

Dairy Quote Calendar Instructions

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Web Calendar Instructions

Subscribe

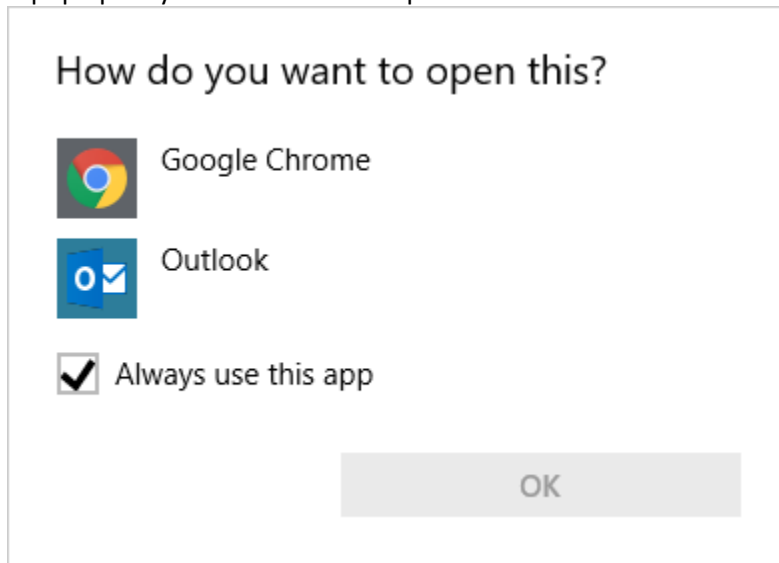
To subscribe to the calendar through via the web click on the Subscribe to Calendar button.

The screenshot shows a web interface for a 'Sales Calendar'. At the top, there is a blue header with the title 'Sales Calendar'. Below the header, there is a navigation bar with 'Today', navigation arrows, and the month 'March 2019'. The main area is a calendar grid for March 2019, with days of the week (Sun to Sat) and dates (24 to 31). Several dates have red boxes with white text indicating sales status: 'No Sales - Dair' (March 28, 14, 3), 'No Sales - Cold' (March 7, 22), 'No Sales - Milk' (March 12, 19), and 'No Sales - Dair' (March 3). The date March 25 is highlighted in yellow. At the bottom right of the calendar grid is a '+ Google Calendar' button. Below the calendar is a 'Show Agenda View' button. A red box highlights a 'Subscribe to Calendar' button with a calendar icon, next to a 'Help' button. Below these buttons is a 'Calendar Legend' section with three entries: a red bar for 'No prices released on this date. So no new sales are allowed.', a green bar for 'New sales on this date will use the Sales Effective Date from the prior date with sales.', and a yellow bar for 'Today's date.'

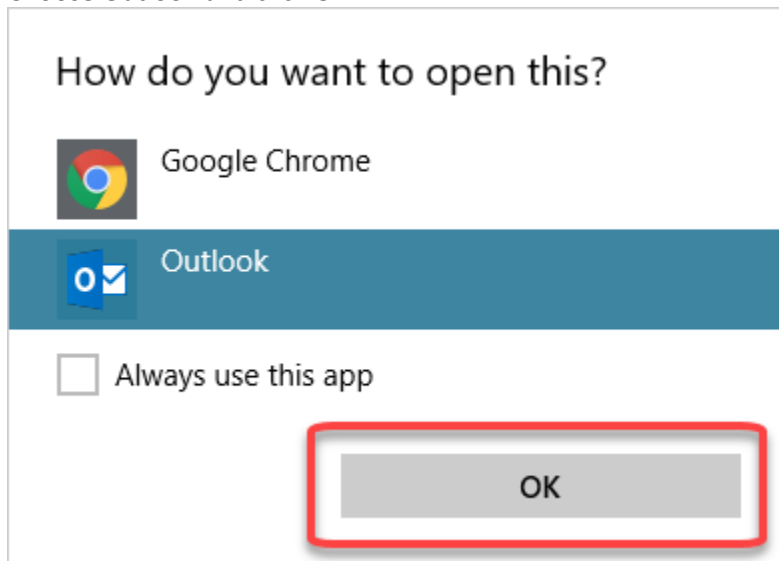
A pop up may ask about choosing to pick an app, click Open Pick an app.

The screenshot shows a system dialog box with the title 'Open Pick an app?'. It contains a checkbox with the text 'Always open these types of links in the associated app'. At the bottom of the dialog, there are two buttons: 'Open Pick an app' and 'Cancel'.

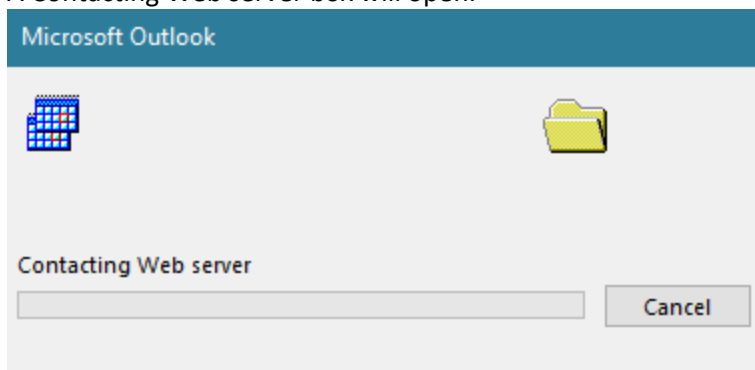
A pop up may ask about how to open the calendar.



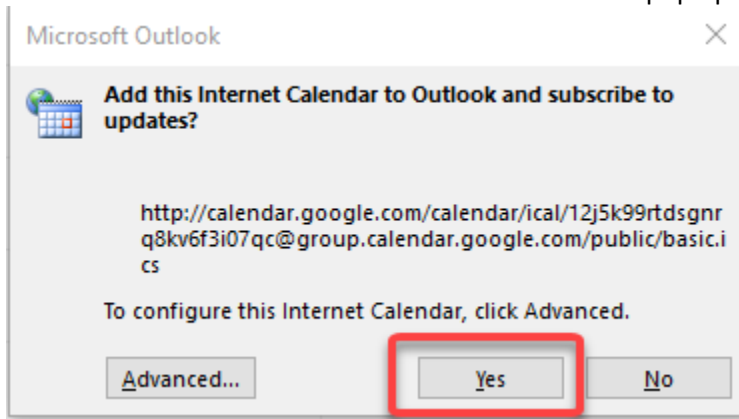
Choose Outlook and click OK.



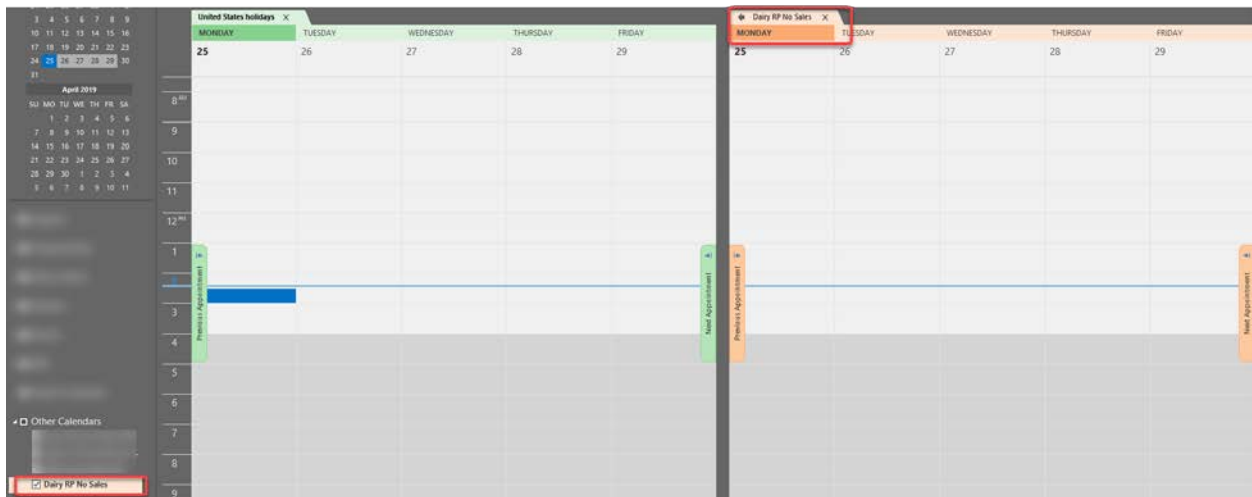
A Contacting Web server box will open.



Once connected click Yes on the an Add this calendar pop up.



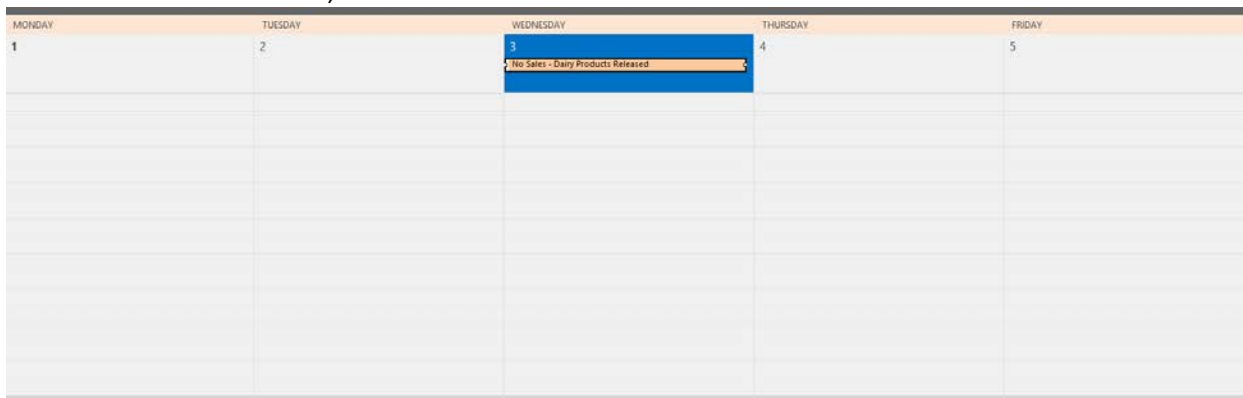
The calendar will be added to Outlook.



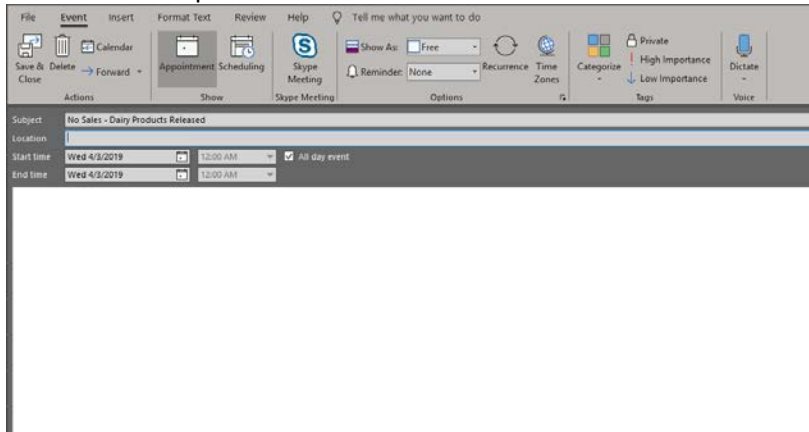
Alerts

This process is only for one event at a time.

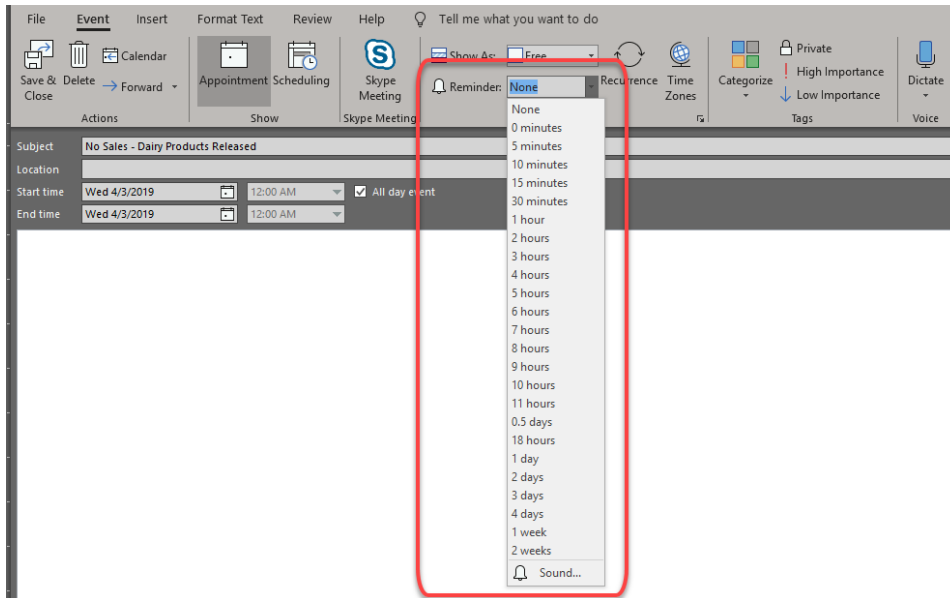
To add an alert to an event, double click on the event



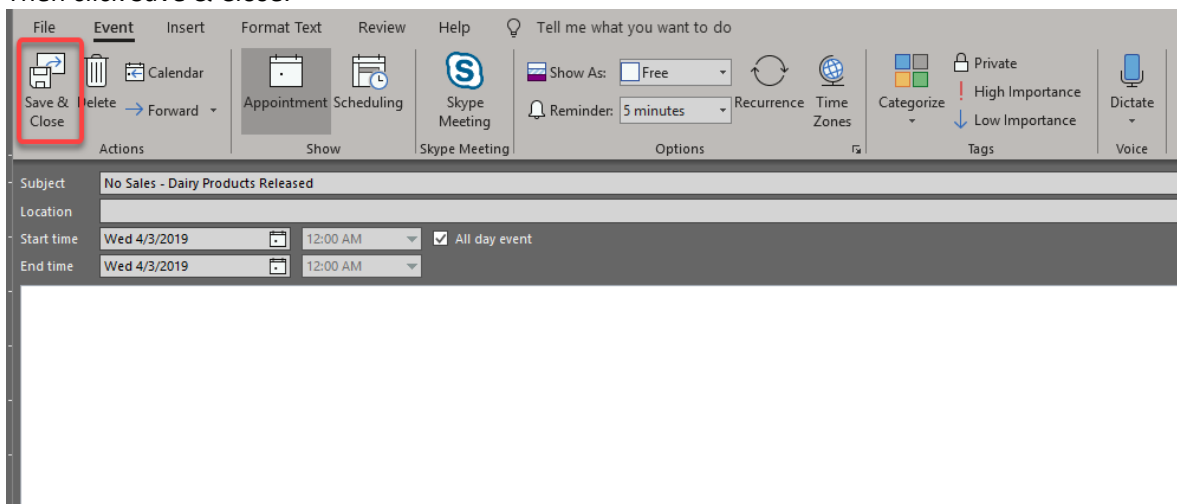
The event will open.



Then choose the time for the reminder notification.

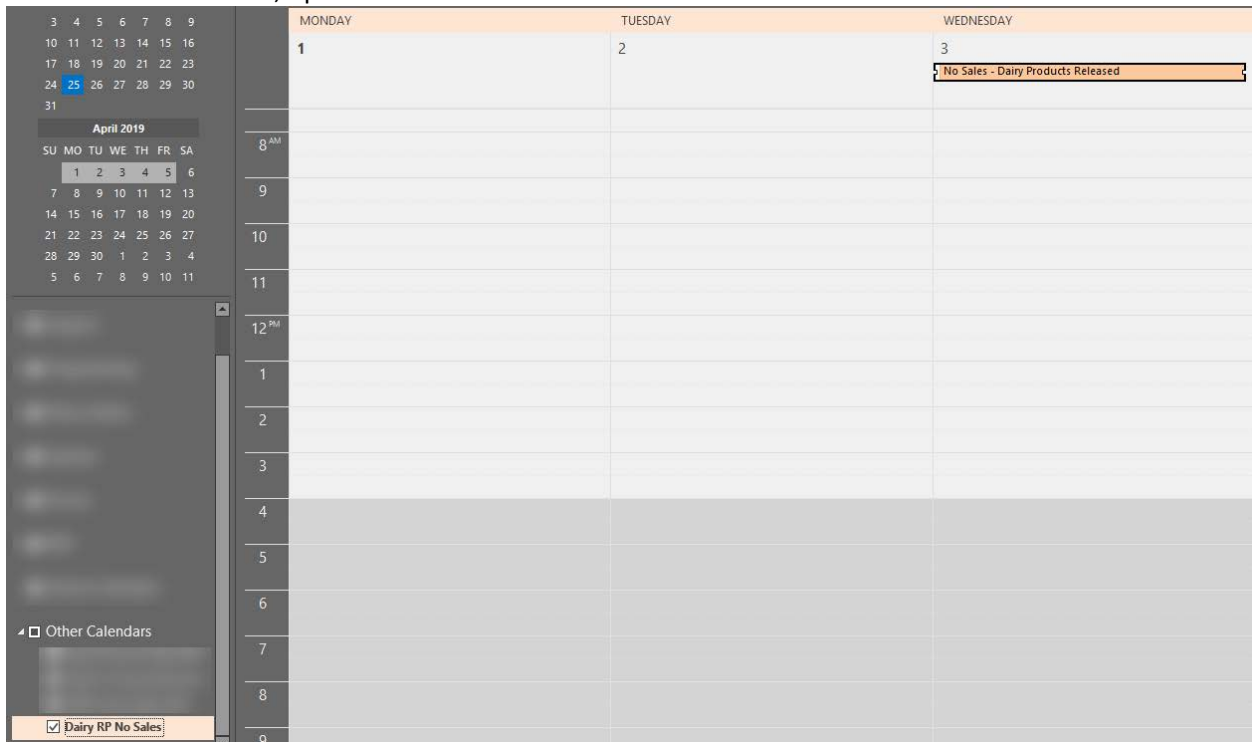


Then click Save & Close.

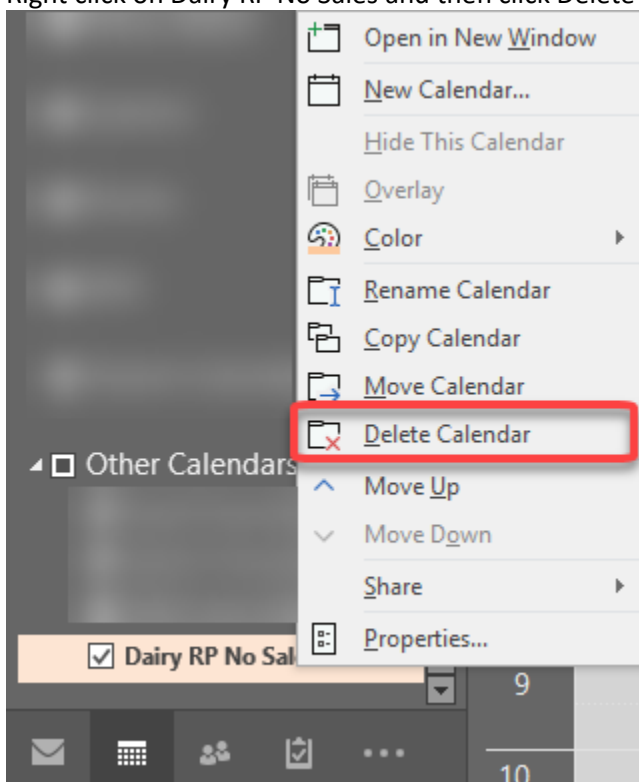


Deleting

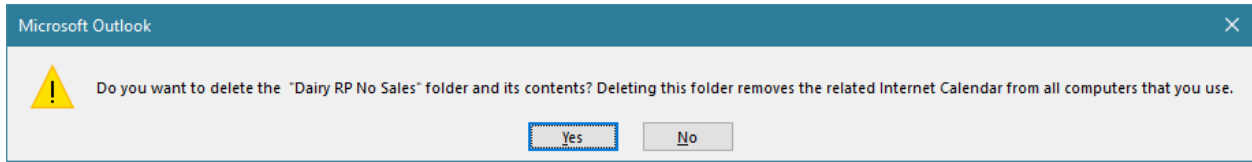
To delete the calendar, open the Calendar in Outlook.



Right click on Dairy RP No Sales and then click Delete Calendar.



Click Yes on the confirmation screen to finish the deletion.



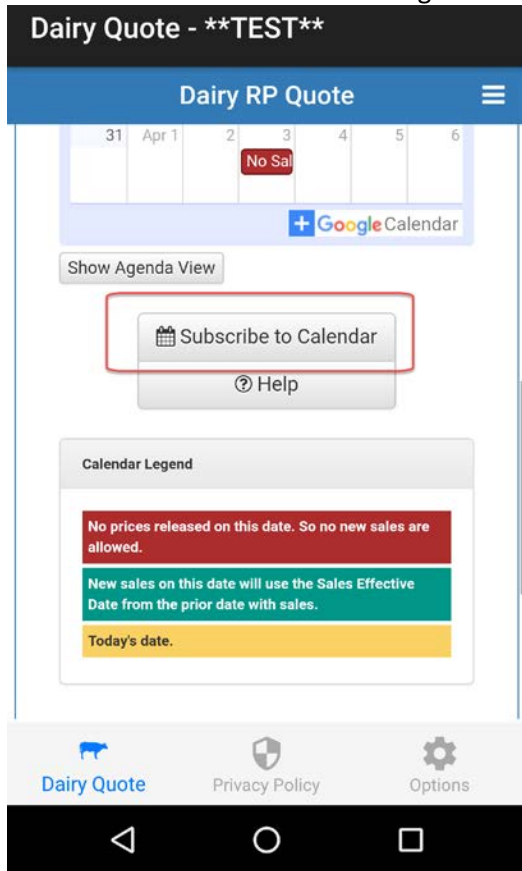
Dairy RP No Sales no longer shows in Other Calendars.



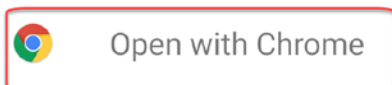
Android/Google Calendar Instructions

Subscribe

To subscribe to the calendar through the Android app tap on the Subscribe to Calendar button.



A pop up may ask how to open the this, tap on Chrome.



JUST ONCE ALWAYS

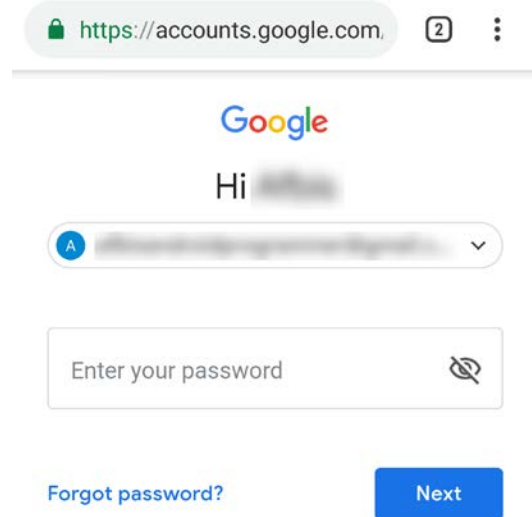
Use a different app

 Browser

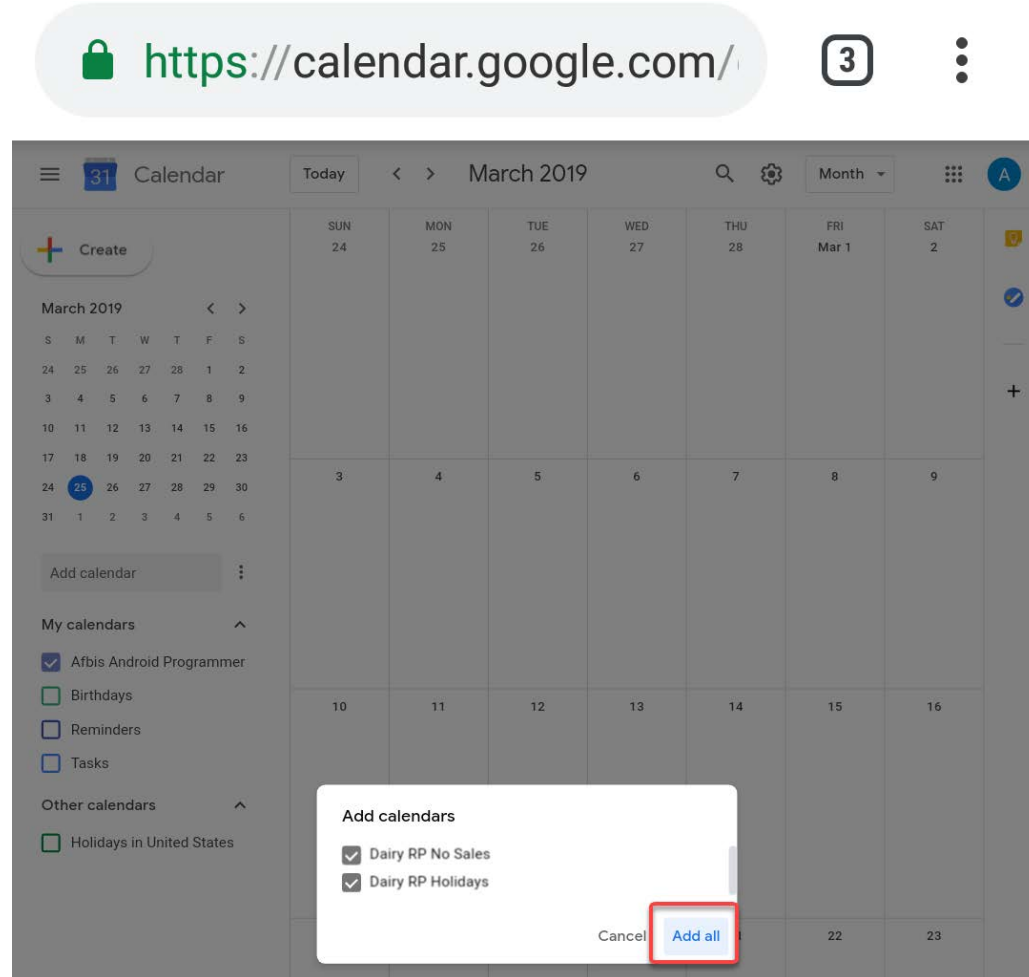
 Firefox



Sign into Google Calendar if prompted.



A pop up message will show two calendars to add, tap the Add All button.



The two calendars will be added to Google Calendar and the events will show.

 <https://calendar.google.com/>

3



Calendar Today < > March 2019 Search Settings Month A

Create

March 2019 < >

S	M	T	W	T	F	S
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Add calendar

My calendars

- Afbis Android Programmer
- Birthdays
- Reminders
- Tasks

Other calendars

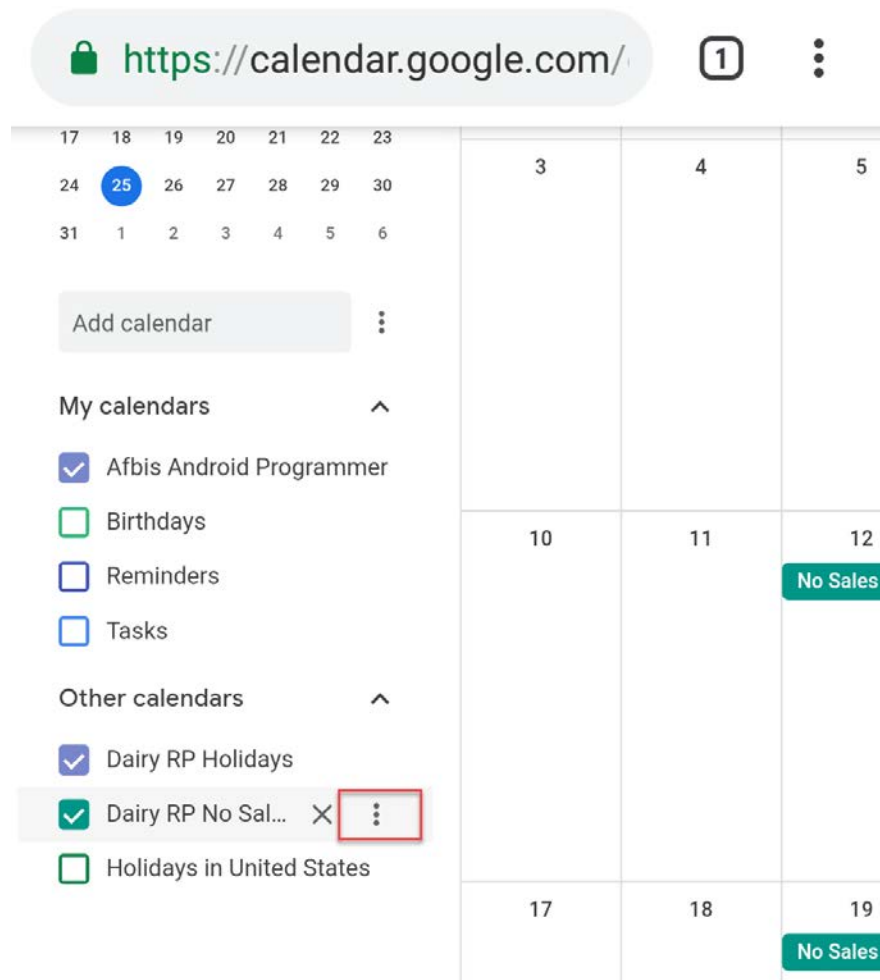
- Dairy RP Holidays
- Dairy RP No Sales
- Holidays in United States

SUN	MON	TUE	WED	THU	FRI	SAT
24	25	26	27	28 No Sales - Di	Mar 1	2
3	4	5	6	7 No Sales - Ci	8	9
10	11	12 No Sales - M	13	14 No Sales - Di	15	16
17	18	19	20	21	22	23

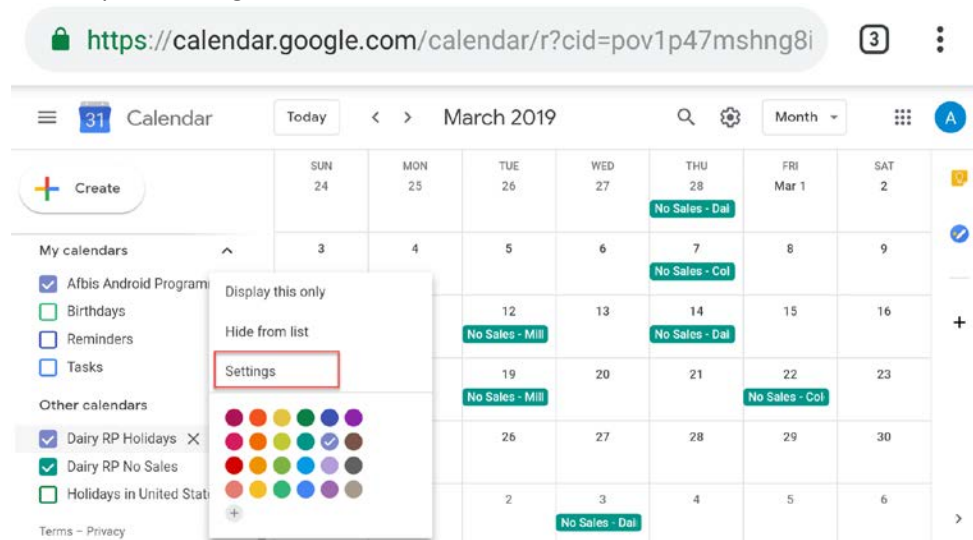
Alerts

This process is for all events on this calendar.

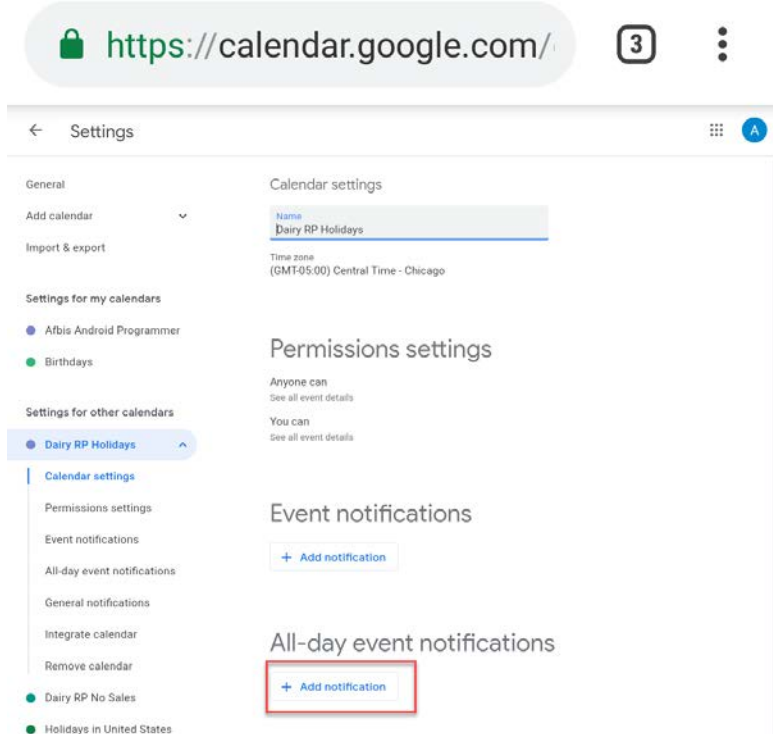
To add alerts tap on the calendar name and then tap on the three vertical dots.



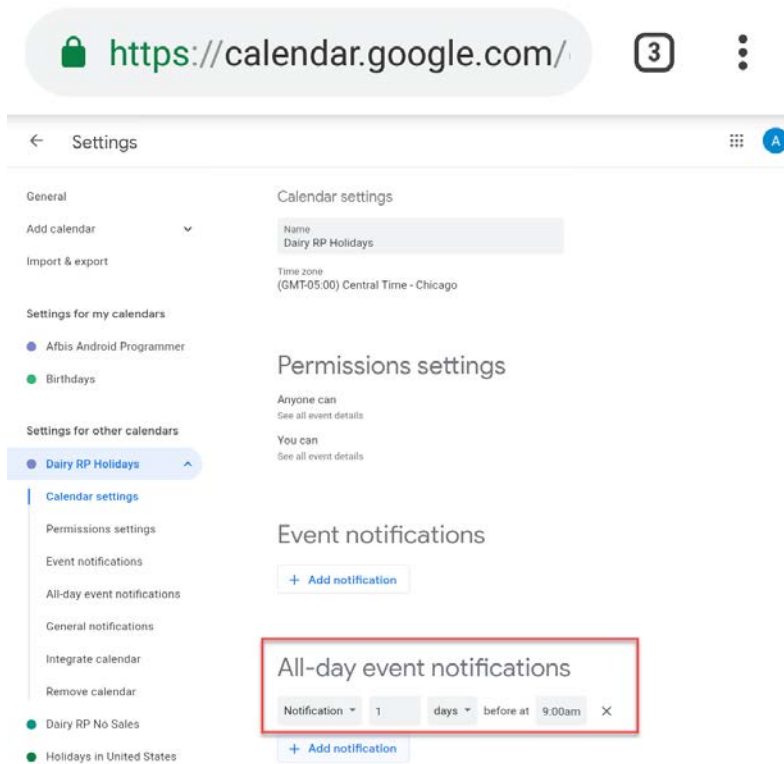
Then tap on Settings.



In settings tap the Add notification button under All-day event notifications.

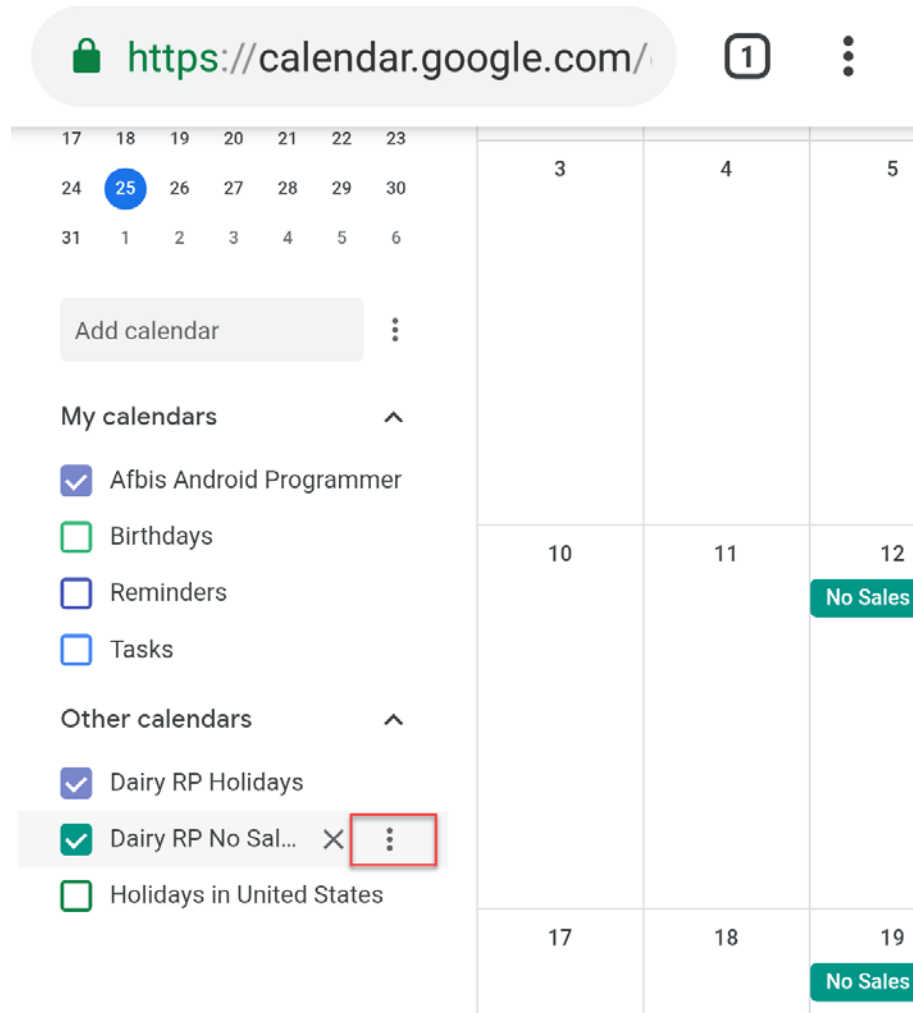


Then choose when the notification should happen.

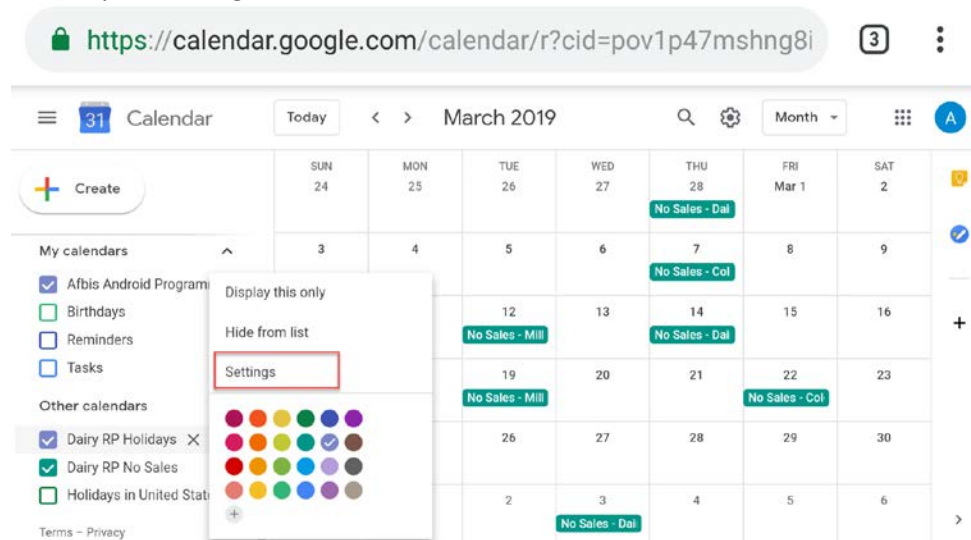


Deleting

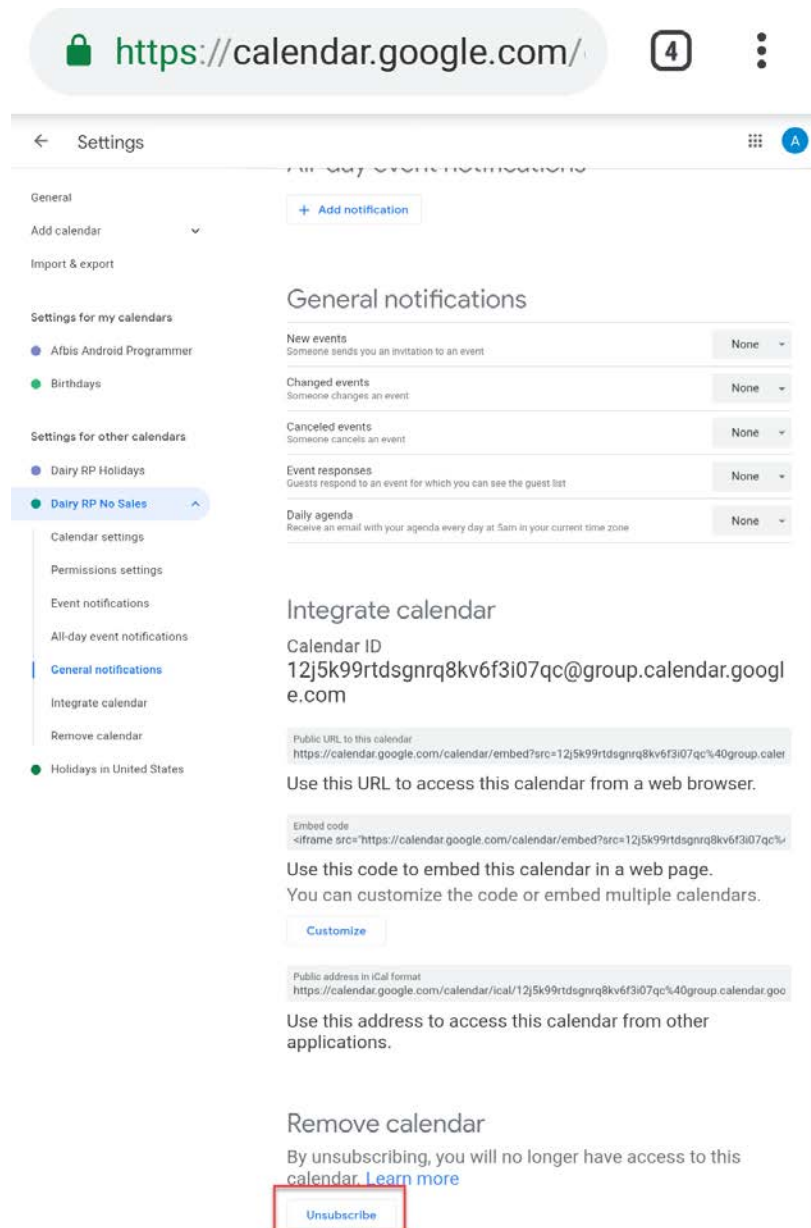
To add alerts tap on the calendar name and then tap on the three vertical dots.



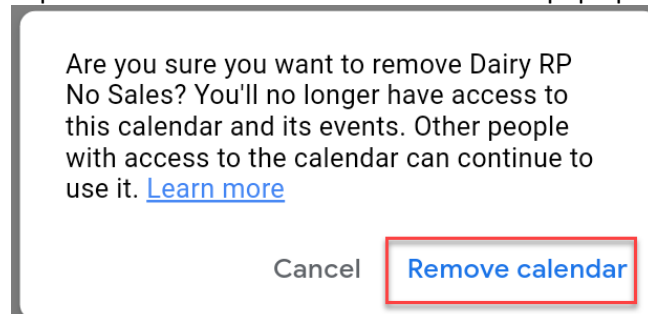
Then tap on Settings.



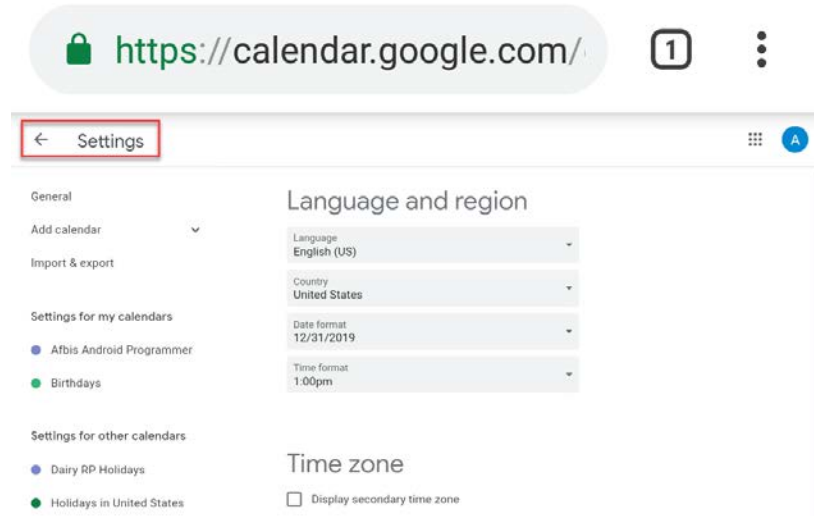
In settings scroll down to Remove calendar and tap Unsubscribe.



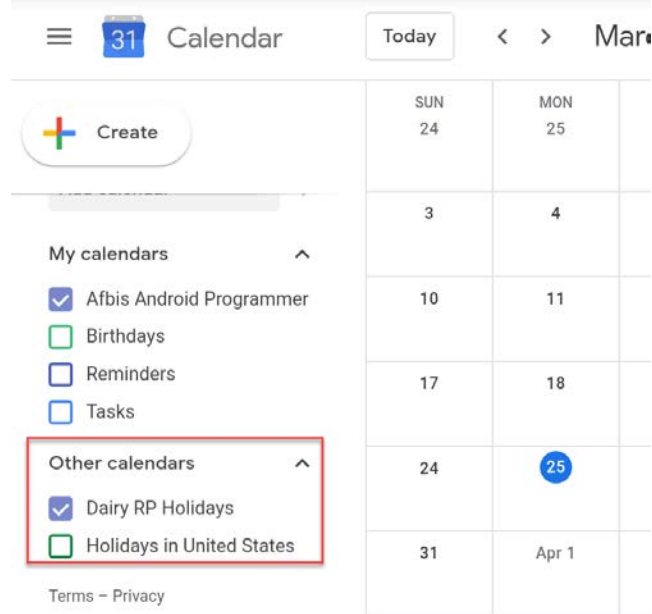
Tap Remove calendar from the confirmation pop up.



Tap the back button.



Dairy RP No Sales no longer is shown in Other calendars.



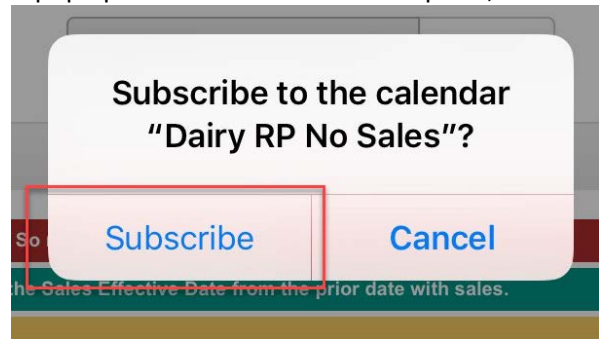
iOS Calendar Instructions

Subscribe

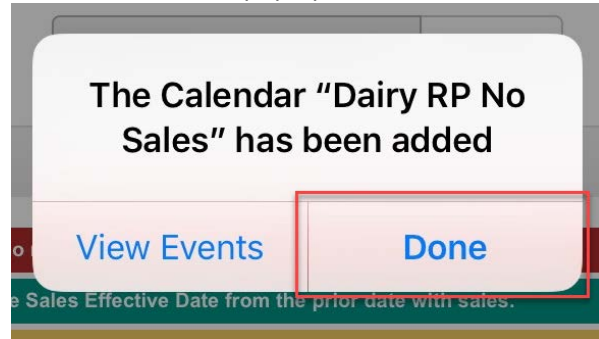
To subscribe to the calendar through the iOS app tap on the Subscribe to Calendar button.



A pop up will ask about the subscription, click Subscribe.



A confirmation will pop up click on Done.



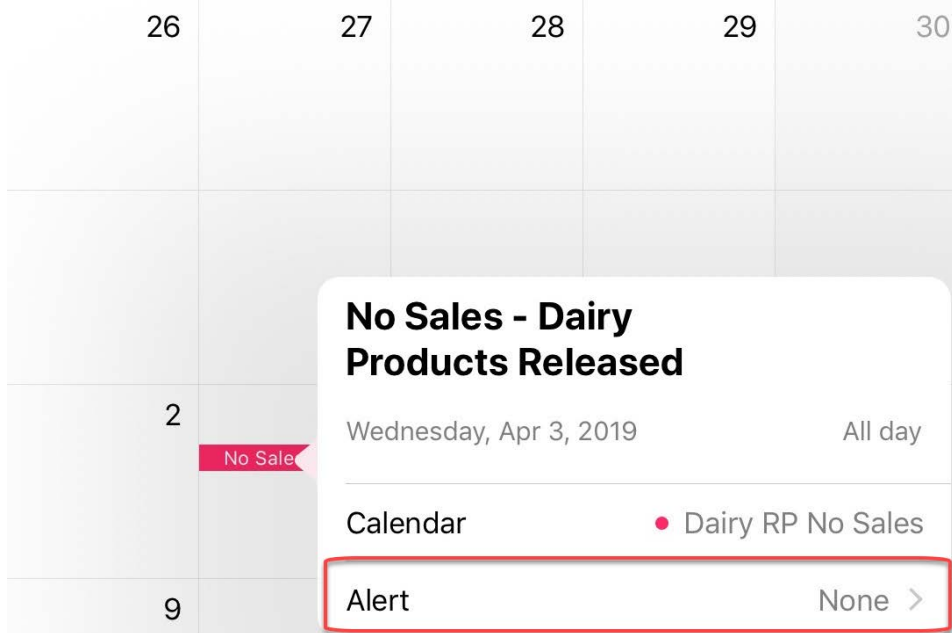
Open the calendar app and the events will be added.

March 2019							Q	+
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
					1	2		
3	4	5	6	7 No Sales - Col...	8	9		
10 Daylight Savin...	11	12 No Sales - Milk...	13	14 No Sales - Dair...	15	16		
17 St. Patrick's Day	18	19 No Sales - Milk...	20	21 Holi	22 No Sales - Col...	23		
24	25	26	27	28	29	30		
31								
	Apr 1 April Fools' Day	2	3 No Sales - Dair...	4 No Sales - TEST	5	6		
7	8	9	10	11	12	13		
Today			Calendars			Inbox		

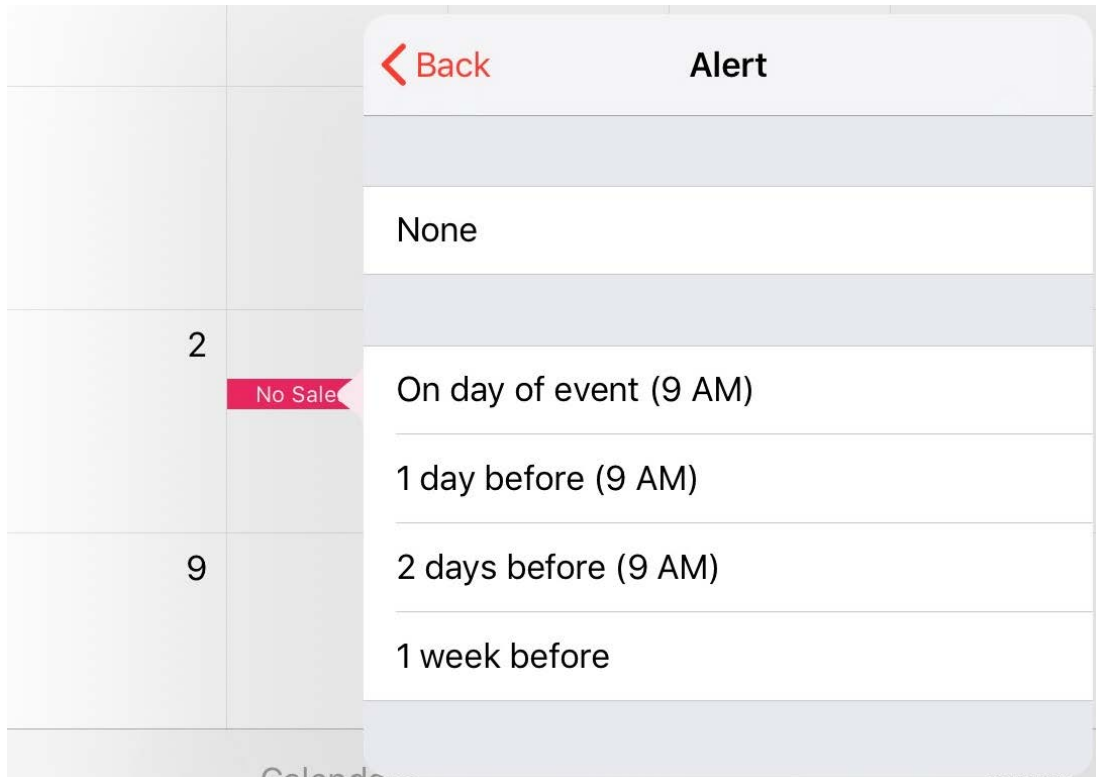
Alerts

This process is only for one event at a time.

To add an alert to an event, tap on the event and then tap Alert from the menu.

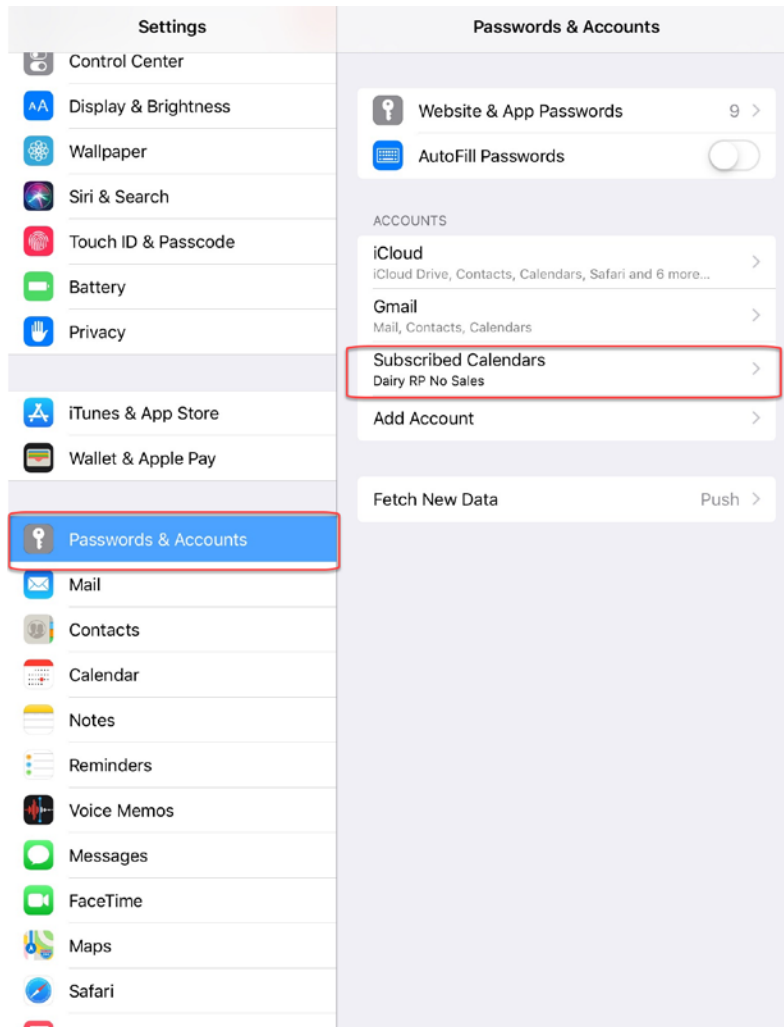


Then choose the time for the alert notification.

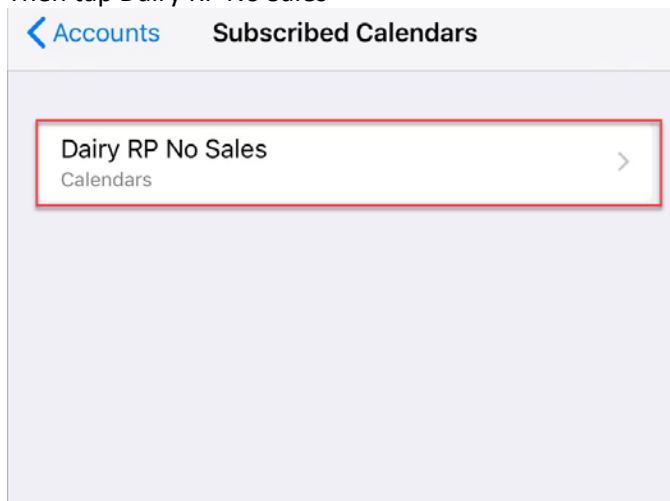


Deleting

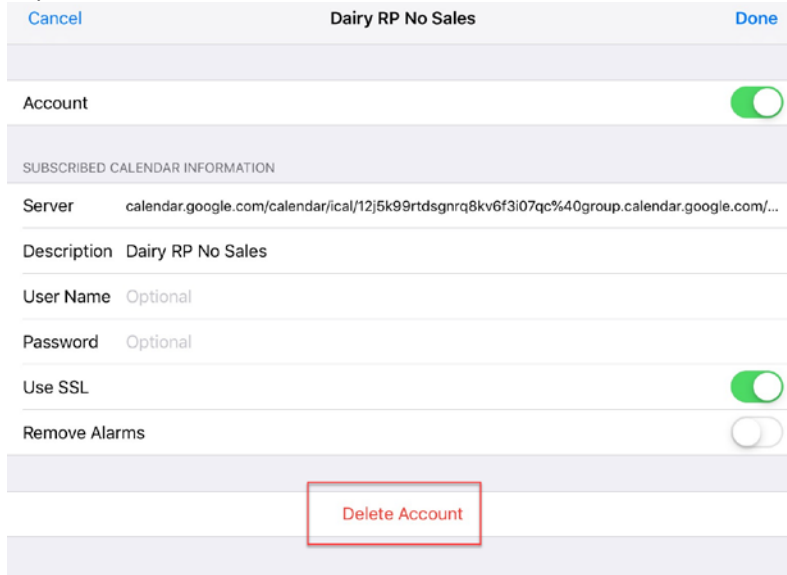
To delete the calendar open Settings and then tap Passwords & Accounts and then tap Subscribed Calendars.



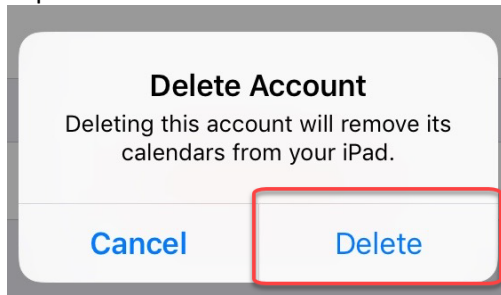
Then tap Dairy RP No Sales



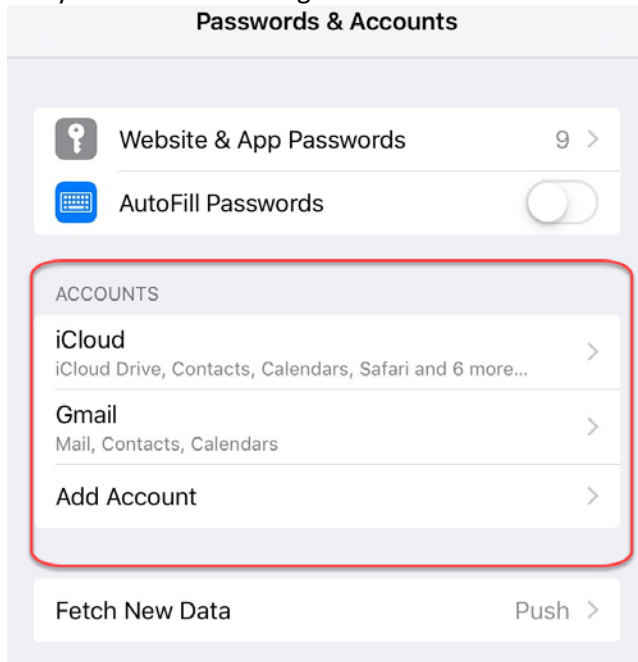
Tap Delete Account to remove this calendar.



Tap Delete on the confirmation screen to finish the deletion.



Dairy RP No Sales no longer shows in Subscribed Calendars.



Mobile Sync

Use

This process is used if adding the calendar through the Google calendar process and wanting it to sync to iOS devices.

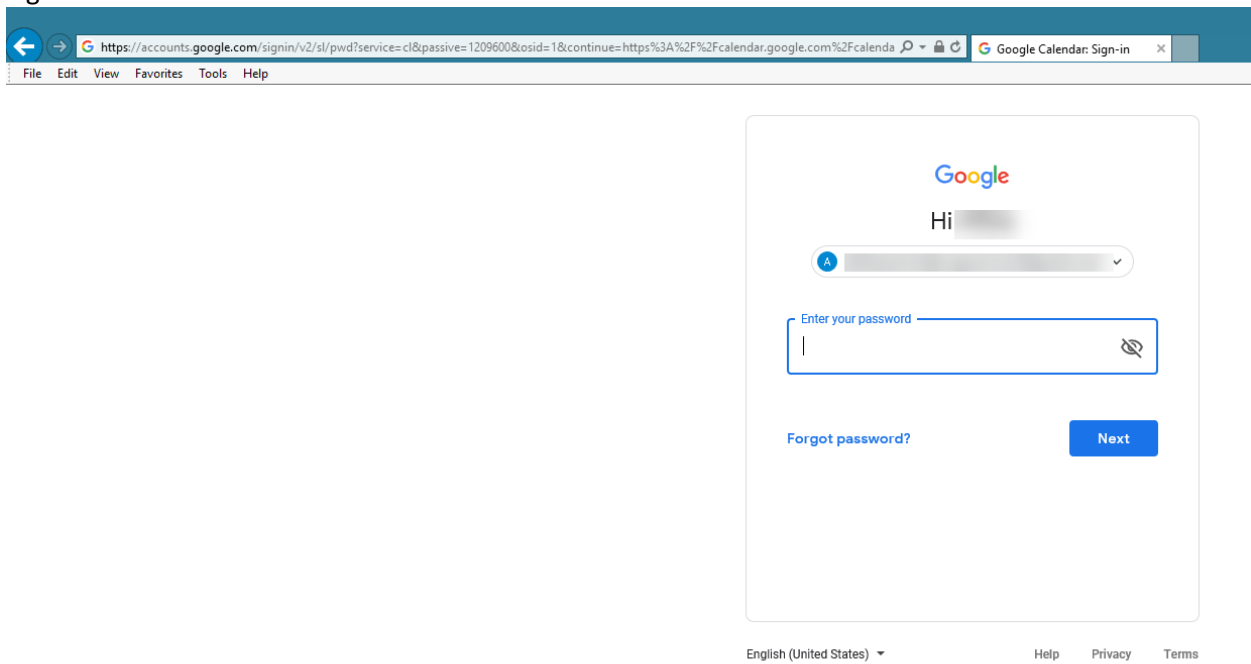
Address

<https://calendar.google.com/calendar/syncselect>

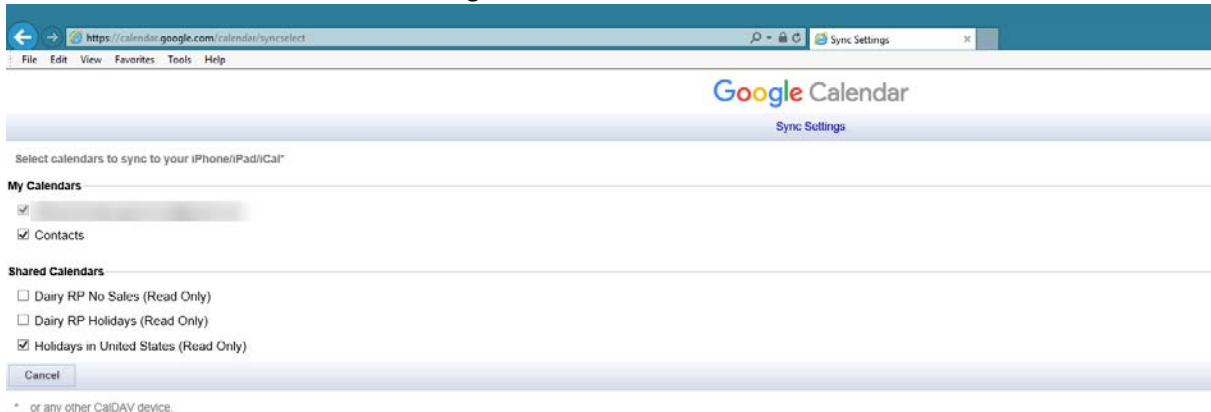
Instructions

Use the above link to go to Google Calendar sync page.

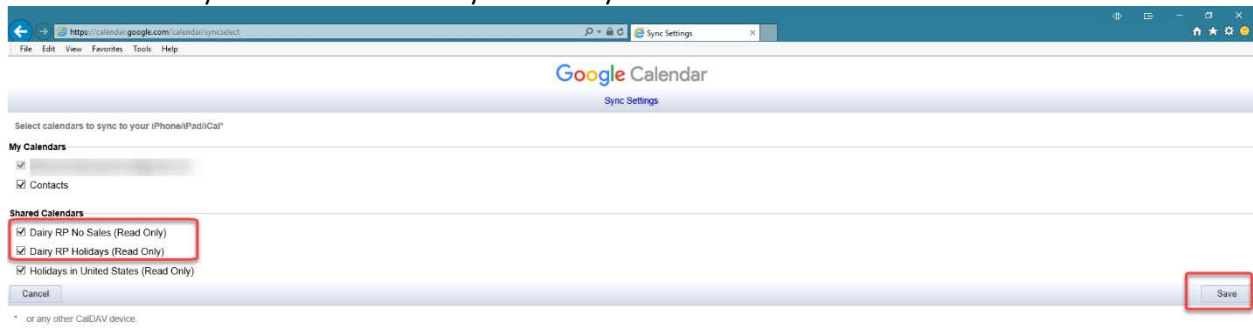
Sign in if needed.



The calendars that are included in Google calendar will be listed.



Check mark Dairy RP No Sales and Dairy RP Holidays and then click Save.



A confirmation that the settings have been saved will show.

