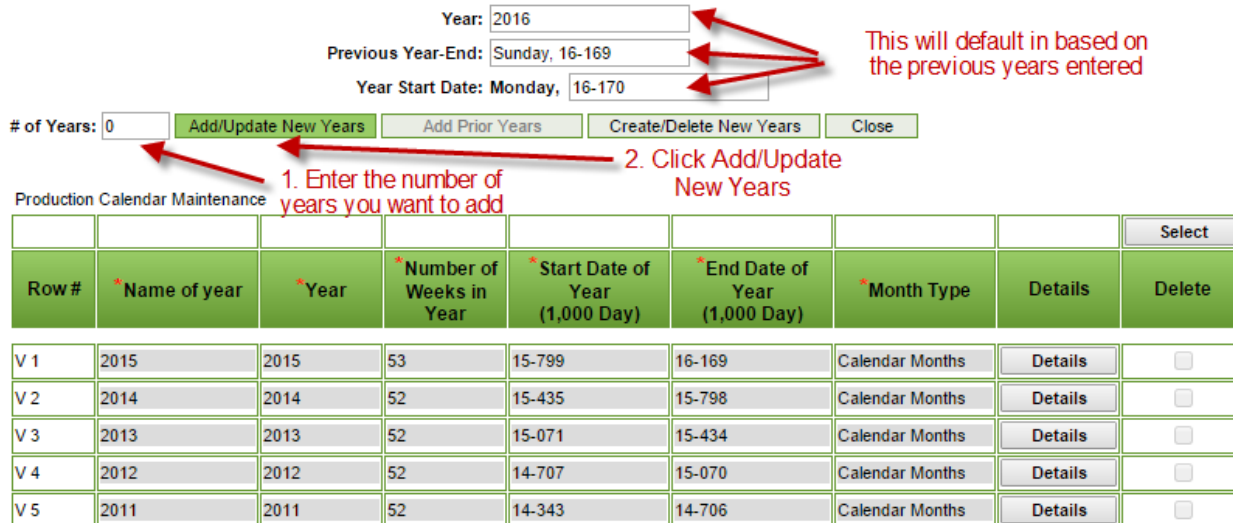


## Creating/Adding to a Production Calendar

You must have a calendar set up for every year of production. This should be done prior to the end of the previous year. You may set up several years at a time if desired. Keep in mind that some production years will have 53 vs. 52 weeks.



The screenshot shows the MetaFarms application interface. The top navigation bar includes tabs for Favorites, Sow, Feed, Finish, Sales, Finance, Assurance, and Analytics. The 'Sales' tab is active. Below the navigation bar, there are several sub-menus: 'Packer' (Create a Sale, Find a Sale, Assign a Group & Create Movements), 'Animal Movements' (Create a Movement, Movements Search), and 'Imports' (Packers). Below these, there are 'Reports' and 'Setup' buttons. The 'Setup' button is highlighted, and it leads to a 'Production Calendar' setup screen. This screen has three main sections: 'Sales Attributes' (Buyers, Customers\*, Import Link Values, Market Contract Type, Packers\*, Sales - Lean Target, Sales - Targets, Sales - Cut Setup, Shipment Type, Recalc Sales Targets), 'Trucking Attributes' (Truck Drivers, Truck Load Marked By, Truck Loaded By, Truck Numbers, Truck Types, Trucking Companies), and 'Company Attributes' (Producers/Sites/Barns\*, Production Calendar\*, Company Defaults, Event Codes\*, Personnel Setup, Assign Personnel, Units of Measure, User List).



The screenshot shows the 'Production Calendar Maintenance' dialog box. It has a 'Year' field set to 2016, a 'Previous Year-End' field set to Sunday, 16-169, and a 'Year Start Date' field set to Monday, 16-170. Below these fields are buttons for '# of Years: 0', 'Add/Update New Years', 'Add Prior Years', 'Create/Delete New Years', and 'Close'. Red arrows point to the '# of Years' field and the 'Add/Update New Years' button, with annotations: '1. Enter the number of years you want to add' and '2. Click Add/Update New Years'. Another red arrow points to the 'Year' field, with an annotation: 'This will default in based on the previous years entered'.

**Production Calendar Maintenance**

Row #	*Name of year	*Year	*Number of Weeks in Year	*Start Date of Year (1,000 Day)	*End Date of Year (1,000 Day)	*Month Type	Details	Delete
V 1	2015	2015	53	15-799	16-169	Calendar Months	Details	<input type="checkbox"/>
V 2	2014	2014	52	15-435	15-798	Calendar Months	Details	<input type="checkbox"/>
V 3	2013	2013	52	15-071	15-434	Calendar Months	Details	<input type="checkbox"/>
V 4	2012	2012	52	14-707	15-070	Calendar Months	Details	<input type="checkbox"/>
V 5	2011	2011	52	14-343	14-706	Calendar Months	Details	<input type="checkbox"/>

Year: 2016

Previous Year-End: Sunday, 16-169

Year Start Date: Monday, 16-170

# of Years: 0

Add/Update New Years

Add Prior Years

Create/Delete New Years

Close

Change to a select calendar type if needed

#### Production Calendar Maintenance

Row #	*Name of year	*Year	*Number of Weeks in Year	*Start Date of Year (1,000 Day)	*End Date of Year (1,000 Day)	*Month Type	Details	Delete
1	2017	2017	52	16-534	16-897	Calendar Month	Details	<input type="checkbox"/>
2	2016	2016	52	16-170	16-533	Calendar Month	Details	<input type="checkbox"/>
V 3	2015	2015	53	15-799	16-169	(Select...) 4-4-5 4-5-4 Calendar Months	Details	<input type="checkbox"/>
V 4	2014	2014	52	15-435	15-798	Calendar Months	Details	<input type="checkbox"/>
V 5	2013	2013	52	15-071	15-434	Calendar Months	Details	<input type="checkbox"/>

Change to 53 if appropriate \*\*\*

\*\* When entering a 53 week year, you will need to adjust the End Date of Year to allow for the extra week. If it is not the most recent year entered, you will need to adjust any following years Start and End Dates.

Month Type – Most will be Calendar Month. The other options are for 13 Week periods that would be predetermined by your company.

Once all choices are made:

Year Start Date: Monday, 16-170

# of Years: 0

Add/Update New Years

Add Prior Years

Create/Delete New Years

Close

Press Create/Delete New Years to complete adding your Calendar

#### Production Calendar Maintenance

Row #	*Name of year	*Year	*Number of Weeks in Year	*Start Date of Year (1,000 Day)	*End Date of Year (1,000 Day)	*Month Type	Details	Delete
1	2017	2017	52	16-534	16-897	Calendar Month	Details	<input type="checkbox"/>
2	2016	2016	52	16-170	16-533	Calendar Month	Details	<input type="checkbox"/>

## To Delete a Calendar Year:

Year:

Previous Year-End:

Year Start Date: Monday,

# of Years:

After checking the box for the rows to remove, Click Create/Delete New Years

### Production Calendar Maintenance

								Select
Row #	*Name of year	*Year	*Number of Weeks in Year	*Start Date of Year (1,000 Day)	*End Date of Year (1,000 Day)	*Month Type	Details	Delete
1	2017	2017	52	16-534	16-897	Calendar Montl ▼	Details	<input checked="" type="checkbox"/>
2	2016	2016	52	16-170	16-533	Calendar Montl ▼	Details	<input checked="" type="checkbox"/>
V 3	2015	2015	53	15-799	16-169	Calendar Months	Details	<input type="checkbox"/>

				Select
*End Date of Year (1,000 Day)	*End Date of Year (1,000 Day)	*Month Type	Details	Delete
16-533	16-533	Calendar Montl ▼	Details	<input checked="" type="checkbox"/>
16-169	16-169	Calendar Months	Details	<input type="checkbox"/>
15-798	15-798	Calendar Months	Details	<input type="checkbox"/>

The page at qa.metafarms.com says:

One or more rows will be removed. Are you sure you want this? Click OK to continue.

☐ Prevent this page from creating additional dialogs.

Click OK

**Note: You cannot delete any year in which data has been entered.**