



TEXAS DEPARTMENT OF AGRICULTURE

HayHotline

Listing and Search Website

Quick Guide

Edition 2018–V1

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About the HayHotline

The HayHotline is a combination website and application connecting consumers and suppliers of Hay, Transportation Services, and Grazing Land. The website offers Hay related information and links for Quality, Climate, Restrictions, and News; but also contains list and search features for Buying, Selling, and Donating Hay, Transportation Services, and Grazing Land.

How it Works

The HayHotline website is a css and html built page that hosts the HayHotline application.

The HayHotline application is a platform to display information stored in a SQL database, in order to perform specific actions and deliver reports.

Listed here are the primary functions:

1. Store vital information of individuals and companies registered to
 - sell, donate, or transport Hay,
 - sell or donate Transportation Services;
 - and lease or donate Grazing Land.
2. Stores information about products and services to sell or donate that are listed by Registered Users;
3. Search features with multiple parameters that index the listed products and services;
4. The ability to Filter and Sort search results;
5. The ability to Export and Print search results.

User Access/Security Levels

There are 3 user/security levels for this application.

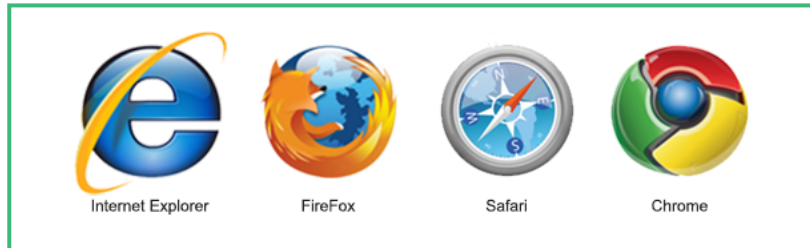
User - This role is casual, anyone visiting the HayHotline website or conducting Searches with the HayHotline Application is a User.

Registered User - Registered Users have User privileges but also can access their accounts to create, edit, and remove listings.

Help Desk and Development - This role is reserved for designers and maintainers of the application. They fix bugs, repair errors, and create upgrades.

Requirements

TDA web based applications are required to be compatible with Internet Explorer (IE), Firefox, Safari, and Chrome. Any of these browsers can be employed to access and use the HayHotline application, however specific browser configurations are required.



More information regarding the TDA [Browser Support & Web Development Policies](#) can be found on the TDA Internet by following this path or clicking on the link.

[TDA Internet Home](#) to [Site Policies](#) to [Browser Support](#)

Your browser must be configured to;

- execute [JavaScript](#),
- and accept [cookies](#).

Features

There are 6 features of the HayHotline Application. Details of each feature can be found in the following chapters.

Registration - Registering authorizes a User to List Materials and Transportation for sale or donation on the HayHotline.

Log in - Logging in gives Registered Users access to the Listing Module.

Lost Password Change - If you forget your password, look here for help.

Account - Stored information about the Registered User.

Listings - Information entered by the Registered User regarding Materials and Transportation for sale or donation.

Search by Index - A search method that produces results in a tabular format.

Search by Map - A search method that produces results shown on a map.

Cooperative Search - Using Search by Map and Search by Index to produce an index type list by location.

Registration

Visitors to the HayHotline who wish to list Hay, Grazing Land or Transportation Services for sale or donation must create an account by Registering for a My HayHotline Account. Registration and Login buttons are found at the bottom of the HayHotline webpage. Be aware you may have only one account per email address. Registration consists of 3 phases.

Phase 1 - Find and click the Register Button at the bottom of the HayHotline webpage.

Phase 2 - Complete the Registration Form and click the Register New Account Button. Note that all fields with a red end are mandatory and the form will not process unless all of the required fields are completed. The blue boxes deliver additional information and meet ADA compliance.

Phase 3 - Verify your email address. A notification will direct you to the verification field and HayHotline will send you an email. Plug the code from your email into the verification field and your account is set and you're ready to list.

Phase 1

My HayHotline Account

Email Address

Password

[Login](#) [Forgot Password](#) [Register](#)

Phase 2

Register New Account

Please complete the following to register a new account.
An email confirmation will be sent to you upon completion.

! Indicates required fields

Email Address

Password

Verify Password

First Name

Last Name

Business Name

Website

Primary Phone Number

Phone Type

Secondary Phone Number

Phone Type

Country

State

County

City/Province

Do you want your email to be visible in your listings? ☒

[Register New Account](#) [Cancel](#)

Phase 3

Register New Account

✓ You have successfully registered for HayHotline! You must now verify your email address. Please click [here](#) in order to proceed.

My HayHotline Account

Before proceeding, you must verify your email address. Please check your email for the verification code and enter it below. If you believe you never received an email, double check your Spam folder or click the link below to resend.

Verification Code

[Submit](#) [Resend Email](#)

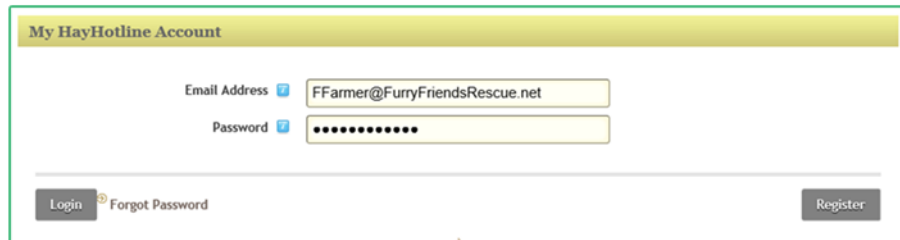
2-05 Login

The My HayHotline Account is a simple gateway that connects your contact information to your listings.

Login by clicking this link, or just Google Texas HayHotline.

<http://www.texasagriculture.gov/Home/ProductionAgriculture/HayHotline>

Then type in the email address and password you used when Registering for an account.



This screenshot shows the 'My HayHotline Account' login form. It features two input fields: 'Email Address' with the text 'FFarmer@FurryFriendsRescue.net' and 'Password' with masked characters. Below the fields are two buttons: 'Login' and 'Forgot Password' on the left, and 'Register' on the right.

Scroll Down and
Login at the bottom
of the Hay Hotline Page



This screenshot shows the full 'Hay Hotline' page from the Texas Department of Agriculture. The page includes a header with the TDA logo and navigation links. The main content area features a banner about agricultural producers, followed by sections on 'Hay Quality Precautions', 'Fire Ant Quarantine', and a 'TDA Warning Against Hay Sales Scammers'. At the bottom of the page, there is a 'My HayHotline Account' section with 'Email Address' and 'Password' input fields, and 'Login' and 'Register' buttons. A green arrow points from the text box on the left to the 'Login' button.

Lost Password Change

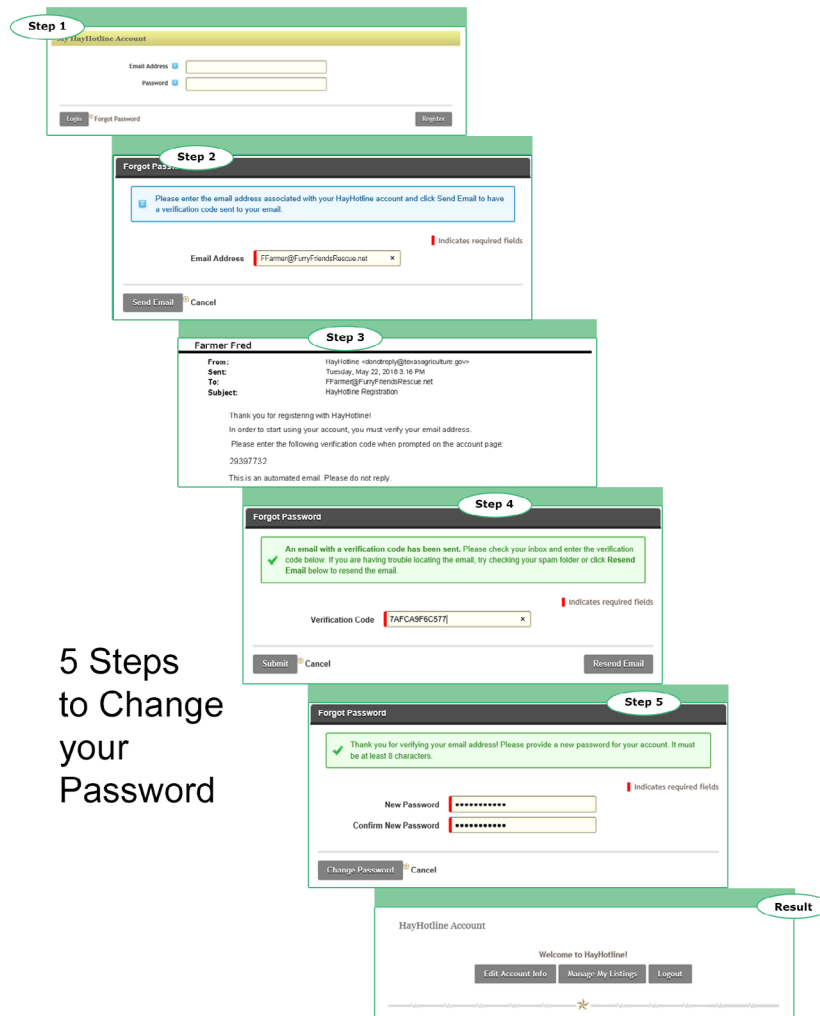
2-06

If you forget your password and are unable to log in, HayHotline can send, at your request, a verification code to your email.

Follow these simple steps to replace that old forgotten password;

1. Click the Forgot Password link found next to the login button;
2. Type your email address and click Send;
3. Copy the Verification Code from the email you receive and paste in the Verification Code field then click Submit;
4. Type the New Password in the first field, Retype the New Password in the second field;
5. Click the button titled Change Password.

If you were successful, you will return to the HayHotline page logged in and ready to manage your listings.



5 Steps
to Change
your
Password

3-07 Account

Make and save changes to your account information and password or cancel your account in this module. After logging in, click on **Edit Account Info**.

Edit Profile - This tab displays the information you supplied when you initiated your account. If this information changes, make your updates here; that way your customers know how to reach you. Be sure to click the **Save Changes** button and not the Delete Account Profile button.

Delete Account - If you choose to remove your account and lose any listings you may have, use this button. You will be required to create a new account if you wish to list goods and services with the HayHotline in the future.

Change Password - Type your current password, then your new password twice in the correlating fields. If you want to see what you typed, click and hold the eye image.

The screenshot shows the 'Edit Account Information' form with the 'Edit Account Profile' tab selected. The form contains various input fields for personal and business information, each with a red asterisk indicating it is a required field. The fields are: First Name (Farmer), Last Name (Fred), Business Name (Varmints Anonymous), Website (www.FurryFriendsRescue.net), Primary Phone Number (512555888), Phone Type (Home), Secondary Phone Number, Phone Type (Home), Country (United States), State (Texas), County (Williamson), and City/Province (Acme Acres). There is also a checkbox for 'Do you want your email to be visible in your listings?' which is checked. At the bottom, there are three buttons: 'Save Changes', 'Cancel', and 'Delete My Account'. A green bracket on the right side of the form is labeled 'Edit Profile'. A green arrow points to the 'Delete My Account' button, labeled 'Delete Account'.

Change Password

The screenshot shows the 'Edit Account Information' form with the 'Change Account Password' tab selected. The form contains three input fields: 'Current Password' (masked with dots), 'New Password' (masked with dots), and 'Confirm New Password' (FurryFriends). Each field has a red asterisk indicating it is a required field. At the bottom, there are two buttons: 'Save Changes' and 'Cancel'. A green bracket on the left side of the form is labeled 'Change Password'. A green arrow points to the 'Confirm New Password' field, labeled 'Click to see what you Typed'.

Listings

Your Listings can be viewed from the HayHotline Search. There are 3 Listing modules. One for Hay, one for Transportation, the third for Grazing Land. Each module helps you create, remove and catalogue your listings.

Access your Listings after logging in by clicking the **Manage My Listings** button. The resulting dialogue box includes three accordion menus. Clicking anywhere on one of these menus opens a dashboard.

Note: HayHotline does not search, separate, or sort by the location for Transport Services or Grazing Land, but by the location listed on your account.

Listings Dashboards

The Dashboards display relevant information about your current Listings in table format. Each row of the table represents a single listing. The row will sort in ascending order upon one click of a header, and descending order by a second click. Clicking on a Details button will open the Listing details for that Row and allow editing.

Collapsed Dashboard

Hay Dashboard

Variety	Size	Price	Location (City)	Fire Ant Quarantined?	Available for Donation?	Date Created
Alfalfa/Orchard Grass	5 inches (Square)	\$1.00/Bale	Acme Acres	No	No	05/24/2018 2:58 PM
Coastal Bermuda	1 inch (Square)	\$5.00/Bale	Acme Acres	Yes	No	05/24/2018 2:58 PM

Transport Dashboard

Delivery Area	Equipment	Date Created
North Texas	Pickup Truck	05/25/2018 10:13 AM
West Texas	Puppy Crate	05/25/2018 10:14 AM
Nationwide	Flatbed Semi	05/25/2018 10:14 AM

Grazing Dashboard

Livestock Type	Head Count	Displaced Livestock	Date Created
All	5000	Yes	05/25/2018 10:20 AM
Sheep	3	Yes	05/29/2018 12:11 PM

Create Listing

Found under each Listing Dashboard is a **Create** button that will help you make a new listing. Clicking the button opens a blank form. When you submit the completed form, a Successful Listing Notification is delivered to your email. Once successfully created, the Listing is live and searchable. You can produce as many Listings as you need.

If you have several things to list, gather your data and plan a little before you start. Create your Listings using multiple parameters.

Location

Transport Services and Grazing Land are associated to the City shown on your Account instead of the actual locale. If your pastures or transportation services are not within the same City or County as noted in your account, think about including the City and Zip Code in the Additional Information field.

Hay Listing Locations are based on the city shown in the Hay Listings form.

Double check your spelling and Zip Codes. HayHotline's Search by Map uses Google Maps, and Google Maps cannot pinpoint a misspelled city.

Hay Listings - recommended parameters

- Location
- Variety
- Organicity
- Age
- Size and Shape
- Load and Deliver
- Availability
- Donate Option
- Variety

Create Button

Create Listing

Manage My Listings

An overview of all your HayHotline listings can be found below. Click the Details button on a listing to view more details, edit, or delete it.

Hay Listings

Create Hay Listing

Variety	Size	Price	Location (City)	Fire Ant Quarantined?	Available for Donation?	Date Created
Alfalfa/Orchard Grass	5 inches (Square)	\$1.00/Bale	Acme Acres	No	No	05/24/2018 2:58 PM
Coastal Bermuda	1 inch (Square)	\$5.00/Bale	Acme Acres	Yes	No	05/24/2018 2:58 PM

Showing 1 to 2 of 2 entries

Previous 1 Next

• Transporter Listings

• Grazing Listings

Create Pasture Listing

Use the following form to edit details about your pasture listing. You may remove your listing completely by clicking the Remove Listing button below.

Based on the standard concept of an Animal Unit being one 1000 pound beef cow consuming an average of 2.6 % of her body weight daily throughout her yearly production cycle, actual daily consumption will vary considerably throughout the year.

Acres Available Indicates required fields

Head/Grazing Ratio

Lease Rate

Livestock Type

Additional Information

In case of disaster, would you be willing to house displaced livestock? ☒ Yes ☐ No

How many head?

Grazing Acres Available

Save Changes Cancel

Transportation Services - recommended parameters

- Location
- Distance
- Type of Equipment
- Donate Option

Grazing Land - recommended parameters

- Location
- Grazing Ratio
- Temporary Housing in Disasters
- Preferred Livestock Type(s)

Edit Listing

If you need to edit a listing, click the **Details** button associated with the listing you want to edit. The Edit Listing box will open containing all of the data you supplied. Make your updates then click **Save Changes**.

Edit listings not only help you repair errors but give you the option to make immediate updates as inventory is purchased, services are leased, or pasture space fills.

Delete Listing

When you need to remove a listing, open the details and click the **Remove Listing** button. This will completely remove the listing immediately from the system and search features.

Edit Pasture Listing

Use the following form to edit details about your pasture listing. You may remove your listing completely by clicking the Remove Listing button below.

Based on the standard concept of an Animal Unit being one 1000 pound beef cow consuming an average of 2.5 % of her body weight daily throughout her yearly production cycle, actual daily consumption will vary considerably throughout the year.

Acres Available Indicates required fields

Head/Grazing Ratio

Lease Rate

Livestock Type

Additional Information

In case of disaster, would you be willing to house displaced livestock? ☒ Yes ☐ No

How many head?

Grazing Acres Available

Save Changes Cancel Remove Listing

Edit Hay Listing

Use the following form to edit details about your hay listing. You may remove your listing completely by clicking the Remove Listing button below.

Hay Type Indicates required fields

Hay Variety

Price

Per ☒ Bale ☐ Ton

Organic? ☒ Yes ☐ No

Fertilized? ☒ Yes ☐ No

Irrigated? ☒ Yes ☐ No

Quality

Year Hay Cut

Crude Protein

Relative Feed Value

Other Information

Hay Size

Hay Shape

Hay Size

Hay Location

Country

State

County

City/Province

Hay Delivery

Are you able to load? ☐ Yes ☐ No ☒ Negotiable

Delivery available? ☐ Yes ☐ No ☒ Negotiable

Hay Donation

Would you like to donate hay to those who have been severely impacted by disaster? ☐ Yes ☒ No

Save Changes Cancel Remove Listing

Edit Transporter Listing

Use the following form to edit details about your hay transportation listing. You may remove your listing completely by clicking the Remove Listing button below.

Delivery Area Indicates required fields

Equipment

In case of disaster, would you be willing to donate your transportation services? ☐ Yes ☒ No

Save Changes Cancel Remove Listing

Edit Listings

Search by Index

The HayHotline offers two search methods, Search by Index and Search by Map. Search by Index lines up results in a clean table format. You can find this Search method on the blue menu bar at the top of the HayHotline webpage. The dropdown lists three options;

- Search for Hay;
- Search for Transportation; and
- Search for Pasture (Grazing).

Parameters

Search Parameters are a combination of Dropdown and Radio Button Options specific to the material or service and location. Set your Parameters and click the Search button. If you choose to make multiple searches, click the Reset button to clear your previous Parameters.

The image displays three distinct search parameter forms, each enclosed in a green border and labeled on the left with a bracket and text:

- Hay Parameters:** Titled "HayHotline Hay Search", it includes dropdowns for Country (United States), State (Texas), and County (All Texas Counties). It also features a Variety dropdown (All Varieties), Organic? radio buttons (Yes/No), and a Donated? radio button (Yes/No). Search and Reset buttons are at the bottom.
- Transportation Parameters:** Titled "HayHotline Transporter Search", it includes dropdowns for Country (United States), State (Texas), and County (All Texas Counties). It also features a Delivery Area dropdown (All Areas) and a Donated? radio button (Yes/No). A search bar with a star icon is present. Search and Reset buttons are at the bottom.
- Pasture Parameters:** Titled "HayHotline Pasture Search", it includes dropdowns for Country (United States), State (Texas), and County (All Texas Counties). It also features a Livestock Type dropdown (All Livestock Types) and a Donated? radio button (Yes/No). Search and Reset buttons are at the bottom.

Results

HayHotline uses a table (index) format to list Search Results. These results are static and do not change. You must conduct a fresh search to see updates and new listings.

Sort - Each row of the table represents a single listing. Rows sort in ascending order upon one click of a Column Header, and descending order by a second click.

Filter - A Filter field gives you the option to narrow results. The filter only works with Result Table Data and listing information not shown in the table does not respond to the Filter.

For example, though a Listing states Donkeys Welcome in the Additional Information Field of a Pasture (Grazing) Listing, filtering the Pasture (Grazing) Search Results by the word Donkey would produce zero results because Donkeys do not display on the Search Result Index..

Details

Clicking on the Details button of a Listing from the Search Index opens a slave window that shows the Listing in detail. These details are provided by the person who placed the Listing, shown in the Details as Seller.

Print

Search Results are printable. Choose the Print button to produce a paper list. Choose Export Results to PDF to produce the list in Adobe Acrobat format..

Search Results

The screenshot shows the 'HayHotline Transporter Search' interface. Annotations with green boxes and arrows point to specific features:

- Print:** Points to the 'Print Results' button in the top navigation bar.
- Filter:** Points to the 'Filter Results' input field, which contains the text 'far'.
- Sort:** Points to the column headers of the results table, which include 'Name', 'Location (City)', 'Phone Number (Primary)', 'Delivery Area', 'Equipment', and 'Date Created'.

Name	Location (City)	Phone Number (Primary)	Delivery Area	Equipment	Date Created	
Farmer Fred	Acme Acres	512555888 (Home)	North Texas	Pickup Truck	05/25/2018	Details
Farmer Fred	Acme Acres	512555888 (Home)	West Texas	Flatbed Semi	05/25/2018	Details
Farmer Fred	Acme Acres	512555888 (Home)	Nationwide	20' Trailer	05/25/2018	Details

Showing 1 to 3 of 3 entries (filtered from 11 total entries) Previous 1 Next

[Back to Search Page](#)

Search by Map

Search by Map gives you a convenient look at where Services and Materials are available. Access Search by Map from the **Map** button on the blue banner of the HayHotline website.

This Search method offers the most flexibility. You can easily expand the map to encompass the entire US. You can also enlarge the map for a closer look. Click the option boxes at the bottom of the map to manipulate the Pins.

Parameters

Map Searches are extremely fluid and generally have no parameters. In this case, there is one that must be used or bypassed before you get to the FreeForm Map.

Search Radius Form - The Search Radius Form is the first thing you see upon opening the Map page. Its purpose is to produce a search radius on the map. This method is good when you want to search one specific area.

It operates based on the Zip Code of that area. Type in the zip code, select a distance then click Search. Your search area is highlighted on the map. Filters can be chosen on the form or map.

Bypass this option by clicking the **Show Full Map** at the bottom of the form. Return to the form by clicking the New Search button on the map.

Search Radius Form

HayHotline Maps

Map Satellite

Search HayHotline Maps

Welcome to HayHotline Maps! Please enter the zip code of your location below, along with the type of listing you are searching for and click Search. Alternatively, you can skip searching by location and just view the full map with all listings by clicking Show Full Map.

Zip Code

Listing Type(s) ☐ Hay ☐ Transporter ☐ Pasture

Show Only Donated Listings ☐

Distance from Zip Code

Search

Show Full Map

Map data ©2018 Google, INEGI Terms of Use

Hay ☐ Transporter ☐ Pasture ☐ Show Only Donated ☐

Reset Filters New Search

Bypass
Radius Form

Filters

3-14

Search by Map is all about location and filters.

Zoom - When viewing the map you have the option to zoom in and out. Zooming in brings a point closer and larger, bringing the center into more detail. Zooming out decreases this magnification showing more of the map. Use the **+/-** feature or hold the **ctrl** key while scrolling the mouse wheel to Zoom the map.

Move - Clicking and Holding on any portion of the map while moving your mouse will move the map. This is a good way, when Zoomed in, to see places outside of the frame.

Pin - Clickable images that look like Map Pins denote listings near the location shown on the map. Pins cluster when zoomed out. Zoom in or click on a pin for the cluster to spread.

Different colors mean different things. Check boxes at the bottom of the map will filter these pins.

Blue - Hay Listing

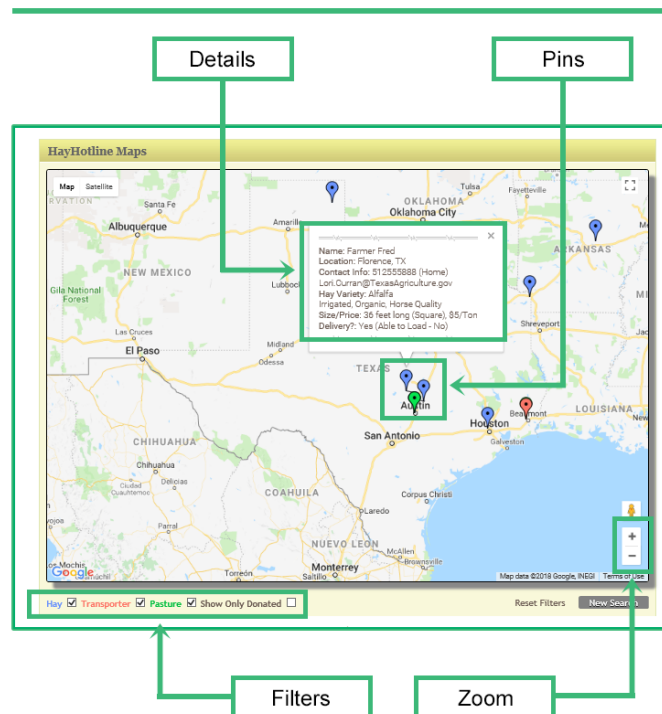
Red - Transportation Listing

Green - Pasture/Grazing Land Listing

Donation - To further filter the listings use the fourth check box Donation to view only listings marked as Donation Eligible.

Reset - Resets all filters back to default and removes the radius mark.

Search by Map Features



Details

Clicking on a Pin displays limited Listing Details related to that color Pin, in that Location. To prevent cluttering the map, a single Pin will index all listings per location.

For instance, two separate listings of grazing land in Georgetown, TX will be seen under one Green Pin at Georgetown on the map. But a listing for grazing land in Florence, TX will display under a different Green Pin at Florence on the map.

Print

There are no options to print results. You can however extract the details by using copy and paste. First copy the details of one pin then paste into a different application such as Microsoft Excel. Screenshots are also an option.

Cooperative Search

While Search by Map is great for finding nearby listings, the print options are limited. Search by Index has limitations if you don't know the names of all the nearby small towns, but has a great table and print options. Using these two separate Search modules together make for a pretty good result.

For example, using the Map to find Hay listings within your radius and make note of the Town names. Then conduct an Index search, and filter by a Town name. This will give you a clean printable index.

Help

4-16

If you need help or have questions regarding the HayHotline Website or Application

Contact

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Revision Management

Revision Record

Edition	Date	Section	Action
2018-V1	08/09/2018		Original Development

Approval Sign-off

Edition	Approved Date	Approver	Position	Role
2018-V1	08/08/2018	Ruben Sanchez	Development and Operations Manager	IT Management
		Lori Curran	Technical Writer	Author
		Heta Raval	Analyst	Application Analyst
		Parick Dudley	Coordinator for Agriculture Commodity Boards and Producer Relations	Application Authority