

# HOMEWORK Week 2

## Copilot

### Reasoned for 1s

### Cracking Excel formulas

### Crafting Excel solutions

Great question! There are a few handy ways to work with leap years in Excel, depending on whether you want to **check if a year (or date) is in a leap year** or **generate a list of all leap years in a range**. Below are reliable formulas you can copy-paste.

Tai-Chen Lin

You said:

BUSINESS CENTRAL ERROR "THE FIELD UNIT OF MEASURE CODE OF TABLE PROD. ORDER LINE CONTAINS A VALUE (TON) THAT CANNOT BE FOUND IN THE RELATED TABLE (ITEM UNIT OF MEASURE)"

ChatGPT said:

This is a classic Microsoft Dynamics 365 Business Central data consistency error. I'll break it down plainly and tell you exactly how to fix it.

Ryan Weidersphon

What the error really means

Prod. Order Line → Unit of Measure Code = TON

But

Item Unit of Measure table does NOT contain TON for that item

Business Central does not allow a production order line to use a Unit of Measure (UOM) that isn't defined on the item itself.

So even if TON exists globally, it must also exist per item.

## Scratch & Peck Feeds

DAWN URNESS

### CUSTOMER FORMULATION QUESTIONNAIRE

Thank you for reaching out to us to inquire about custom formulation!

#### Requirements for Custom Formulation:

- 1 ton (2000lbs) minimum
- Must be formulated with ingredients on hand
- May be subject to a \$175 fee for a nutritionist consultation (For example, for animals outside of our current portfolio)
- Custom formulas are for farm use only and are not for resale

#### Lead Time:

- Allow 14 days once questionnaire completed for formula development and pricing
- Once formulation and pricing agreed upon, allow 14 days for setup and processing of first order
- Additional orders will follow current standard order lead time

#### CUSTOMER QUESTIONNAIRE

Customer / Farm Name:

Contact Name:

Email:

Phone Number:

#### SPECIES INFORMATION

## SOP: Setting Up Stockkeeping Cards for Purchased Items – Microsoft Dynamics 365 Business Central

Owner	System	Version	Effective Date
Production / Supply Chain	Dynamics 365 Business Central (Cloud)	1.0	February 06, 2026

EMMY HAGE

### 1. Purpose & Scope

This SOP defines the standard process for setting up Stockkeeping Units (Stockkeeping Cards) for purchased items in Microsoft Dynamics 365 Business Central when purchasing decisions are driven by Demand Forecasts. It ensures accurate replenishment planning, reliable Planning Worksheet suggestions, and on-time availability at each location.

### 2. Roles & Responsibilities

- Production / Supply Chain – Create and maintain Stockkeeping Cards; validate planning fields.
- Purchasing – Provide supplier lead times, MOQ, and order multiples; confirm purchasing constraints.
- Planning / Operations – Review forecast accuracy; validate safety stock and service levels.

**Scratch and Peck Feeds**

# **AI Fluency Week 3**

**Valentines Day  
Safety Poster**

**SOP: Standard Operating Procedures  
Product Fact Sheet**

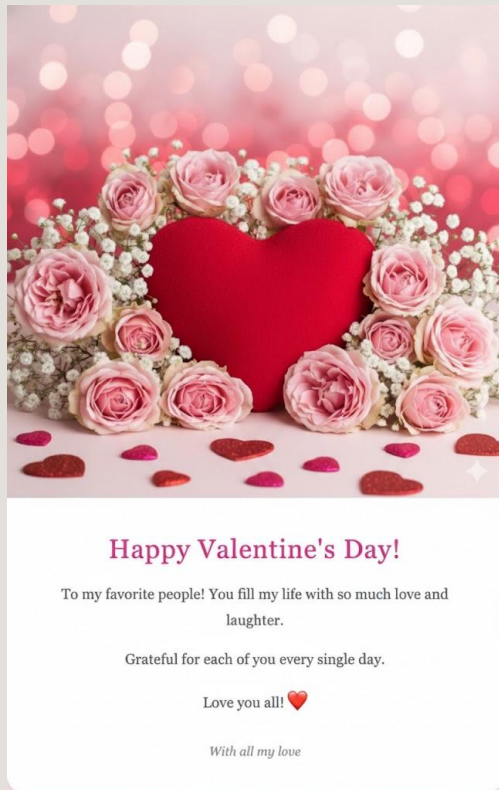
## **Week 3: Learning Objectives**

- **Let AI Create a Prompt for you**
- **Valentines Day**
- **Safety Poster**
- **SOP: Standard Operating Procedures**
- **Product Fact Sheet**

# **Valentines Day Card**

# Create Valentine's Day Card

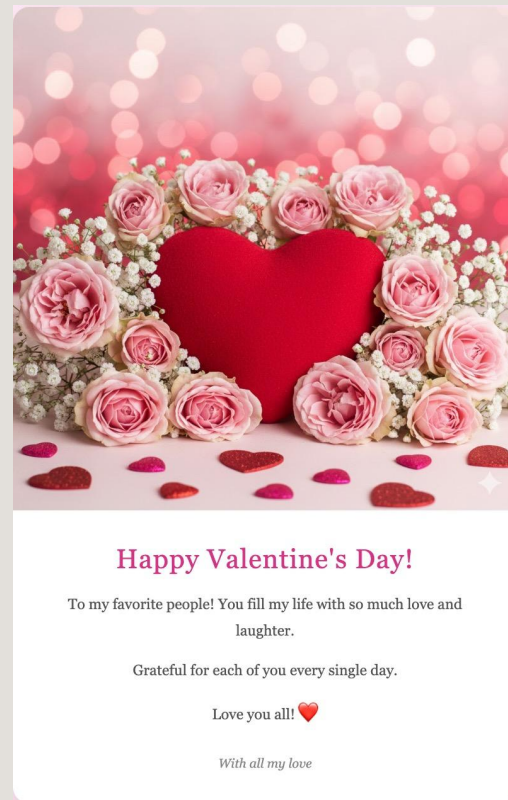
## Gemini



## Copilot



## Claude (HTML)



# Steps to Creating a Valentine

Create a prompt to create an image of a Valentine...

Create a prompt that creates an image for Valentines Day  
(use [Claude.ai](#) if you have access to it)

Paste prompt from Step 1 into the Prompt Box to create an image  
(use Copilot or [Gemini](#))

Create a prompt to get 3 Valentine messages for 3 different audiences to go with the image  
(use [Claude.ai](#) if you have access to it)

Create an image to that will contain the Valentine image and a Valentine message

Download or Paste Content into a Document

1

Text

2

Image

3

Text + Image

## Prompts

### Image



Create a prompt for an image that shows 2 swans for a Valentines Day card.

Create the image of a heart shape by showing two swans facing each other with their necks rounded to make the heart shape. Give the swans a pale pink color.

Create 3 Valentines day messages for 3 audiences: boss, neighbour, family.

### Messages

Like the swans that meet in perfect symmetry, I'm grateful for the balance and guidance you bring to our work. Wishing you a Valentine's Day filled with appreciation and respect.

**BOSS**

"Just as the swans share calm waters together, I'm thankful for the kindness and harmony we share in our neighborhood. Happy Valentine's Day to a wonderful neighbor!"

**NEIGHBOR**

"The swans' heart-shaped embrace reminds me of the love that holds our family together. Wishing you all a Valentine's Day full of warmth, laughter, and connection."

**FAMILY**

Just as the swans share calm  
waters together, I'm thankful  
for the kindness and harmony  
we share in our neighborhood.



Happy Valentine's Day to a  
wonderful neighbor!



# **Safety Poster**

# Safety Issues Differ Among Departments

## Manufacturing

- heavy objects
- falling objects
- broken objects
- tools
- ... and more

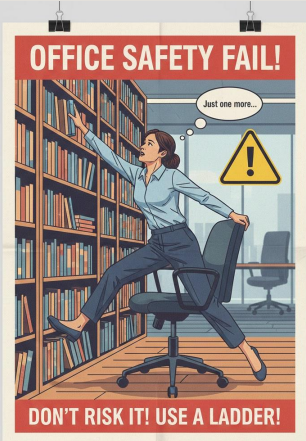
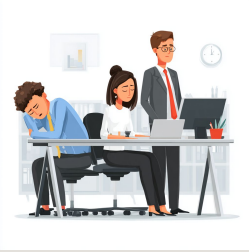
## Transportation

- vehicle accidents
- heavy loads
- aging infrastructure
- fatigue
- ... and more

## Office

- cyber security
- strain from sitting
- repetitive strain
- eye strain
- office equipment

# Sample Images For Poster



# Steps to Creating Safety Poster

Create a prompt for an image that I can put on a Safety poster [for transportation].

Create a prompt for an image that you can put on a safety poster - prompt to get help creating the prompt if needed

Submit the prompt from Step 1 to create an image

Create a prompt to get a list of safety issues

Create a prompt to generate content that contains the image and the list of safety issues

Submit the Prompt

Download or paste Content into a Document

1

Text

2

Image

3

Text + Image

**SOP: Standard Operating Procedures**

# What is a Standard Operating Procedure?

**Step by Step Instructions**

**Compiled and written down in a document**

**That help employees**

**Carry out operations safely and efficiently.**

# Steps to Standard Operating Procedure (SOP) Document

Create a prompt for a standard operating procedure [for billing].

Create a Prompt to Create an SOP document for [a department activity].  
Add some information about the activity such as products, rules, procedures,...

1

Text

Study the Output of Step 1 Prompt for modifications or additions.  
Post the Prompt.  
Copy or download to a shareable document

2

Text

# Prompt to Create Standard Operating Procedures

- **Create a prompt that creates a prompt**
- AI May offer alternatives: **choose a prompt to use to create the SOP**
- Execute the prompt and review the output
- Examine the output to see if you want anything changed
- Copy or Download the Output into a Word Document or Email

Create a prompt that will create a standard operating procedure document. The prompt should describe **how to work with customers that have problems with the product.**



# **Product Fact Sheet**

# Create a Product Fact Sheet Using AI

- **Use to share** information about the product with Customers
- **Use as AI** Input to generate other documents
  - Support Departments that Sell, Market, Support and Train on Products
  - Generate Email, Web Content, FAQ's, and Training Content
- Open Product Fact Sheet Template and Examples in [Assets](#) for Week 3

# Steps to Product Fact Sheet Document

Create a Prompt to Create an Product Fact Sheet document for [a company product].

Add some information about the product such as description, prices, benefits, customer reviews,...

1

Text

Create a prompt for a Product Fact Sheet. Here's information about a product...

Study the Output of Step 1 Prompt for modifications or additions.

Submit the Prompt.  
Copy or download to a shareable document

2

Text

# Use Product Fact Sheet with AI to Create Professional Communication

1. **Email** for different audiences and purposes
2. **Client proposals** from Sales
3. **Campaign Announcements** from Marketing
4. **Status Updates and Reports** from Production
5. **Response templates** from Customer Service

# Wrap up: Week 3

## Week 3 Homework:

1. Create a **Standard Operating Procedure** Document or a **Product Fact Sheet** Document.
2. Use the Document you create to create an email or a social media post.  
**Extra credit:** add an image

**Next Week:** Research, Agents, Data Analysis