Sign In

The Extension Master Producer Program’s site address is: https://masterproducer.tennessee.edu

If you are a first time user, after entering your net ID and password, you will be prompted to request permission for the site. Fill in your name, email address, and county. Indicate if you will be an editor who will be entering class information or a user of the list (read only access) in your message window. The program also lets you use Google Gmail account credentials for logging into the system. If you are registering with a Google account, use the Google button to register.
Using the Program
The program has six filters to aide in your searches. In addition to the filtered searches, there are five function tabs.

You may search for a producer by their last name, first name, county of residence, and/or by program. Programs included are Advanced Master Beekeeping, Advanced Master Nursery Producer, Dicamba Training, Master Beef Producer, Master Beekeeping, Master Dairy, Master Horse, Master Meat Goat, Master Nursery Producer, Master Small Ruminant and Paraquat Training. You can narrow your search by entering a date range for certifications.

Once you have selected the filters you want to use, select search. Use the Reset All when starting a new filtered search.
Search Examples

1) Your county is preparing for an Extension Producer Class this fall. You want to find the producers in your county whose certification might be expiring and inform them of the upcoming classes.
   a. In the first row, filter to your county
   b. Under Program, select the appropriate program
   c. Choose your date range
   d. If you picked the Master Beef program, search by using the "eligible for 50% cost share in TAEP program year"
   e. Click Search

2) A producer would like to know when one of his certifications expires.
   a. In the first line enter the Producer’s last name
   b. Select the county he lives in
   c. Select the program you are inquiring about
   d. Click Search
   e. Your result could show more than one person with the last name. Look through the results, find your producer and click “select” to the left of their name
   f. Once the producer is selected, his line is now highlighted in green and all of his data and certifications appear below
      i. First section is the Clients Data
      ii. Second section is the Client’s Certificate Data. You will find the expiration date on the certificate listing.
Understanding the Client Data

Let us take a closer look at this list to understand what the information means.

The first section is the client that you have selected to view.

![Data for Client]

The second section shows all of the classes the producer has taken.

The last section lists all the completed courses with their certificates.

Editing Client Data

Once you have selected a client, you can add or edit their data. Click the edit link to the right of their name.
Selecting the edit link will open a new page in which to edit or add missing information. Clicking the details link displays all client data. When you are finished editing the client information, click save.

**Notes** - The client data fields include all pieces of information from all programs. If a section of information is not relevant to your client, you need not fill it out. At the time this project started, collection of premises numbers was mandatory. This is no longer the case, but the information remains for historical purposes and client convenience. By default a client is active. If a client is no longer in your area or deceased, change their status to Inactive. This will keep their information for historical records, but not pull them into excel spreadsheets.

**Duplicate Clients**

Pay careful attention as you search for and enter data. While importing the client program lists into this record keeping system, great care was taken to identify duplicates. However, this approach is not full proof. There is a process to report duplicate clients; you will find the procedure later when explaining the function tabs.
Entering Client Class Program Information

You may enter class information at the end of all the sessions or as each session is completed. Each program has a set of criteria a producer needs to meet in order to be certified. When the criteria are met, a certificate is produced and can be printed at any time. Each certificate contains a unique identifier number for TDA reporting. The program also tracks multiple producers living at one address. The first person at an address that completes the required criteria for a program is the producer that is included in the report to TDA.

The data in the program is as good as the data entered. Please take extra care to first search for a person before you add a record. Take an extra moment to be sure that the “Bill Smith” you are looking for, might possibly be the “William Smith” who was entered in an earlier class. There should be one record, per person, that lists all classes taken. Also, pay close attention to spelling. Make sure that “Willam” Smith in the system is actually “William” Smith. Now that you are an editor, you can make these simple corrections and help us in maintaining the records.

To enter class information for a producer, begin on the main page. In the first row:

1. Enter the client’s last name
2. Choose their county and information will start to appear below or click “search”
3. Find the client from the search results and click “select” by their name. After selecting the client, notice that their line will be highlighted in green
4. If no results are returned, then you need to create a new client *see instructions included in the function tab section*
5. Once your client is highlighted in green, look below, “Data for Client” and click the orange tab titled “Add Class/Program for Client”

A new window appears containing the client’s name and county. Pick the program that you want to enter class information. Each program has different criteria to satisfy.

Advanced Master Beekeeping
Program Contact: Jennifer Tsuruda, jtsuruda@tennessee.edu
Class certification requires a start and end date in the records to become certified.
Dicamba and Paraquat Training
Program Contact: Darrell Hensley, (865) 974-7958 or dhensley@utk.edu

Currently (November 2019) these two trainings are held at the same time. Dicamba Training Certification is valid January 1 – December 31 of the year training was received. The Paraquat Training Certification is valid for three years from date of training. Because trainings are held together, we have created a process to save time when entering. In our example, below we begin by entering Dicamba training.

If only Diacamba training was offered, then select the create button.

If you need to enter the Paraquat training, then select the Copy and New button.

Selecting the Copy and New button will continue with client information on a new entry screen.
Now, select the Paraquat Training in the Program dropdown and the rest of the information from the class will appear.

When finished, click Create and both classes will have been entered.
Master Beef Producer

Program Contact: Justin Rhinehart, jrhinehart@utk.edu, (931) 486-1219

This program has ten modules (topic areas) and a producer has to complete seven of them in order to become certified. Certification lasts for three years. You will be able to choose per person, the modules they attended. Let us follow the steps for Master Beef:

1. Choose Master Beef Producer from the dropdown menu. Notice an extra line, Modules, has now appeared for data
2. Choose the County the Program was delivered in
3. Enter the Start date of your program
4. Enter the End date of your program
5. Enter any comments you might want associated with the class
6. Enter the producer’s BQA number
7. Modules: As soon as you click inside the box appearing by Modules, the 10 different modules plus an “other” option appears, for Master Beef Producer program. Clicking each module attended will place them in the box. If you click a module by mistake, click the “X” to delete it. When finished click “Create.” The program keeps track of the modules selected. When the seventh module is recorded, the client automatically becomes certified. If the producer attends more than seven sessions, please include all the sessions attended. You may enter all the modules at the end of the classes or you may enter data each time you have a class.
Master Beekeeping

Program Contact: Jennifer Tsuruda, jtsuruda@tennessee.edu

This program certification requires a start and end date in the records to become certified.
Master Dairy

Program Contact:  Elizabeth Eckelkamp, eeckelka@utk.edu, (865) 974-8167

Master Dairy producers certify each year. Extension specialists plan yearly modules, with other opportunities announced as they become available. A producer needs to attend two modules per calendar year to stay certified.

When you select the Master Dairy Program, a new line item appears that says “Dairy Module Years.” Select the program year from the drop down menu for Dairy Module Years. Your module options will change depending on the year you have chosen for entries. Once a producer has completed his second module, he is certified for that year.

This is a great example of classes that are entered one at a time in different months. Remember, the second module will be editing the dairy record to add class program data. Change the ending date to reflect the additional class you are entering.

Master Meat Goat

The Master Small Ruminant program has replaced the Master Meat Goat Program. However, all historical Master Meat Goat class information and certificates are available in the system.
Master Small Ruminant
Program Contact: Dwight Loveday, hloveday@utk.edu, (865) 974-7344
This program has 12 modules of programming. A producer must attend seven of the twelve class topics to become certified.

Tennessee Advanced Master Nursery Producer
Program Contact: Amy Fulcher, afulcher@utk.edu, (865) 974-7324
This class certification only requires a start and end date in the record to become certified.
**Tennessee Master Horse**

Program Contact: Jennie Ivey, jzivey@utk.edu, (865) 974-3157

This program requires attendance in seven module topics and one optional module topic to become certified.

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**Tennessee Master Nursery Producer**

Program Contact: Amy Fulcher, afulcher@utk.edu, (865) 974-7324

This class certification only requires a start and end date in the records to become certified.
Function Tabs

The program has five function tabs below the top six filters.

Create New Client

Clicking this tab will open a new page to enter the client data. This screen shot shows the information that can be collected.

When entering client records, by default the client has an active status. If the client would decease or move out of state, you should change his status to inactive. When I person becomes inactive, it will keep them out of your Excel exports and email lists. After entering all applicable information, click the “Create” button to add the new client.
Export to Excel
The second tab is “Export to Excel”. If you want an Excel spreadsheet to work with, use the filtering boxes above and then click “Export to Excel”. An Excel spreadsheet will be created for your use. If you need certification dates, please enter a start and end date range, otherwise this information will not be included in the file.

Email Filtered Group
In an earlier example we talked about using a filter to discover which producers in your county were about to have their Master Beef certification expire. Once that group has been identified, you can click the “Email Filtered Group” tab and your email client will open with all available email addresses included in the blind copy portion of an email. Placing the email addresses in the blind copy section prevents all the email addresses from appearing in the email. You can now proceed with your email content and any other contacts you want to include along with attaching any files to send to your producers.

Print Multiple Certificates
You have the capability to print individual certificates or multiple certificates. Let’s suppose you have just finished a Producer class, entered all their data and now want to print their certificates. Clicking the “Print Multiple Certificates” tab will open a new page.

Printing Multiple Certificates
- Choose the county the program was delivered in
- Choose the program for the certificate
- Pick a Certification Start Date
- Pick a Certification End Date
- Click Search

Generated certificates appear on the page. Click the Print Certificates tab to print.

To print an individual certificate, search for your client from the main page and select their name. Look in the Client Certifications section and click the certificate link beside the program you want to print.

The Extension specialists signature associated with each program will be included on the certificate. The county agent will need to sign the certificate or insert their signature file onto the page. The program generates a unique certificate identifier for the producer that is used for TDA reporting. The printing of the multiple certificates generate as one pdf.
Duplicate Clients

Let us again take a moment to talk about client data. The data in the program is as good as the data entered. Pay careful attention as you search for and enter data. While importing the information into this new record keeping system, care was taken to identify duplicates. However, this approach is not full proof.

For example, if someone entered an address as 123 Any Street and later entered the very same person, but this time entered 123 Any St., two records would be created. As we start this new system, please search carefully for your producer first, before entering a record. Think about, was their first or last name misspelled; was there an abbreviation, or did they actually move to a new location? If you find the record needs editing, such as a misspelled name or a change or address, you can edit the record. However, if you find duplicates (2 record lines for one person), this will need to be reported to the system administrator. Please click the Report Duplicates tab and this will generate an email to the system administrator with a subject line of Master Producer Duplicates. Please copy and paste the records that need merged.

BQA Search

At the very top of the program page in the grey tool bar is a BQA Search function. Clicking the tab opens into a new page where all BQA numbers are stored. You have four filters, one by name and one by county along with a start and end date. Information will show the BQA number along with certification date and expiration date. The report can be exported to an Excel file.
Administrative Guide

Administrator rights adds extra functions and control over the Master Producer List. Program leaders of each Master Producer Program area have Administrator right. When logged in as an administrator, the top navigation adds three more links; BQA Import, Roles and Modules that do not appear when logged in as a user.

BQA Import

As updated BQA Excel files become available, using the BQA Import function allows the file to be uploaded and updates our database.

- Click BQA Import
- Browse your computer for the file
- Click Upload file

Roles

As an administrator, you will be able to assign and manage user roles in the system. A user must first request permission and then have a role assigned to them. Administrators receive the email for the initial request. The subject line will read, “Need Role Assignment.” The text of the email will show who it is from, their email address and any message they send along.

Selecting Roles from the top navigation will bring you to the Manage User Roles page.

Click the “All Users” blue button.
This directs you to a page, listing email addresses, of users that do not have permissions. (Note: you may see a long list of email address on the page. These email addresses are from users that accessed the page, but did not finish the process of asking for permission to use the system) Find the email address you are looking for and select the Manage Users Roles link.

Notice that as you return to the previous page, the email appears in the email boxes to check, add or delete user permissions. Click the Add User to a Role and select the appropriate category. By clicking Editors in the Add User to a Role, you will allow the user to add and edit class programs. As an Administrator, you should only be choosing the Readers and Editors option for agents requesting permission to the program. The SysAdmin is only for the developer of the program. This option should never be selected.

Let’s take a moment to talk about granting permissions. Once permissions are granted you access the program by using your netid and password. Typically, the email will have a message that identifies who the person is, where they work, and why they want access. If not, please verify through the personnel directory that they are a county agent or administrative assistant that should have access.

The system needed to allow TDA representatives to access and read records, so it also accommodates gmail account addresses. If a gmail address is used for requesting permissions, please take the time to verify that the email holder should actually be able to use the system.
If you ever need to check the status of a user, just enter their email address in the Check User Roles, click the blue Check Roles for this User and their permissions will show.

### Modules
This page lists the modules for all Master Producer programs. These modules can be edited or viewed. You can also create new modules as they become available.

<table>
<thead>
<tr>
<th>Module Name</th>
<th>Module Year</th>
<th>Program</th>
<th>Optional</th>
<th>Edit</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reproduction</td>
<td>2016</td>
<td>Master Dairy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economic</td>
<td>2016</td>
<td>Master Dairy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hoof Heath</td>
<td>2016</td>
<td>Master Dairy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test</td>
<td>2017</td>
<td>Master Dairy</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Tennessee Dairy Producer Meeting</td>
<td>2017</td>
<td>Master Dairy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nutrition</td>
<td>2017</td>
<td>Master Dairy</td>
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<td></td>
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<tr>
<td>Lying and Calf Care</td>
<td>2017</td>
<td>Master Dairy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birth to Parlor</td>
<td>2017</td>
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<td></td>
<td></td>
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<tr>
<td>Mastitis</td>
<td>2017</td>
<td>Master Dairy</td>
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<tr>
<td>Tennessee Dairy Producer Meeting</td>
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<tr>
<td>Facilities</td>
<td>2018</td>
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<td></td>
<td></td>
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<tr>
<td>Cow Comfort</td>
<td>2015</td>
<td>Master Dairy</td>
<td></td>
<td></td>
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<tr>
<td>Herd Health</td>
<td>2015</td>
<td>Master Dairy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forage Production</td>
<td>2015</td>
<td>Master Dairy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tennessee Dairy Producer Meeting</td>
<td>2016</td>
<td>Master Dairy</td>
<td></td>
<td></td>
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<tr>
<td>Marketing</td>
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<td>Advanced Master Beef</td>
<td></td>
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<tr>
<td>Economics</td>
<td></td>
<td>Advanced Master Beef</td>
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<tr>
<td>Handling</td>
<td></td>
<td>Advanced Master Beef</td>
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</tr>
</tbody>
</table>
Creating New Module

Clicking the create button opens a new window where you enter the module name and module year (for Dairy entries) and then choose the program the module applies to. If the module you are entering is an optional requirement, then you would check the optional box.

![Create Modules UI](image)

Deleting Certificates

As you know, when agents enter class data and the program requirements are satisfied, a certificate is created. Occasionally agents will enter class data and create certificates to the wrong program. When this happens, please use the following process to correct the mistakes.

1) Have the agent select the client and then edit the class data to reflect the correct program.
2) When they finish a new and correct certificate will be created in their Client Certifications
3) As an administrator, you will be the one to delete the incorrect certificate
4) As above with the agents, you will find and select the producer that needs to have the certificate deleted.
5) Once selected, go the Client Certifications section of their records and click delete by the certificate that needs deleted.

![Client Certifications Table](image)

6) After clicking the delete, you will be asked if you are sure you want to delete the item.

Once satisfied you have the correct certificate, click delete.
Submit to TDA
At the end of the quarter or pre-determined reporting period, information is acquired and submitted to TDA. A list is generated of participants that have completed the required education delivered by our agents.

- From Home screen using your filters, pick the program to report
- In the TDA Submitted box, select N
- In the Certification Start Date, enter the beginning date of the period you want to report
- In the Certification End Date, enter the end date for the period you want to report
- In the TDA Eligible field, choose Y
- Click Search (if you need to change or redo, make sure you "reset all" before any new searches)
- A filtered search appears
- Click the Export to Excel tab to transfer the information to a spread sheet
- Look over your spread sheet to verify the information is correct
- When satisfied with the report, click "Mark filtered items as TDA Submitted"
- A box appears that asks to make sure you really want to mark them as reported – just to make sure you haven’t clicked by mistake.