

## SCC/SPC/PIC Calculator Program

### Manual For Field Agents and Producers

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1. Login to your MYDFA account
  - a. Scroll down to “Select a lab results report to view” and in the drop down box next to the **GO** select “Query” then click **GO**.
  - b. Select the necessary criteria that you want to view by following the on screen instructions. Then Click **SUBMIT**.
2. Once In the “Query Lab Results” Page
  - a. Find the table that you want to calculate.
  - b. To Select the table:
    - i. Place your cursor in-between the border of the table and the “P” in “PICKUP DATE”
    - ii. Click and hold down the left mouse button
    - iii. Drag your cursor to the bottom right of the graph
    - iv. Release the left mouse button only after the last “DFA” or “HDT” in the last cell is completely highlighted
    - v. Right-Click in the center of the highlighted table.
    - vi. A menu will appear – Left-Click “Copy”
  - c. Minimize the Browser
    - i. Left-Click the “icon” – in the upper right hand corner of the browser
3. Open the “Quality Calculation.xls” file by double clicking the **“XCEL Doc.” “Quality Calculator”**
  - a. Click the **“Information Tab”** in the bottom Left Corner of the opened Excel Spreadsheet.