

Cattle Recording System

Reference Manual

Version 14.5

Documentation and Software by **formdata** a Division of Landmark Systems Ltd.

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# **Preface**

This document describes the operation of Cattledata, the Suckler Cow, Beef and Youngstock Recording System produced by Farmdata. The system runs on the Windows 7 and above.

### Related Documents.

Cattledata Quickstart Guide

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# INTRODUCTION

# I 1 What the System does

Welcome to Cattledata by Farmdata. The program described in this manual is one of the Landmark Systems family of computerised management information systems for agricultural businesses.

Cattledata uses the power of a computer to record and organise the complex information which accumulates during the life of an animal and presents it in an easy to read format.

Once the information is entered it can be edited at any time. The full information is retained for all time or until you decide to delete it.

### I 2 The information it needs

From the recording point of view, the Cattledata system requires no more daily input than you would enter onto manual stock recording sheets.

Initially there is a bit of work involved in setting up the system with animals, locations, drugs, health and other information unique to your farm.

Day to day entry of stock purchases, sales and calvings, along with what you do to the stock will produce all of the basic information you will require thereafter.

### 13 The information it can provide

Run at its simplest the system will provide a calving, purchase and sale record as well as stock on the farm at any time. You can however run it at much more detailed levels.

The Movement Book (both internal and external) is maintained. The Health book and Pharmacy Book are available. Any number of weighings can be recorded for each animal. Purchase and sale price are recorded as well as weights and grades, this allows margins and daily liveweight gain to be calculated. Electronic Tags can be used for data capture and movements sent direct to National Databases.

The reporting flexibility is particularly useful. There are a series of pre-set reports within the system but any information held on an animal record can be produced in report formats you can create yourself.

Full Historical information is held in complete detail. There is no summarising in the History section. All details are retained for reference.

## I 4 Finding your way around

The program is written in >Microsoft Visual Basic.net' to run in the >Microsoft Windows' operating system. This gives it all the flexibility and function now available with this type of programming. It is designed to be used with the mouse and to have the minimum of keyboard input.

Clicking into one option on the screen will often take you to another screen with further options. You may need to take time at first to find out where everything is. If you go into the wrong option, simply exit out again and you will be back to the previous stage.

Within a screen you should use the Tab Key to move between data fields, not the return key. Shift + Tab goes back through the fields.

If a field has a box with a down arrow at the end, it has a predefined list from which to pick. Once in the field you can scroll down the list and select the required item. Alternatively type the first letter of the item you wish; this will give you the first item with this initial letter. Press the same letter again to move to the next item on the list with that initial letter.

If a field has a box with a 3 dot at the end this button can be used to add an option to the list.

## 15 If you get Stuck

Something somewhere is sure to catch you out. It is often just a matter of taking a step back to the previous section and starting again.

Switching the machine off is never a good option but it is unlikely that you would cause real damage if you did. You are likely to lose any unsaved entries which will have to be reentered.

Should you get totally stuck you can call up Farmdata's help line which is manned during office hours for assistance.

It is absolutely necessary that you take regular backups of your work. (See Appendix C for more information on backup routines). You should keep at least three sets of backups and use them in rotation. Set A should be used on Day 1, Set B on Day 2, Set C on Day 3 and on day 4 you should return to Set A. You should also format your Backup disks from time to time to ensure their continuing good condition. Should all else fail Farmdata can resurrect your system from your backup if it is correctly done.

Each of the sections shown in the Screen below is explained in an individual chapter. They are headed:

- 1. File, Utilities & Help
- 2. Home
- 3. Maintenance
- 4. Official Bodies
- 5. Reports



Each of these sections can contain a number of further options, each of these is described in a numbered section within the chapter. Each option available within a section is described in the order in which it appears. Each option is listed then its operation described.

### (i) New Business

This option allows the creation of a New Business on the system. The information required at this point consists of Business Name, Address, Telephone and Fax Number, CPH Number and Password, if required. Other information on Premiums, Livestock Units etc. Can be entered at your convenience. Click on Save

## (ii) Change Business

This option allows you to change from one business to another. A list of available Businesses is displayed from which you choose the one that you require (using the mouse or arrow keys) and then click OK or Enter to confirm your choice and return to the main menu. Each business is a unique herd on its own with no connection to any other business and you will then be returned to the main menu of the new Business.

### (iii) Delete Business

If you have accidentally created a new business or wish to remove a business completely use this option. You will be asked twice to confirm the deletion. Once deleted a business cannot be reinstated except from a backup.

# (iv) Setup

#### Folder for Data Files

Sets the path to locate the data files. Used where the data is stored in locations other than C:\farmdata\cattle32. This may be a networked drive for example.

### Install Sample Files

Used when the installation is for evaluation. Installs a set of sample data which can be used for demonstration and evaluation

## (v) Copy Data

Used to create a duplicate set of data as another business.

# (vi) Backup Data

This accesses the backup routines for saving your data. Please refer to Appendix C for further details. On first use you may have to configure before backing up, Farmdata can help if you are unsure.

### (vii) Restore Data

This accesses the restore facility if you need to take your data back from disk. Please refer to Appendix C for further details.

# (viii) Exit This takes you out of the program.

#### **B** Utilities

(i) Import

These routines are used to initially populate the program with animals from various sources. They should all be done into an empty program following consultation with Farmdata.

From BCMS

Imports the text file produced by the download from the BCMS web site or through CTS Webservices. Again, used for initial setup of a business only.

(ii) Run

Gives access to external maintenance programs used by Farmdata.

(iii) Reset Form Size

Resets the screen sizes to the default.

# C Help

(i) Contents & Search

This offers the usual windows help facilities and the on-line help facilities for Cattledata.

(ii) Contact Details

Offers the Contact details to get technical support and the Remote Helpdesk utility to connect to Farmdata's support staff.

(iii) Check for Latest Update.

Use this to check if program updates are available on the Farmdata web site. Requires the Auto-Update software to be loaded from the CD.

(iv) Activation

Enter the Activation Key from your Farmdata Certificate of Authenticity. Without this you will not be able to access the program after 60 days have elapsed from date of installation. You will not have an Activation Key if you have a demonstration copy of the program.

(v) About Cattledata

This gives details of the Serial Number and Version Number of the program.

(vi) Use Legacy Menu

Switches back to the menu options pre Version 14.5

# **Chapter 2 - Maintenance Routines**

This section contains the basic information needed to set up and run the system. Some adjustment will be required when the system is started, or a new business created to tailor it to your requirements. The Pharmacy section only appears if the "Perform Stock Control in Pharmacy" option is activated in the miscellaneous section of the Business Parameters.



All the code lists in this section can be edited to meet your requirements. It is not advisable to delete an item once you have used it in an entry. This may leave blanks in the data in your historical records. If you amend a code, all records with that code will change to the new.

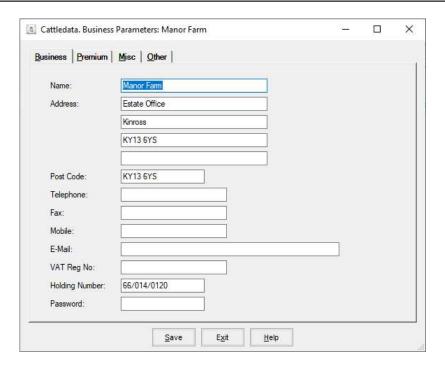
Codes on many lists can be made "non-current" to prevent them appearing on the working lists in occurrences.

Many of the lists can be added to as you are entering data by clicking on the Box with three dots to the right of the drop-down lists.

# 1 Parameters

This section Should be filled in when a new business is created. All the entries can be amended in this section if required.

### 111 Business Parameters



#### A. Business Name and Address:

The trading name and address of the business to which all official communications should be addressed.

### B. Telephone and Fax Numbers:

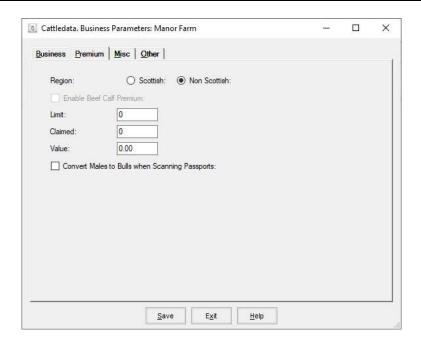
The telephone and fax numbers of the business.

#### C. Holding Number:

The official Government code under which the herd is registered, the sub location identifier to the CPH Number can be added where there is more than one herd registered on a holding.

### D. Password:

This is the password needed to get into the business when you try to access it. Each individual business can have its own password, but it is not compulsory to have one.



#### A. Region

This changes some form layout for claims and reports. If Scottish is selected the Beef Calf Scheme options are available.

#### B. Enable Beef Calf Premium.

Only available when set to Scottish. When selected all the required routines and reports are enabled.

Limit: The upper limit on the number of animals that you wish to claim in the

Premium year. Set to 0 if you have no limit.

Claimed: The number of animals that have actually been claimed since these

numbers were last zeroed.

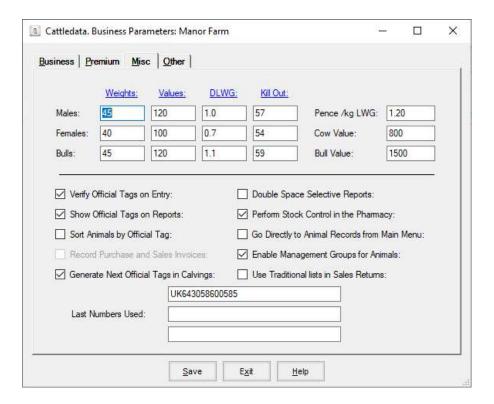
These boxes should be zeroed at the beginning of each Premium Year.

Value: The value of the premium per head.

#### C. Convert Males to Bulls when scanning passports.

BCMS have no notion of the difference between males and bulls. All are defined as males on the passport. Where you are buying entire animals and want them recorded as bulls in the system this will automatically set all "male" animals to "bulls" when scanning purchases.

These figures in the first section are mainly used in the Census and Valuation report.



#### A. Weights

The average weight of a calf at its birth.

#### **B. Values**

The average value of a calf at its birth.

# C. DLWG Males/Females/Bulls

The budgeted daily liveweight gain for each class of fattening/growing animal. (In Kgs.)

#### D. Kill Out

The Default Kill Out percentage used to calculate estimated liveweight at slaughter.

### E. Price / Kg LWG

The value of each Kilogram of liveweight put on by growing and fattening animals. (In £s)

# F. Cow / Bull Price

The average value of the cows/bulls in the Herd.

## G. Verify Official Tags on Entry

When selected, verifies that an Official Tag number is in the correct format for reporting to BCMS and for claim forms. (See Appendix B for acceptable Metal Tag Formats.)

#### H. Show Official Tags on Reports

If selected, then both Management and Official Tags are shown on reports. This can lengthen reports.

### I. Sort Animals by Official Tag

When selected the animals in lists will be sorted by Official Tag rather than management number.

#### I. Record Purchase and Sales Invoices

Only available on the extended "trading" version of the program

### J. Generate Next Official Tag in Calvings.

This section holds the last official tag number used in a calving. The next will be used at the next calving.

Up to three different runs of tags can be held. Each can then be associated with locations. When a cow calves at a location it will use the next number associated with that location. See section 8 below.

### K. Double Spaced Selective Reports

When selected the selective reports are double spaced making them easier to read but longer.

## L. Perform Stock Control in Pharmacy

When selected purchases of drugs can be entered and usage is recorded against these purchases to give a detailed audit of the pharmacy stock. The Pharmacy and drug section will appear in Maintenance with the drugs being removed from the code list section.

# M. Go Directly to Animal Records from Main Menu

When selected the list of animals will not be displayed when a type of animal within Animal Records is selected. You will go directly to the record of the first animal instead.

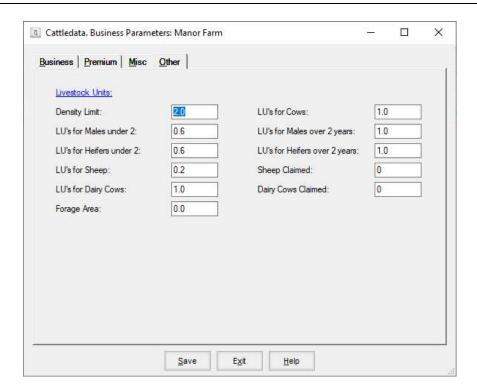
#### N. Enable Management Groups for Animals.

When selected management groups become available. This lets you allocate animals to groups as well as locations. Management groups are required if feed costing is used. Management groups can also be used in reporting.

Management Groups become an option within the Feeding Parameters and the Group Change option is available in Occurrences.

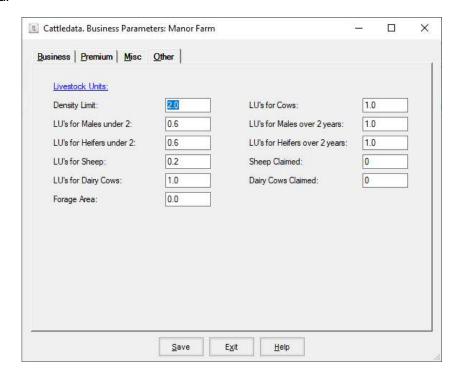
## O. Use Traditional lists in Sales Returns.

Switches the Sales Returns Screen to the individual entry option from the grid version.



These are the various limits and Livestock Unit equivalents in force at any time. They can be edited as necessary. Forage Area and Number of Sheep claimed can be entered later.

This section defines what is on the startup report produced when opening the program. These give warning of different types of animals reaching thresholds, generally an age threshold.



Tick "Enable Startup Checks" if you wish to see the report when opening the program.

There are four standard thresholds defined, others can be added if required.

- 1 Registration. Warns of calves not yet registered.
- 2 Beef Calf Premium. (Scotland Only) Warns of calves not claimed.
- 3 16 Months. Usually on applied to bulls to warn of approach to age to kill.
- 4 30 Month. Warns of approach to 30 months of age.

Age Limit – Is the age in months that you wish to be warned about.

Notification period – Is the number of months before the age limit that the animals will be included in the report. For example, animals approaching 230 months will be included on the report 2 months in advance, i.e. when they hit 28 months.

Male, Female, Bull – Which type of animal do you want to include for the threshold.

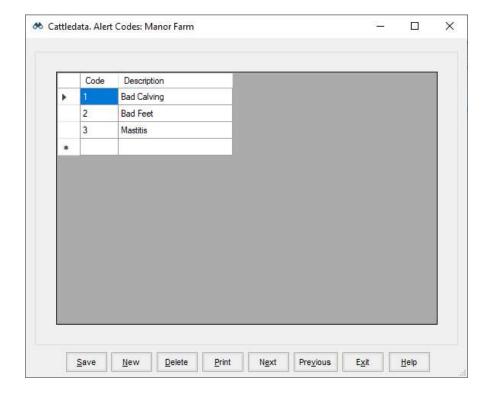
Active - Remove tick to remove this threshold from the report.

The Code Lists can be added to or edited in this section. To print Code Lists, go the Reports section.

Omit this Code from Occurrences allows you to switch of redundant codes from appearing in drop-down list in occurrences. This shortens the working lists without removing the code with the consequent loss of historical information.

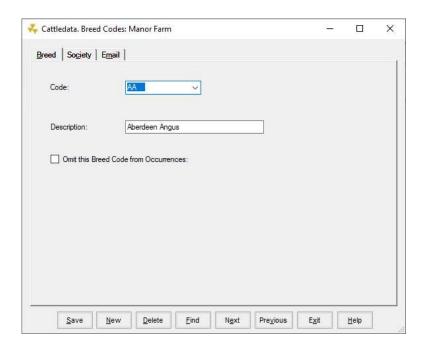
### 2 1 Alerts

These are codes which can be recorded against animals to highlight specific information. They are principally used by electronic tag readers to "Alert" you to an animal when its tag is read. It can also be accessed through selective reporting to give list of animals with specific alerts recorded.



The code list is numeric with the description as text. Simply click into the next blank line to add a new alert.

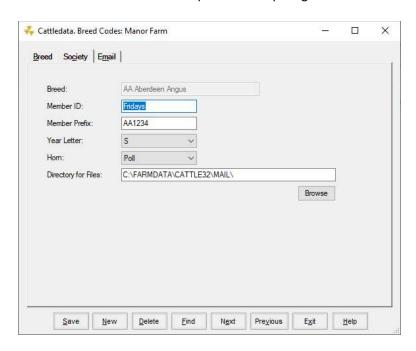
The list of breeds available for animals on the system. The system comes with the standard breed codes as per the BCMS eligible breeds list.



To add a new breed, click New on the bottom button bar. Enter the code (up to four characters).

Enter the Description as required and click Save.

The Breed codes section holds Breed Society details for pedigree animals.



Members Id

The breed society ID for the herd.

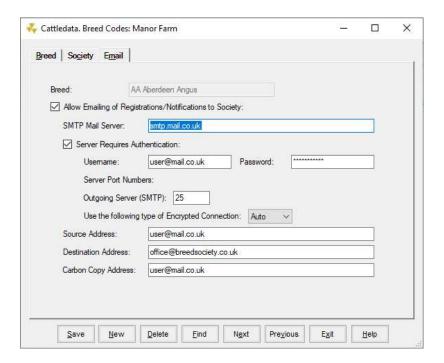
Member Prefix Name prefix for animals registered from this herd.

Year Letter Year Letter currently in use.

Horn Where the society requires Horn details.

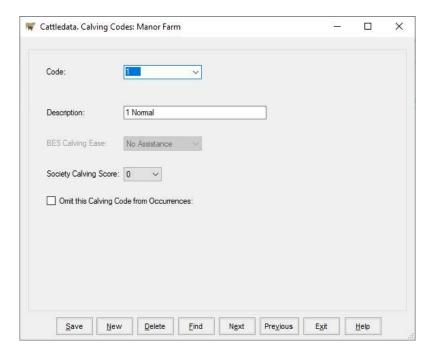
Directory for Files The location where the copy of files sent to the society are deposited.

The email setup for sending the registration files to the Breed society is maintained here.



Consult your email service provider for setting. Farmdata can advise on entering the detail.

These are the codes for ease of calving, you enter these to your own specification although a list is present on creating a business.

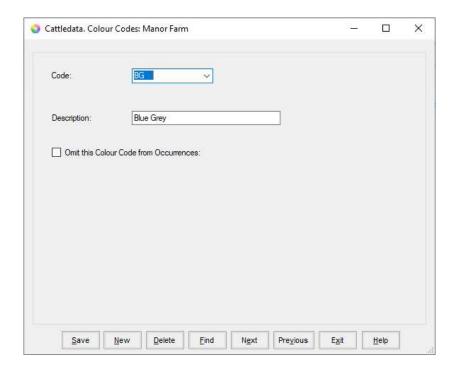


Calving Ease only appears when the Beef Efficiency Scheme is active in the Scottish settings. This relates your calving code to the list specified in the Beef Efficiency Scheme.

Society Calving Score lets you relate your calving code to the Breed Society's Score.

To create a new Calving code, click New on the bottom button bar. Put in the code, up to four characters and put in the Description, up to 20 characters. It is best to have Normal as the first code on your list as it will come up as the default when you calve cows. Click Save to store on the system. Delete will remove a code but will leave blanks in animals' records.

These can be used in animal records to give some idea of colouring to aid identification.



To create a new Colour code, click New on the bottom button bar. Put in the code, up to four characters and put in the Description, up to 20 characters. Click Save to store on the system. Delete will remove a code but will leave blanks in animals' records.

# 2 5 Cull Codes

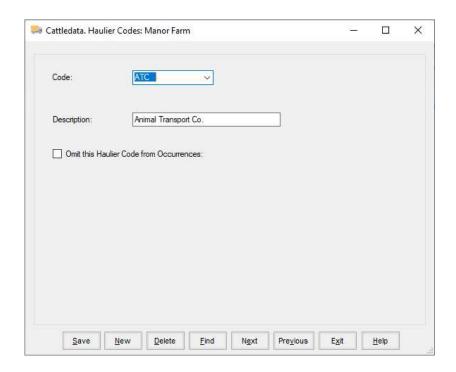
These codes are used to record the reason for the sale or culling of animals. You build the list to your own specification and can add new ones as you enter occurrences.



To create a new Cull/Sale Code, click New on the bottom button bar. Put in the code, up to four characters and put in the Description, up to 20 characters. It is best to have Sale as the first code on your list as it will come up as the default when you sell animals. Click Save to store on the system. Delete will remove a code but will leave blanks in animals' records.

# 2 6 Haulier

These are the Companies used to transport animals which can be used in purchase, sale and movement. You create your own list as required and add new ones as you enter occurrences.



To create a new haulier code, click New on the bottom button bar. Put in the code, up to four characters and put in the Description, up to 20 characters. Click Save to store on the system. Delete will remove a haulier code but will leave blanks in animals' records.

### 2 7 Locations

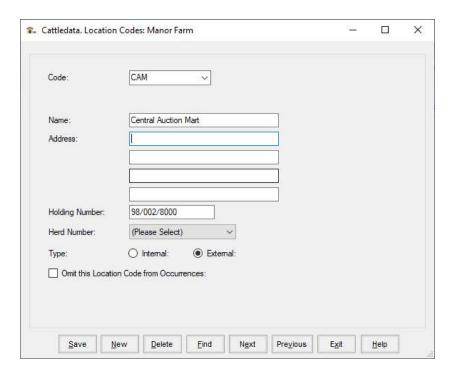
Locations can be either Internal or External. When the Region is set to Scottish, Additional is also available.

Internal locations are locations where the animals are held on the farm. You may simply have one internal location called the farm or business name. If you keep animals in distinct locations on the farm you can record movements between them. Generally internal locations will have the main business CPH Number.

External locations are where animals are bought from or sold to or where animals are moved to and from off the farm (summer grazing, wintering, shows, etc.). Generally external Location have a CPH number of their own.

Additional Location are used in Scotland to indicate holdings which were formerly known as "Linked" holding. Movements involving these locations may be reported to ScotMoves. These Additional Locations should have their own specific CPH entered.

It is particularly important to get this detail correct if movements are to be sent to the BCMS or ScotMoves. The CPH number is vital to this operation and should be correct for the holding.



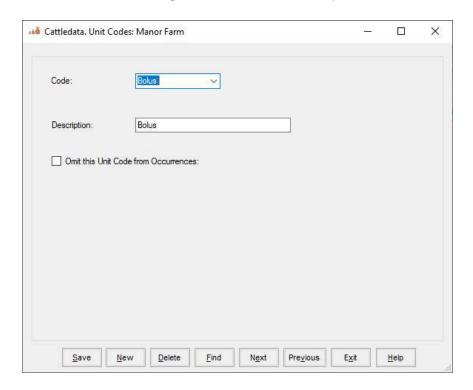
Create your locations by clicking New on the bottom button bar. Put in the code, up to four characters. Put in Name and Address and select external or internal location. The CPH Number of the holding should be entered. Your own CPH for internal locations or the CPH number of the external location. For Abattoirs this is the MHS (Meat Hygiene Service) Number.

The Herd Number is used where a business has more than one herd and there is a suffix (usually -01 or -02) to the CPH number

Click Save to store on the system. Delete will remove a location but will leave blanks in animals' records.

Herd Number is used to identify which batch of Official Tags is to be used when calving cows.

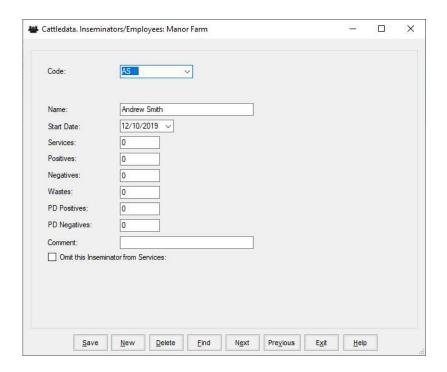
These are the units used in the drug section to describe the quantities.



To create a new Unit code click New on the bottom button bar. Put in the code, up to four characters and put in the Description, up to 20 characters. Click Save to store on the system. Delete will remove a code but will leave blanks in animals' records.

# 2 9 Employees

The Employees section lets you add People to the system. These can be used in several occurrences to identify who did it. Originally conceived to record AI details for employees therefore allows service details to be recorded.



Each Employee has a code, usually their initials. The date they started working Start Date

Name The Employee's name

Code

Services Number of times the Employee has served cows or heifers

Positives The number of times this Employee's service have produced calves

Negatives The number of times this Employee's services have been followed by a re-

service

Number of times this Employee was used on culled cows before calving. Wastes

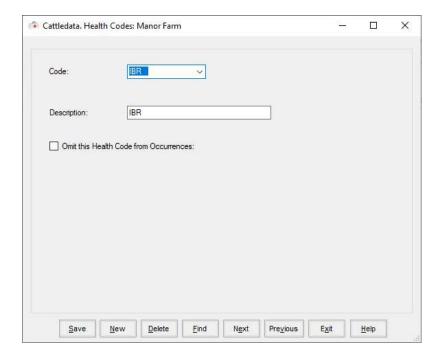
PD Positives Number of Positive PD's with this Employee's services

PD Negatives Number of Negative PD's with this Employee's services

Comment Any free text comment you wish.

# 3 1 Health

These are the reasons to treat animals, either an illness or a routine treatment. You create your own list as required and add new ones as you enter treatments.

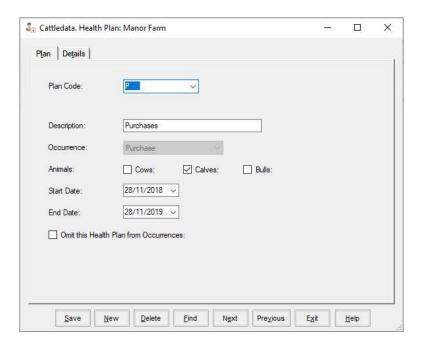


To create a new health code, click New on the bottom button bar. Put in the code, up to four characters and put in the Description, up to 20 characters. Click Save to store on the system. Delete will remove a health code but will leave blanks in animals' records.

# 3 2 Health Plan

This section lets you create a health treatment which will be applied automatically when an occurrence is recorded. Typically, this may be a treatment applied to all animals when purchased.

This is in two sections, The Plan and the Details which identifies the drugs and details of the drugs to be applied.



### Plan

Create a plan by clicking New on the bottom button bar.

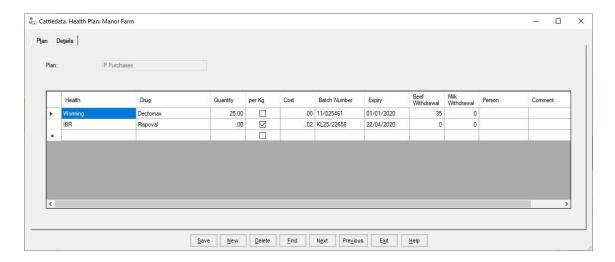
Fill in the Code, a short description and the full Description this plan is to be recognised by.

Select the occurrence that this plan is to be linked with.

Select the type of animal to apply this to.

Set the start and date to be covered by this plan.

Omit this Health Plan from Occurrences can be used to temporarily turn it off.



#### **Details**

Before selecting treatments and drugs they must first be available in the Health Codes, Drug Codes and have current stock available in the Pharmacy.

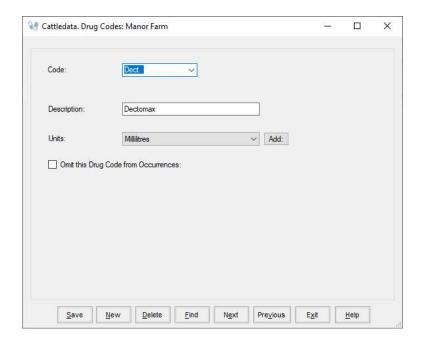
Select the Health Code and the drug being used. Enter the Quantity, this may be either a per/kg rate or a flat rate per animal. Where a per/kg rate is selected you must enter a weight when doing the related occurrence.

Select the batch number of the drug being used, type a letter in the batch number field and press return. You will get a list of available batches in the Pharmacy to choose from. Withdrawal is automatically entered.

The person administering the treatment can be entered along with any relevant comment.

# 3 3 Drugs

These are the drugs used in health treatments. You create your own list and add new ones as you enter treatments.



To create a new drug code, click New on the bottom button bar. Put in the code, up to four characters and put in the Description, up to 20 characters.

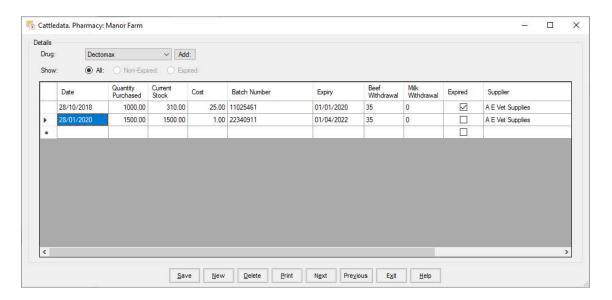
Select the Units in which the drug is used (this list is created in G. below). Click Save to store on the system.

Delete will remove a drug but will leave blanks in animals' records, use the Omit option instead.

# 3 4 Pharmacy

Only Available when Perform Stock Control in Pharmacy is activated in the Miscellaneous Section in the Maintenance Routines.

This section maintains the drug purchases and their detail. These drugs can then be used in Health Treatments. New drugs purchases can also be added within the Health Treatment occurrence.



To create a new drug code, click the Add button. This follows the routine as in 6 above (Drug Codes).

To enter a new purchase. Select the drug from the list. Enter the Date of Purchase, the quantity purchased, the Current Stock should be the same as the Purchase quantity. Cost can be entered, Batch Number, Withdrawal Periods and any comment such as supplier. Click Save to store on the system.

Where you no longer wish to see a batch in the occurrence routine put a tick in the Expired column.

New purchases can also be entered during the Health Treatment Occurrence.

# 4 Feeding Parameters

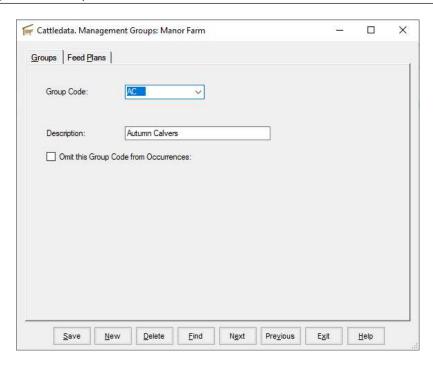
The Feed Parameters section is used to allocate feed to management groups.

Management Group is where the groups are setup and feed plans are allocated to the group.

Feeds is where ingredients of the feed plans are defined and costed.

Feed Plans are where the diets or rations are defined.

# 4 1 Management Groups



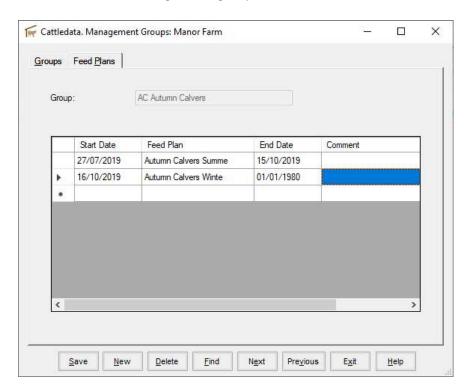
An animal can only be in one management group at any time. Animals are moved between management groups using the group change occurrence.

Define a group by entering a Group Code and the Description.

If a group is no longer in use it can be omitted from working lists by ticking the Omit option.

Groups are principally used for feed allocation but can also be used in many occurrences to select animals and in reporting.

Feed plans are allocated to management groups here.

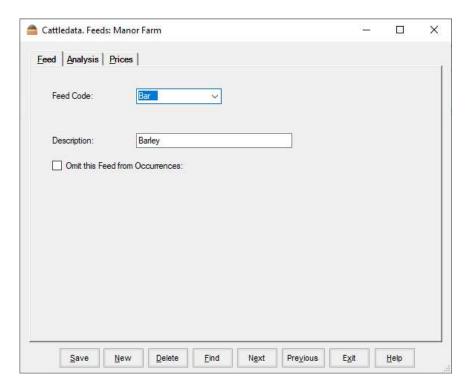


Enter the start date for the commencement of the use of a feed plan.

Select the Feed Plan to use. Type the first letters of the name and hit return. Select from the list.

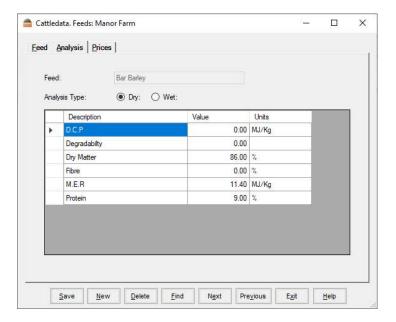
End Dates can be allocated when this particular regime is stopped.

Each Feed to be available in a feed plan should be entered here.



Feed Code is a short version the feed.

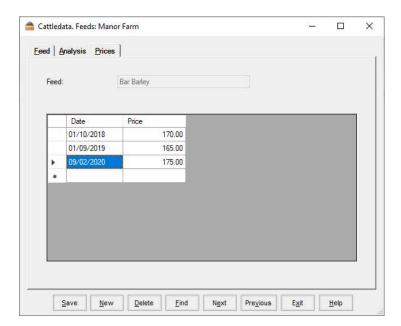
Description is the name of the feed.



Each Feed can have its analysis entered. This is optional and not required to make the system function.

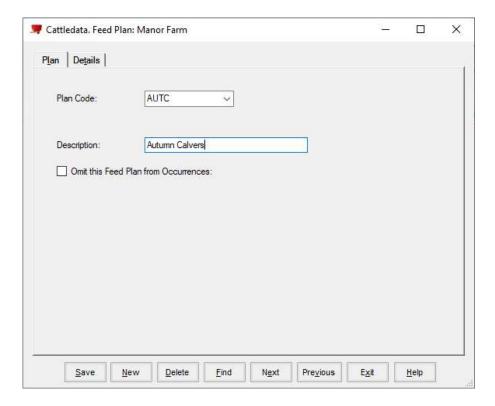
#### 42 B Feeds - Price

The price of each feed can be entered here.



Enter the date and price. Feed will be used at this price from this date forward until a new date and price are entered.

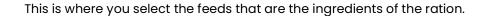
Feed Plans or Ration or Diets are put together here.

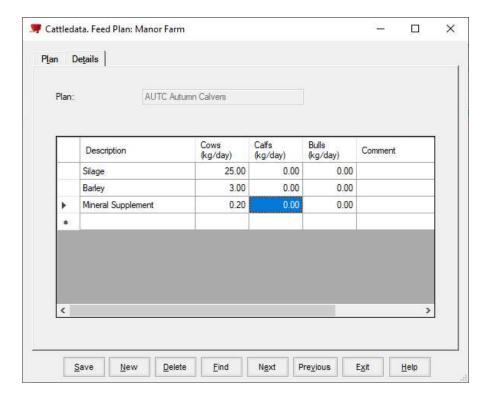


Plan code is a short version of the description.

Description is the name of the Feed Plan

Ticking Omit will stop the plan being listed in the allocation to management groups.





Type the name of the feed to be included in the plan and enter the daily amount fed to each type of animal.

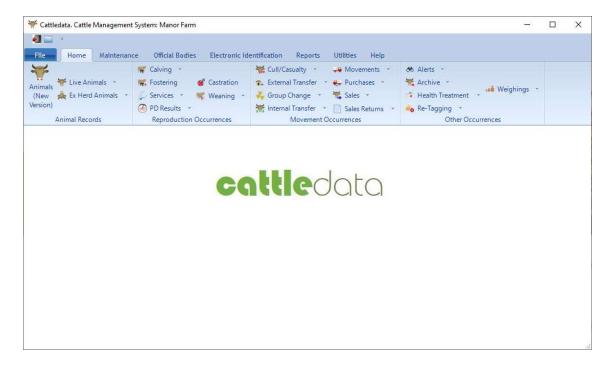
Continue till all feeds have been entered for each type of animal in the management group.

# Chapter 3 - Home

The section holds all the detail on the individual Animals and what happens to them. It accesses both In Herd (live animals) and Ex Herd (animals which have left the farm) records. If you want to find out about an individual animal this is the place to come.

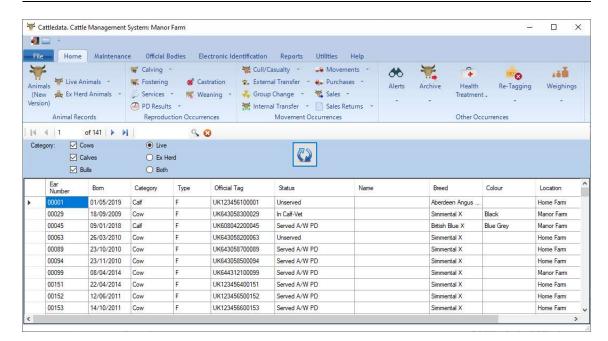
It is also the place where all the occurrences are recoded against animals.

Things happening to animals should always entered in the appropriate occurrence if possible, entering directly into the record may not update all the other sections of the system such as the pharmacy or other animal records.



All records are editable here (except for the Official Tag Number) therefore any mistakes can be corrected here.

### 3 1 1 Animal Records (New Version)





The refresh button

will filter and list the animals by the category selection.

Individual animals can be found by using the String Search option. Put a part of the Ear Number, Official Tag, EID Tag or Name in the search box and click the refresh button and all animals meeting the criteria will be listed.

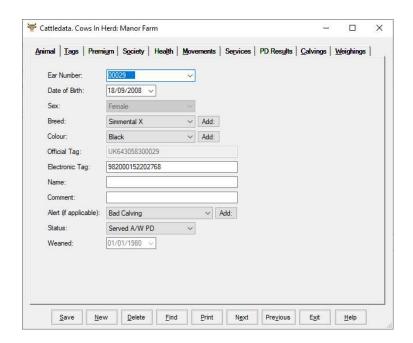
This list can be ordered by the various column headings (either up or down) by clicking on the heading. For example, if you wish the animals listed by Status click on the gray Status title at the top. Click again on Status and the order of sort will be reversed.

An individual Animal Record can be opened by clicking on it.

#### 3 1 2 Animals (Live - Ex Herd Animals)

Select Cows, Calves or Bulls – Takes you to the record of the first animal in the class. Use dropdown on Ear Number or Find button to go to the desired animal.

Both In Herd and Ex Herd Animal Record displays are the same. The Sale Section is only available Ex Herd record.



Ear Number The Management ID of the animal. (Does not have to be unique.)

Date of Birth The animal's date of birth.

Sex (Cow, Calf) Unavailable in a cow record, always Female.

Bull, Male or Female in Calf Record

or Type (Bull) Stock Bull: A bull, on the farm, used to serve cows and heifers.

Inseminator: An Al Bull.

Other Bull: A fattening bull (cannot be a sire).

Breed The breed of this animal.

Colour The colouring of this animal.

Official Tag The Official Ministry ID of this animal. Can only be changed by

Retagging in the Animal Occurrence.

Electronic Tag The number held by this animal's electronic tag.

Name The Name of this animal. Pedigree or otherwise. (Optional)

Comment Anything which you may wish to record. Free Text.

Alert Any remark recorded against the animal. Usually accessed by EID

readers.

Status (Cow, Heifer) The stage the animal is in the Lactation. The options in the first box are:

1. Unserved

2. Served Awaiting PD

3. In Calf - Vet

4. For Culling

5. Not in Calf - Vet

6. PD Inconclusive

7. Dry - In Calf

8. Dry - Not In Calf

9. Culled

These are automatically updated as occurrences are entered.

#### The Bottom Button Bar

Save If changes have been made to an animal's record, this saves them to

the record. You should click Save before moving on to the next animal. If you have not saved the changes and try to exit you will be asked if

you wish to save them.

New This lets you add a new animal to the records.

Delete This completely removes an animal's record. You will be asked to

confirm the deletion.

Find You can use this to find animals, either by their management ID or

their official ID. It searches alpha-numerically, it will find the closest match it can. Use next and previous to move through the records.

Print This gives a complete print of the animal's record.

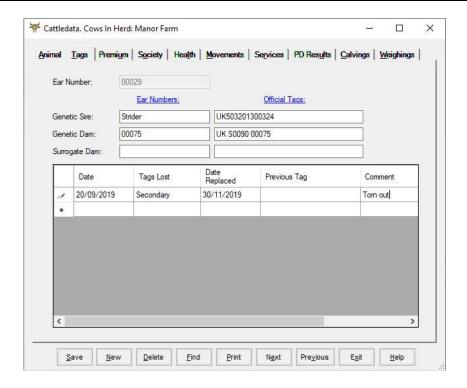
Next Moves to the next animal on record.

Previous Moves to the previous animal on record.

Exit Leave the animal record section. If you have not saved the changes

you will be prompted to do so.

Help Accesses the help menu.



Genetic Sire/Dam The management and official ID of the sire and dam of this animal. If

the animal was home-bred these may have been filled in

automatically at birth. They can be edited if required.

Surrogate Dam The Management and official ID of the surrogate dam if this animal

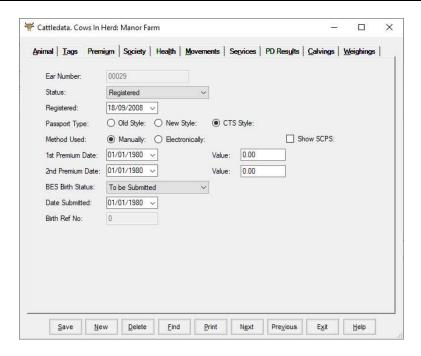
was fostered.

Replacement Tags This is a record of any Official ID tags this animal has lost or had

replaced. It is normally updated through the Retagging Occurrence

option.

List of tags required can be listed in the retagging report.



This gives a list of the passport application and premium details made in the life of the animal.

If the Region is set to Scottish, then Calf Premium and BES becomes available.

**Passport Type** indicates whether the passport is Old Style (very old animals), New Style (Cheque Book Type) or CTS Style.

Method Used indicates whether the Registration was made Manually or Electronically. Electronically indicates that the registration has been made by using the BCMS routine within the program.

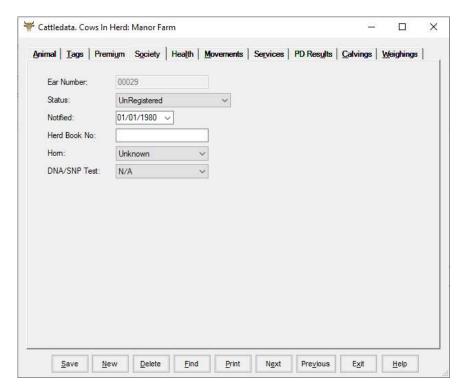
1st & 2nd Premium dates – Only applies to males and bulls (1st claim only) claimed before 2nd December 2005. In Scotland 1st claim is currently used for the Beef Calf Claim.

BES Birth Status / Date Submitted / Birth Ref. No. (Scotland Only) If and when the animals have been submitted to the Beef Efficiency Scheme. Birth Ref. No. is allocated by BES submission return.

Putting a tick in the Show SCPS check box will display the details of any claims for a cow or heifer prior 2005.

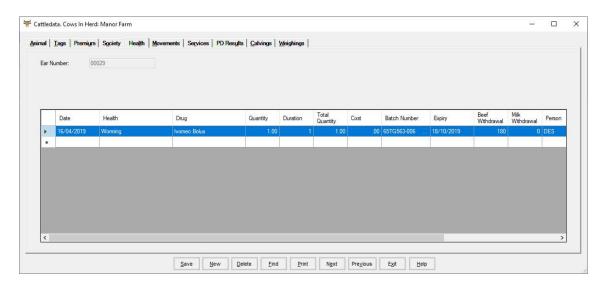
This page is normally updated by the Occurrence section.

The record can be edited in this screen.



Where an animal has been registered with the breed society this records the detail.

### 3 1 6 Health (Cows, Calves & Bulls)



This is a life record of all health treatments recorded against this animal.

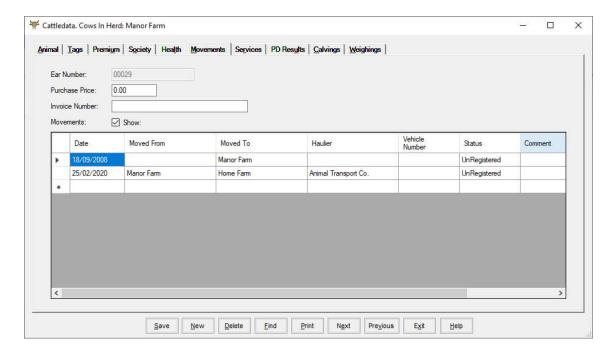
This record is updated through the Health option in the Cow Occurrence section.

New allows treatments to be entered directly into the record. Click New and fill in the detail on the screen.

To edit an existing record click on the line to highlight the section to be changed. Type the new detail, or if you type the first character and press return, the list of options will drop down.

To delete an existing record click on the line to highlight it and then click Delete. The record will be removed.

### 3 1 7 Movements (Cows, Calves & Bulls)



Purchase Price. If purchased the price is displayed.

Invoice Number. The Purchase Invoice Number if entered.

All Movements should have Moved From and Moved To entered apart when born on the farm where there is no Moved From entry. Birth Movement date should match Date of Birth in the record.

All movements should be contiguous, the Moved From entry should be the same as the Moved To on the previous entry.

This record is updated through the Purchase, Movement, Sale and Cull Options in the occurrence section. The status indicates whether the movement has been electronically registered with BCMS or not.

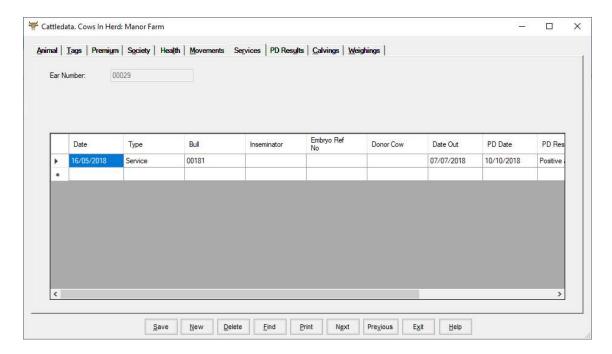
New allows movements to be entered directly into the record. Click New and fill in the detail on the screen.

To edit an existing record click on the line to highlight it and make the required changes.

To delete an existing record click on the line to highlight it and then click Delete. The record will be removed.

UnTick the Show box to see group changes where management groups are enabled.

## 3 1 8 Services (Cows & Heifers)

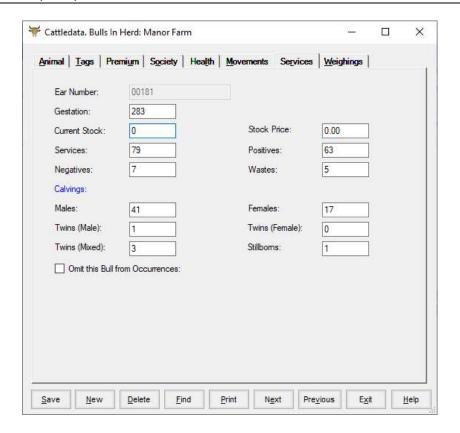


This record is updated through the Service and PD result options in the Cow Occurrence section.

Clicking New allows services to be entered directly into the record. Click New and fill in the detail on the screen.

To edit an existing record, click on the line to highlight it and make the required changes.

To delete an existing record, click on the line to highlight it and then click Delete. The record will be removed.



Gestation. The Gestation period for this bull. Normally 283 days.

Current Stock/ Stock Price. Applies to Al bulls.

Services. The number of cows this bull has served.

Positive / Negative PD results recorded for services

Wastes Number of service recorded to cows sold before outcome known.

Males. The number of male calves produced so far by his services.

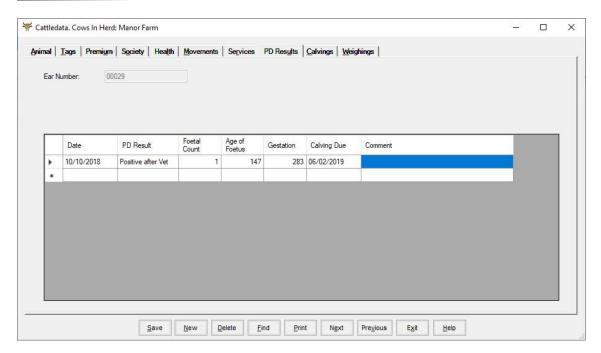
Females. The number of females calves produced so far by his services.

Twins. The number of twins produced by his services so far.

Stillborns. The Number of stillborn calves produced by his services.

Omit this Bull from Services. Use this to stop a bull appearing on the list of sires in occurrences.

#### 3 1 10 PD Results (Cows & Calves)



This section access PD results which are generally recorded through the PD Results Occurrence.

Calving Due is calculated from the PD date, the age of the foetus and the sire's gestation.

Where no Age of Foetus is entered the calving date is calculated from the last service date plus the gestation of the sire.

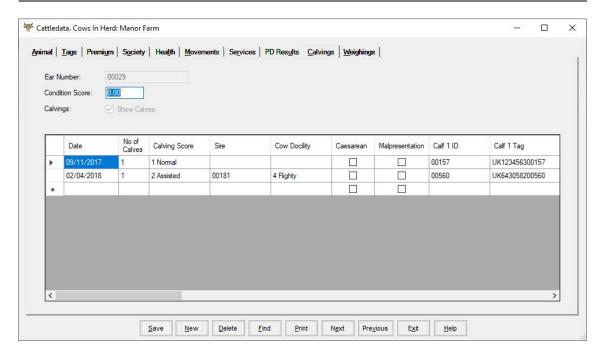
Where the service is a Bull In / Bull Out it is calculated from the Bull In date to give the earliest calving date likely.

New allows new results to be entered directly into the record. Click New and fill in the detail on the screen.

To edit an existing record, click on the line to highlight it and make the required changes.

To delete an existing record, click on the line to highlight it and then click Delete. The record will be removed.

### 3 1 11 Calvings (Cows)



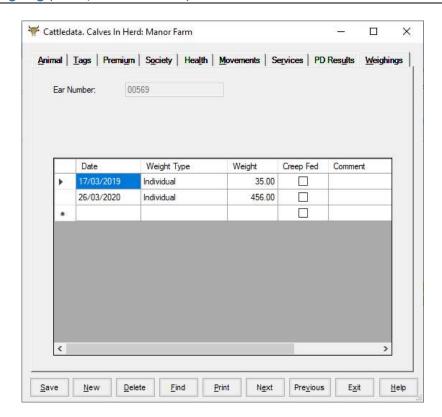
This record is updated through the Calvings options in the Cow or Calf Occurrence section.

New calvings should be entered through the occurrence screen.

To edit an existing record click on the incorrect entry and change the detail. Where a list is available you should select the required entry.

Any changes here do not change the calf's record that must be done in the calf record section.

Entering a calving directly into this screen does not create the Calf's record. It can be used to back fill historical calving details when starting a new system.



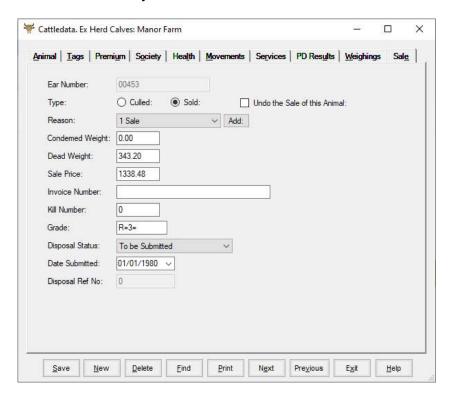
This record is updated through the Weighing options in the Occurrence section.

Weight recordings can be entered directly into this record. Click New and fill in the detail on the screen.

To edit an existing record click on the line to highlight the error and correct it.

To delete an existing record click on the line to highlight it and then click Delete. The record will be removed.

Available in Ex-herd animals only.



Type Either Sold or Culled depending on which occurrence type was used.

Reason Why the animal was sold or culled.

Condemned Weight Any weight which has been condemned (disallowed) by the abattoir.

Dead Weight The dead weight of the animal. Entered through the Sale Returns

occurrence.

Sale Price The sale price of the animal.

Invoice No. The sales invoice number.

Grade The Kill Grade if Sold Dead. Entered through the Sale Returns

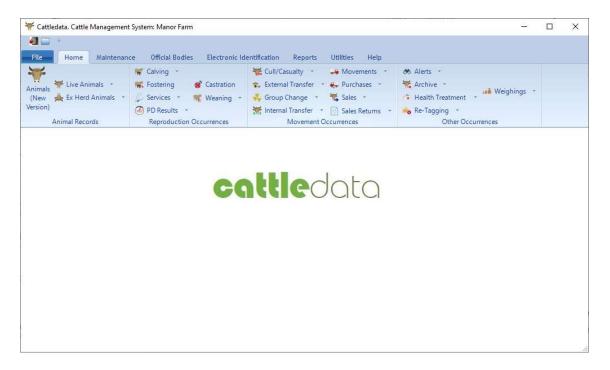
occurrence.

Disposal Status / Date Submitted / Disposal Ref. No. relate to BES data in Scotland.

Data is best entered through occurrence routines. The record section is generally used for information only. Mistakes in Occurrence entry must be corrected through the individual animal record.

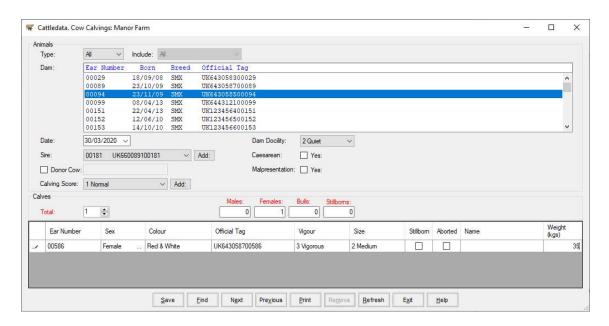
## 3 2 Occurrences

The occurrence sections (cow, bull and calf) are where all day to day recording should be done. These are the normal means of updating animal records and are designed in a way which allows for group treatment. This means many animals can be updated from one entry.



This chapter is organised in such a way that, where an occurrence routine is common to more than one section, it is indicated in the heading. Purchases are therefore dealt with once, although they appear in the cow, bull and calf section.

This is where all calvings of both cows (cow occurrences) and heifers (calf occurrences) are entered.



Dam The list of served heifers or cows is shown here. Click on the one you want to calf.

Date Calved Enter the date of the calving.

Sire The likely sire of the calf is displayed. This is calculated back from the date of calving to find out which service in the animal's record was the most likely sire. The gestation in the Bull's record is also taken into

select the correct one from the list.

Donor Cow If this is an Embryo Transfer calving the official tag of the donor cow

can be entered.

Calving Score The ease of calving. Select from the list as created in the Maintenance

routines, Calving codes. The first one on the list is entered

account. If the suggested sire is not correct or no sire is shown you can

automatically.

Dam Docility Initially created for the BES in Scotland. Use as desired.

Caesarean & Malpresentation. Tick to record either remark.

Total Enter the number of calves born at this calving.

Ear Number The first box is for the management tag. If you have set the last tag

option in the maintenance section the next tag will be entered for you

when you click into the line.

Calf's sex Select the calf's sex from the list, Male, Female or Bull.

Bull calves should usually be entered as Bull, and if they are then castrated this can be entered as an occurrence and the date will show

in the animal's record.

A Bull will not automatically go to the Bull Section. It stays in the Calf

Section until it is transferred in the Internal Transfer option in the Bull

Occurrences.

Colour The colouring of the animal.

Vigour & Size. For BES in Scotland but can be used as required. Leave blank if not

needed.

Official Tag The official tag given to the animal. Will be entered automatically if set

in maintenance.

Stillborn & Aborted If a calf is stillborn or aborted tick the check box to indicate this.

Where the system is auto entering the Official tag you will be asked if

you wish to remove it.

If there is no ear tag number entered then no calf record is created;

the cow's calving record is updated accordingly.

If an ear number is entered for the stillborn calf, the calf is created in

the dead calf records and the cow's record updated accordingly.

Name Enter name if required.

Weight Enter the birth weight of the calf. This gets a starting point for the

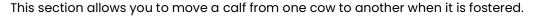
weighing and daily live weight gain calculations.

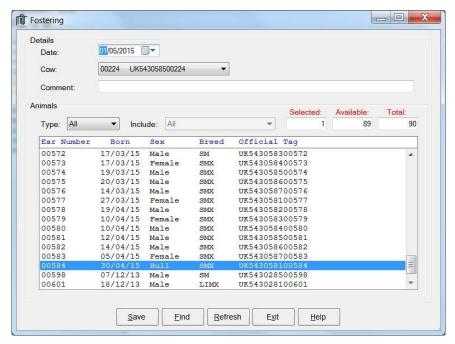
If twins or triplets were born enter a line for each calf.

Once you have filled in all the detail click the Save button.

If it is a heifer which has calved it will be removed from the calf section and entered as a cow.

The calf or calves born will automatically be created in the calf section. They will be given the same location as the cow. Until they are weaned, moving the cow will also move the calf.





Date The date of fostering.

Cow Select the Cow that is receiving the calf

Comment Free text to enter any comment you wish to record.

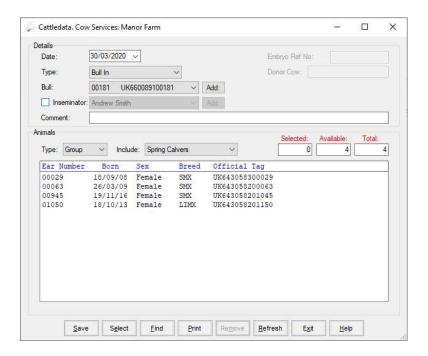
Type You may filter by the location or group of animals that the calf to be fostered

is in. All the animals in the location or group will be displayed

Include If type is selected then select the location or group.

Select the Calf to be fostered from the list and then Save. This calf will have the new Dam numbers entered in Surrogate Dam in its Tags record.

This is where all services of both cows (cow occurrences) and heifers (calf occurrences) are entered.



There are two ways of serving cows and heifers.

The first will be the more common with beef herds. This is where a bull is put in with a particular group of cows or heifers and taken out again at a later date. This means you cannot be sure when the cow was served but you know it was between two dates.

The second is an actual service. This is where the service is seen as happening. This may be by A.I. or when the bull is actually observed serving an animal. Both of these can be recorded on a specific date.

It is possible to use a combination of the two, an actual service followed by a bull going in for a period and then being taken out again. One bull can be put in for a period, taken out and another put in for a further period.

Where two bulls have been used on a cow or heifer, the most likely sire is chosen at the time of calving. This is calculated by counting back from the calving date to find which was the bull used on the cow. The number of days calculated back depends on the gestation period set in the bull records.

Date

This is the date of the occurrence when the Bull went in or came out or the date of the actual service.

Bull In If you are recording a Bull going into a group select this.

Bull Out If you are recording a Bull coming out of a group select this. Only cows

in the selected group that have previously had a Bull In recorded will be shown. The bull being taken out can be selected and only cows

with that bull will be displayed.

Service If this an observed service or an A.I. use this option.

Embyo Transplant Where this option is selected Embryo Ref. No. and Donor Cow can be

entered.

Bull Select the bull used from your list of sires.

Inseminator Where AI is being used the Inseminator can be entered.

By Type If Selected the group or location of animals that the occurrence is to

be recorded against. All the animals in the group or location will be displayed in Bull In and Actual Service options. Only those with a

previous Bull In will be displayed in the Bull Out option.

If Reader is selected then the group from the reader can be selected

in the Include box.

If Import is selected then a file of numbers created by another device

can be imported. The file structure will need to bet set.

If Type not ticked, Will display all the cows or heifers in the business. Again the Bull Out

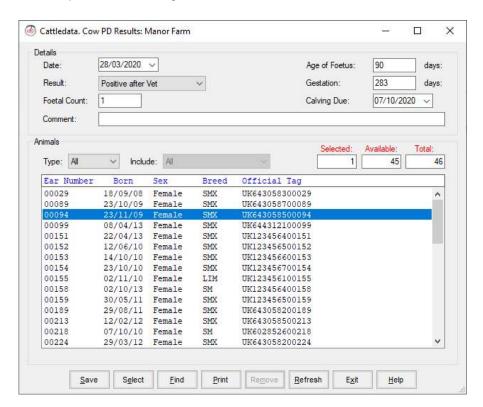
option only displays those with a previous Bull In.

You can then select the animal or animals served from the list by clicking on them to highlight them. Select all the animals on the list by clicking Select on the bottom button bar. Individuals can then be deselected by clicking on them to take the highlight off.

Once you have selected the animals to be served on the date, click Save on the bottom button bar. The service is then added to the animals' record and they will be removed from the display.

To bring all the animals back to the display, click Restore on the bottom button bar.

This is for the entry of P D results against Cows and heifers.



The date of the PD test. Date Result Select the result you wish to record. Positive, Negative or Inconclusive. Foetal Count The number of calves detected. Age of Foetus The estimated age of the foetus detected. If no age is entered the Calving Due date is calculated from the latest service date or bull in date. Gestation The gestation period. Taken from the sire's record. Calving Due Estimated calving date based on the foetal age and gestation. Type Select the location or group of animals that the occurrence is to be recorded against. All the animals in the location or group will be displayed If Reader is selected then the group from the reader can be selected in the Include box.

If Import is selected then a file of numbers created by another device can be imported. The file structure will need to bet set.

Include

If type is selected then select the location or group.

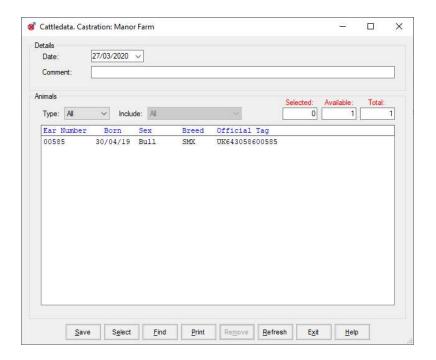
You can then select the animal or animals with the selected result from the list by clicking on them to highlight them. Select all the animals on the list by clicking Select on the bottom button bar. Individuals can then be deselected by clicking on them to take the highlight off. Click Save to record the results in the animals' record. The animals will be removed from the list.

Change the Result and then select the animals with this result and save them as above. Continue until all the results have been recorded.

To bring all the animals back to the display, click Restore on the bottom button bar.

#### 3 2 5 Castration (Calves)

Used to identify the date of castration. Calves recorded as "bulls" are shown and changed to "male". Only calves with the sex set as Bull will be displayed.



Date The date of castration.

Comment Free text to enter any comment you wish to record.

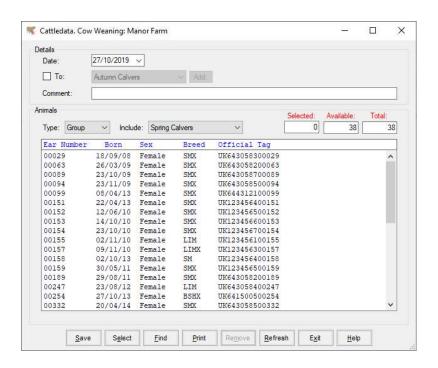
Type Select the location or group of animals that the occurrence is to be recorded against. All the animals in the location or group will be displayed

Include If type is selected then select the location or group.

Any medication used will have to be entered separately in Health Occurrences.

#### 3 2 6 Weaning (Cows & Calves)

Weaning should preferably be entered through the cow section. It is for disconnecting the cow and the calf. Before weaning, if you move the cow, the calf may move as well to the same location. Weaning stops this and changes the status of both the cow and the calf from **Suckling** to **Weaned**. A **movement for the calves** to a different location may have to be entered at the same time.



Date The date of the weaning.

To If To is selected then a movement can also be recorded to the Location the animals being weaned to.

Comment Free text for any remarks.

Type Select the location or group of animals that the occurrence is to be recorded against. All the animals in the location or group will be displayed

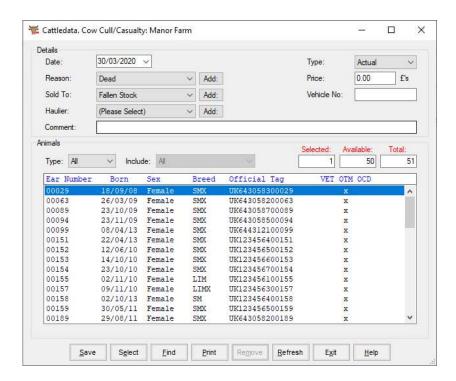
If Reader is selected then the group from the reader can be selected in the Include box.

If Import is selected then a file of numbers created by another device can be imported. The file structure will need to bet set

Include If type is selected then select the location or group.

You can then select from the list the animal or animals to be weaned, by clicking on them to highlight them. Select all the animals on the list by clicking **Select** on the bottom button bar. Individuals can then be deselected by clicking on them to take the highlight off.

This section is used to record deaths of animals. This section also has a Declared option. This allows the intention to cull to be recorded.



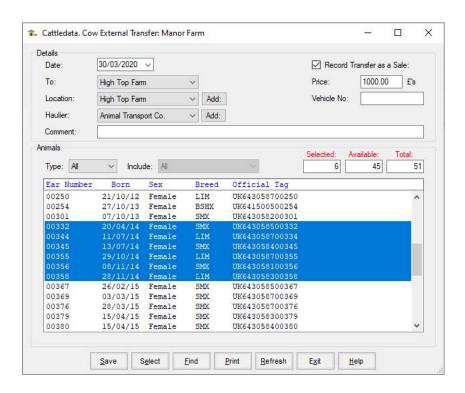
This is essentially the same as Sales above with the exception of Type.

Actual This is an actual removal from the herd. The record will pass to the dead section.

Declared This changes the status of a live animal to "To Be Culled". This status can then be used in selective reporting to find all the animals that are to be culled at the end of a season.

#### 3 2 8 External Transfer (Cows, Calves & Bulls)

This section allows for the transfer of animals between separate businesses on the system. The complete animal record is moved without the need to re-enter all the detail. The transfer can be recorded as a sale, this effectively shows as a sale and purchase in the separate businesses, or a simple transfer, where the animal record simply moves from one business to the other.



Date The date the transfer is to be recorded on.

To Select the business the animal is to be transferred to, from the list in the top

box.

Select the group in that business from the second box.

Location Select the location in the receiving business to put the animals.

Record as Sale If the transfer is to be recorded as a sale, click in this box.

Price If this is a sale, enter the price.

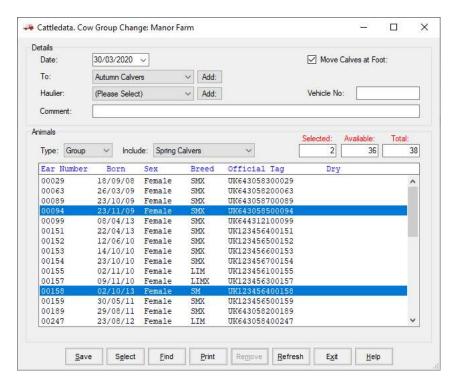
Type Select the location or group of animals that the occurrence is to be recorded

against. All the animals in the location or group will be displayed

Include If type is selected then select the location or group.

Click **Select** on the Bottom Button Bar to highlight all the animals. Individuals not to be transferred can then be clicked to remove them. Alternatively animals can be individually clicked to highlight them. The price can then be entered for each, click **Save** to record the transfer.

Only available when Management Groups are active. This section lets you move animals from one management group to another.



Date The date of the change.

Move Calves at Foot. In the Cow Occurrence this can be used to move the unweaned calf on the same date to the same location. Leave unticked if unweaned calf is not to be moved.

To The group the animal or animals were moved to. If you use an external location, this will be entered in the external movement book but the animals will not be sold out of the business. This can be used for moving animals to summer grazing, wintering, to shows etc. Haulier and Vehicle Number can be entered as required.

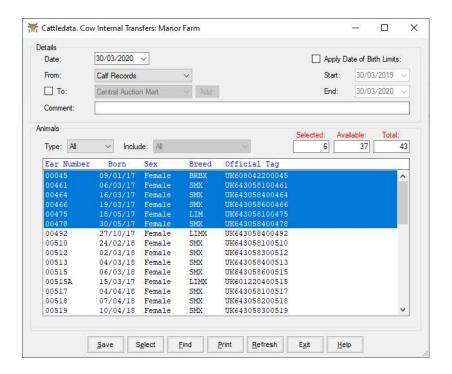
By Type Select the location or group of animals that the occurrence is to be recorded against. All the animals in the location or group will be displayed If Reader is selected then the group from the reader can be selected in the Include box.

If Import is selected then a file of numbers created by another device can be

Include If type is selected then select the location or group.

imported. The file structure will need to bet set

This section allows for the transfer of Served Heifers from the Calf Section to the Cow Herd.



Date The date the transfer is to be recorded on.

From Which section of the records to move from.

To If To is selected then a movement can also be recorded to the Location the animals being weaned to.

Apply DOB Limit Can be used to select a animals of a specific age range.

Comment This is free text in which you can enter any comment you wish.

Type Select the location or group of animals that the occurrence is to be recorded

against. All the animals in the location or group will be displayed

Include If type is selected then select the location or group.

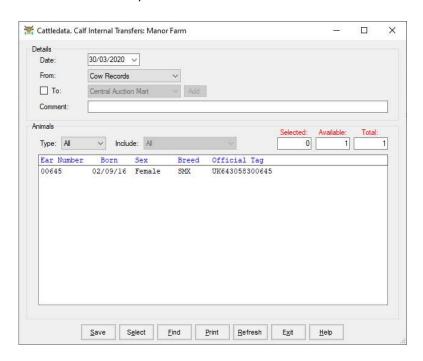
Click **Select** on the Bottom Button Bar to highlight all the animals. Individuals not to be transferred can then be clicked to remove them.

Alternatively, animals can be individually clicked to highlight them.

When you are happy that the list is correct, click **Save**. This will update the individual animal records and the heifers are then moved from the calf section to the cow herd.

#### 3 2 10b Internal Transfer (Calves)

This section allows for the transfer of Bulls to the calf section or uncalved cows back to the calf section. This may be done when a bull in the bull section is castrated or a heifer has been moved to the cow section by mistake.



Date The date the transfer is to be recorded on.

From The type of animal being transferred. If Bulls selected only animals set as Other Bull will be displayed. If Cows selected only animals with no calvings will be displayed.

To If To is selected then a movement can also be recorded to the Location the animals being weaned to.

Comment This is free text in which you can enter any comment you wish.

Type Select the location or group of animals that the occurrence is to be recorded against. All the animals in the location or group will be displayed

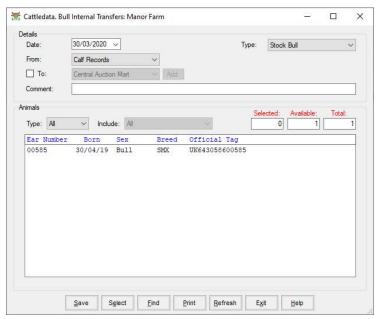
Include If type is selected then select the location or group.

Click **Select** on the Bottom Button Bar to highlight all the animals. Individuals not to be transferred can then be clicked to remove them.

Alternatively animals can be individually clicked to highlight them.

When you are happy that the list is correct, click **Save**. This will update the individual animal records.

This section allows for the transfer of animals from the calf section to the bull section. This may be used where bull calves are to be regarded as stock bull, either for use in the farm or sale later. Fattening bulls can also be transferred.



Date The date the transfer is to be recorded on.

Type Either Stock Bull, AI Bull or Other Bull. Other Bull will not appear on sire lists

for services or calvings.

To If To is selected then a movement can also be recorded to the Location the

animals being weaned to.

From The type of animal being transferred.

Type The type of bull to be created, Stock Bull or Other Bull

Comment This is free text in which you can enter any comment you wish.

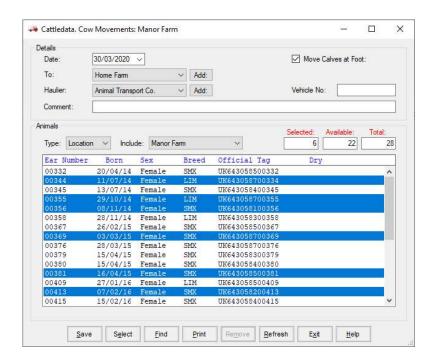
Type Select the location or group of animals that the occurrence is to be recorded

against. All the animals in the location or group will be displayed

Include If type is selected then select the location or group.

Only animals in the calf section with the sex set as Bull (uncastrated) will be shown on lists. Click **Select** on the Bottom Button Bar to highlight all the animals. Individuals not to be transferred can then be clicked to remove them. Alternatively animals can be individually clicked to highlight them.

This is used to move animals between Internal Locations where an animal is to remain live in the herd. It is not used for sales, purchases, births or deaths. They create their own movements.



Date The date of the movement.

Move Calves at Foot. unweaned unticked if In the Cow Occurrence this can be used to move the calf on the same date to the same location. Leave unweaned calf is not to be moved.

То

The internal or external location the animal or animals were moved to. If you use an external location, this will be entered in the external movement book but the animals will not be sold out of the business. This can be used for moving animals to summer grazing, wintering, to shows etc. Haulier and Vehicle Number can be entered as required.

By Type

Select the location or group of animals that the occurrence is to be recorded against. All the animals in the location or group will be displayed

If Reader is selected then the group from the reader can be selected in the Include box.

If Import is selected then a file of numbers created by another device can be imported. The file structure will need to bet set

Include If type is selected then select the location or group.

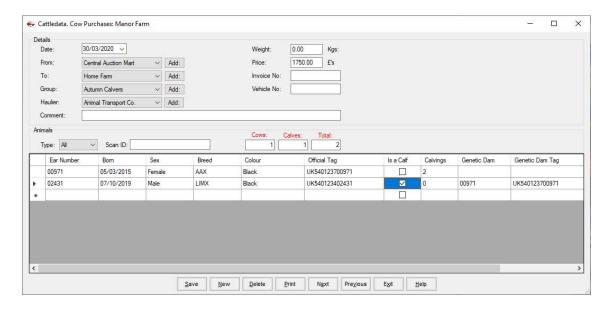
You can then select from the list the animal or animals to be moved, by clicking on them to highlight them. Select all the animals on the list by clicking Select on the bottom button bar. Individuals can then be deselected by clicking on them to take the highlight off.

Once you have selected the animals to be moved on the date, click Save on the bottom button bar. The movement is then added to the animal's record and they will be removed from the display.

To bring all the animals back to the display, click Refresh on the bottom button bar.

#### 3 2 12a Purchase (Cows)

Cow purchase has the facility to enter a calf at foot at the same time. This will create the appropriate records. They can either be manually filled in or a barcode scanner can be used to read the data from the passports.



The entries should be made as follows -

Date Is the date of purchase or movement onto the farm.

From Is where the animals were bought or moved from.

To Is the location the animals were added to on the farm.

Group Is the Management Group the animals are to be added to.

Weight, Price, Invoice No. Enter as appropriate for the animals being entered.

Haulier and Vehicle Number can be entered as required.

Ear Number The Management ID No. of the Animal.

Born The cow's date of birth.

Sex The Sex of the animal. Not accessible in cows.

Breed Select from the list as set up in Maintenance Utilities above.

Official Tag The Official Ministry ID of the Animal.

Is a calf Tick if this is a calf being bought with its dam. It should be entered in

the line below its dam.

Calvings Is the number of calvings this cow has had.

Genetic Dam Can be entered if known. If set as a calf it will import the number

from the animal above.

Name The name of the animal if required.

Click Save on the button bar when you have finished.

## **Scanning Purchases**

Details of the purchased animals can now be scanned in from the Barcode on the new style and cheque book passports.

Go to the purchase routine as normal.

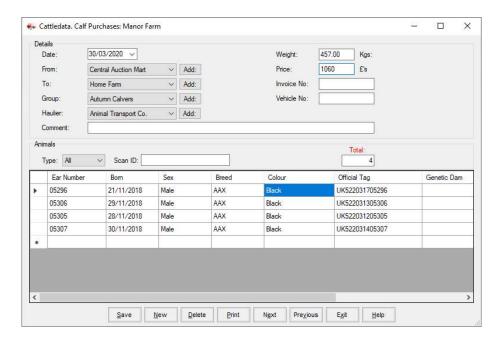
Put the cursor in the Scan ID box.

Scan the Bar-code on the bottom right of the passport. This will fill in much of the detail on the screen.

The Ear Number is entered as the last 5 digits of the Official Number. You may change this if required.

Continue with entry of the other details as above.

This section is designed for rapid entry of calf purchases using a bar-code scanner but can also be used for manual entry.



Date is the date of purchase (and the date of movement)

From is where the cattle were purchased from.

To is the location within the herd the cattle were moved to.

Group is the Management group the animals are to be put to.

Haulier and Vehicle Number may be entered if required.

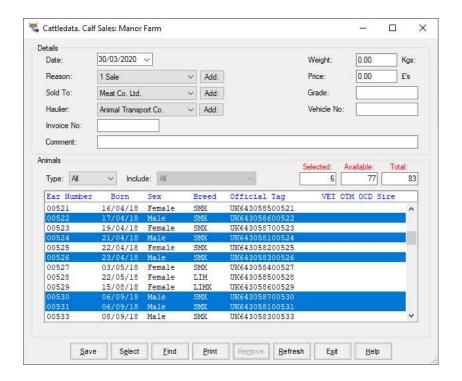
Weight, Price and Invoice No. Should be filled in for this batch of cattle. (Optional)

Now click into the Scan ID box. Read the bar-code on the bottom right of the passport and the details will be filled in on the first row.

The cursor will move to the second row and another passport can be read. Repeat until all the cattle in the batch are entered. Should you wish to change ear numbers or add Dam ID or comment these can be amended by clicking into the field on the screen and re-entering. Once all is entered click save.

If you are not using a barcode scanner simply fill in each line manually.

This routine should be used for all sales of animals including culling where money is received. It is the same for all three classes of animals.



Date The date of the sale.

Reason Why the animals were sold. Usually an ordinary sale but you can select other reasons from the cull codes as set up in Maintenance Routines.

Sold To Where or to whom the animals were sold. From the list of external locations.

Haulier and Vehicle Number may be entered if required.

Invoice No. The invoice number may be entered relating to this sale.

Weight The weight of the animal being sold. Where a Grade is entered this is

assumed to be the dead weight.

Price The price the animal was sold for.

Grade The slaughter grade of the animal.

Comment Free text for any remarks.

Type Select the location or group of animals that the occurrence is to be recorded

against. All the animals in the location or group will be displayed

If Reader is selected then the group from the reader can be selected in the

Include box.

If Import is selected then a file of numbers created by another device can be

imported. The file structure will need to bet set

Include If type is selected then select the location or group

Vet Column Will display an x if the animal is in withdrawal for drugs.

OTM Column Will display an x if the animal is over thirty months but is eliqible for the food

chain

OCD Column Will display an x if the animal is too old to enter the food chain.

You can then select from the list the animal or animals to be sold by clicking on them to highlight them.

Groups of store animals sold together can be selected and the average price and weight entered.

Where animals are sold prime and weight, price and grade are not known the Sales Return occurrence should be used at a later date.

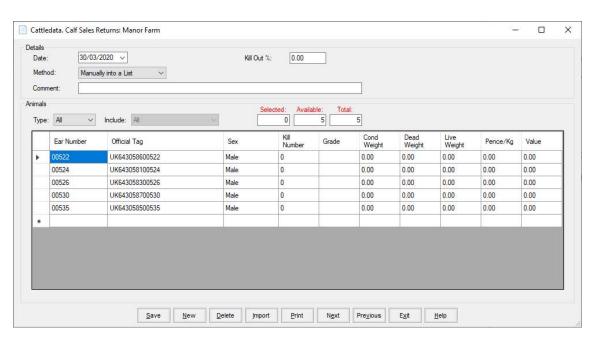
If you have a barcode scanner click the find button and read the barcode from the passport, repeat until all the animals have been selected.

The **Print** Button can be useful to get a list of animals pre-sale. Highlight the animals you want to sell and click the print button. This will give a list of the animals with their Numbers, Date of Birth, Sex, Premium Status and Dam Number if available. Do not use the save option at this point, you will want to wait till after the sale to record price, etc.

Once an animal has been sold its record is transferred to the Ex Herd Section of the Animal Records.

If a sale is done by mistake you can "resurrect" the animal. Go into the appropriate Dead Record of this animal, select Sales, tick the "Undo Sale of this Animal" box. Click Save. The animal will return to the live records and its record can be corrected from there, particularly remove the incorrect off movement and change the status back from Culled.

This section allows for the entry of details of the sale of an animal which may be received some time after the actual sale.



Date Enter the date on which the animals were sold.

Kill Out % Where no liveweight is available for the slaughtered animals and you want to calculate the liveweight from the dead weight enter an assumed kill out %

Method Manually – Enter the Ear Number followed by the detail from the kill sheet.

Manually into a list – Animals Sold on the selected date with no Grade entered will come up in a list and their detail from the kill sheet entered.

Type Select Sold if you require a specific sale location on the date.

Include Select the sale location required.

Kill No. The Kill Reference Number given by the slaughter facility.

Grade The slaughter grade of the animal.

Cond. Weight The Weight of carcass condemened,

Dead Weight The deadweight of the animal sold if known.

Live Weight The liveweight of the animal sold if known. If Kill Out % is entered this is

calculated.

Price The total price received for the animal or the per kilo price.

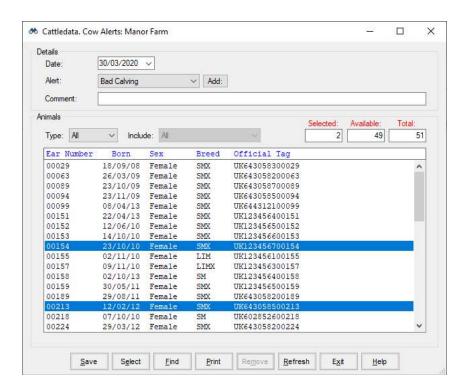
Value Total Price is calculated.

There is an Import option available for this routine. A file of data from the Slaughter facility can be import directly in the screen. Please consult Farmdata to set this up.

#### 3 2 15 Alert (Cows, Calves & Bulls)

This section lets you record a particular remark against animals. This is primarily intended to be used with EID readers to alert the user when a particular tag is read. It is available in Selective reporting where selection can be made on a particular alert.

Only one alert can be recorded against an animal at any one time. No history of alerts is maintained.



Date The date of recording.

Alert Select the Alert to be recorded.

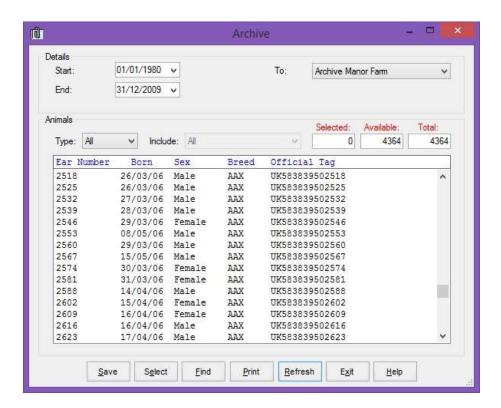
By Type Select the location or group of animals that the occurrence is to be recorded against. All the animals in the location or group will be displayed

If Reader is selected then the group from the reader can be selected in the Include box.

If Import is selected then a file of numbers created by another device can be imported. The file structure will need to bet set

Include If type is selected then select the location or group.

This section lets you move sold or dead cattle out of the working business to an Archive business.



You must first create and Archive Business. Do this in File – New Business. Name it as you wish and save. Return to the working business.

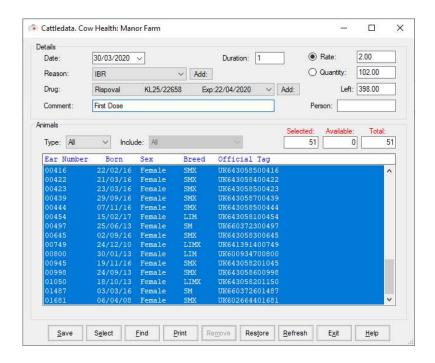
Start Date / End Date The dates between which the animals were sold or died.

То	Select the business the animals are to be transferred to from the list.
Туре	Select the location or group of animals that the calf to be fostered is
in.	All the animals in the location or group will be displayed If Import is selected then a file of numbers created by another device can be imported. The file structure will need to bet set

Include If type is selected then select the location or group.

Click **Select** on the Bottom Button Bar to highlight all the animals. Individuals not to be transferred can then be clicked to remove them. Alternatively, animals can be individually clicked to highlight them. Click **Save** to record the transfer.

Health treatments are recorded in this option. These may be drug treatments for disease, illness or injury or routine treatments for inoculation, worming, castration, etc.



Date The date of the treatment.

Reason The reason for the treatment. Select from the list of health codes in maintenance utilities.

Drug The Drug used in the treatment. If a drug has several valid batches then all will be shown in the list. Can be left with "Please Select" where no drug is used.

New Drug Purchases can be entered by clicking on the button at the end of the Batch number drop-down.

Duration Set this to the number of treatments given. Generally 1 but where a treatment continues for a number of days set this and the treatment will be given a duration of that number of days in the Health book.

Rate Use this where a rate given to each animal is to be recorded.

Quantity

Use this where a total quantity is to be recorded against a number of animals.

This quantity is then divided by the number of animals to work out the dosage per animal.

Left Is the quantity in stock of this batch.

Comment Any free text comment you wish to record.

Person The individual who administered the treatment

Type Select the location or group of animals that the occurrence is to be recorded

against. All the animals in the location or group will be displayed

If Reader is selected then the group from the reader can be selected in the

Include box.

If Import is selected then a file of numbers created by another device can be

imported. The file structure will need to bet set

Include If type is selected then select the location or group.

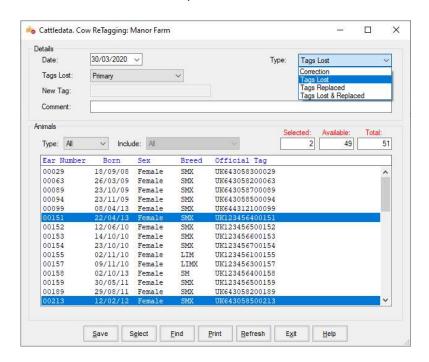
You can then select from the list the animal or animals to be treated by clicking on them to highlight them. Select all the animals on the list by clicking Select on the bottom button bar. Individuals can then be deselected by clicking on them to take the highlight off.

Once you have selected the animals to be treated on the date, click Save on the bottom button bar. The treatment is then added to the animal's record and they will be removed from the display.

To bring all the animals back to the display, click Refresh on the bottom button bar.

To bring back only those animals previously saved, click Restore. This is useful where more than one treatment or drug has been given to the same animals, possibly on subsequent days.

This option allows you to record the loss and replacement of tags and change an animal's Official ID Number if it has been incorrectly entered. It cannot be edited in the animal record.



Date The date of the retagging. Type

Correction - Lets you change the animal's official number if it has been entered incorrectly

Tags Lost - Records the fact that an animal has lost a tag.

Tags Replaced - Records when a replacement tag has been put in. Tags Lost and Replaced – Records both of the above as one entry.

Tags Lost Lets you identify which tags have been lost.

New Tag The new Official Tag Number being given to the animal in a correction.

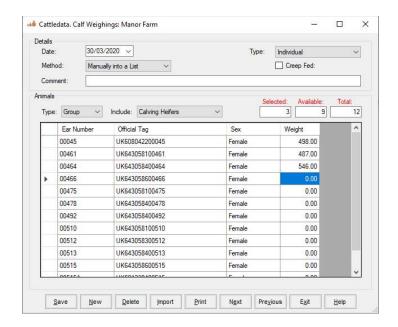
This lets you select a Location or Group and also Sold records for Type

retagging.

Comment The reason for the retagging. Free text for your own use.

You can then select the animal to be retagged from the list by clicking on it to highlight it. Once you have selected the animal to be retagged on the date, click Save on the bottom button bar. The animal's record will be updated. Details can be found it Tags section of the anima's record. For Corrections the old tag number can be found in the Tags section of the animal's record

This routine is used to enter weights of animals.



Date The date of the weighing.

Method Manually - type the entries into the screen by entering the animal number

followed by the weight.

Manually into a List - Shows a list of the animals in a group or all if individual

is selected. Type the weights into the weight column.

Type Individual Weights or Batch Weights. Batch weights may be used for live sales

where animals are sold in lots.

Creep Fed Required for Scottish BES recordings. Tick if the calves are creep fed.

Comment Free text to enter any comment you wish to record.

Type Select the location or group of animals that the occurrence is to be recorded

against. All the animals in the location or group will be displayed

If reader is selected ten numbers and weights recorded on an EID reader will

be imported.

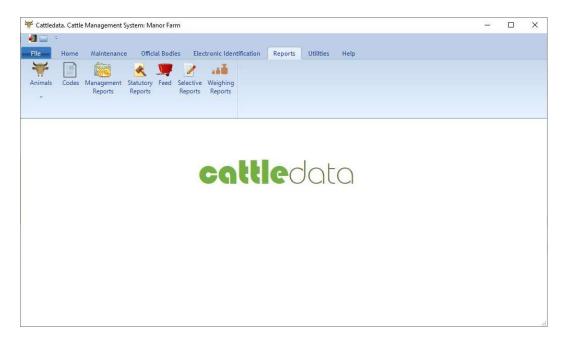
Include If type is selected then select the location or group.

To enter a weight, type the animal management number, enter its weight in the weight box, continue until all the weights have been recorded.

The import button allows you to import weigh files from electronic weighers

# Chapter 4 - Reports

This chapter describes the various reports which can be produced by the system.



Common to all Screen reports are some Button Controls on the Screen Display.

At the top left is the Export button which exports the displayed report to file. This may then be imported into other applications. Next is the Print button which sends the displayed report to the printer.

Next is shown which page of the report is on the screen. At each side are start and end page buttons, inside these are page forward and back buttons. The next button is a stop loading button. This is useful if you want to stop a large report being formatted. The Refresh button (rotating arrows) refreshes the report if the data has been changed.

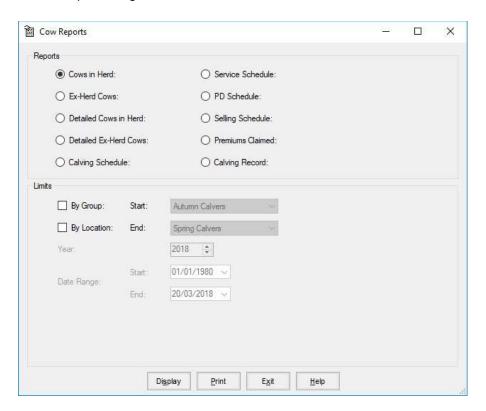
The Binoculars icon next is for searching. For example, it can be used for searching for a particular animal. Click on the Binoculars button, enter the required characters, click Find Next, and the first item containing the characters chosen will be outlined, click again and the next item containing those characters will be shown.

The next box shows the magnification factor, this is usually set at 100% but can be changed to magnify or compress what is shown on the screen or printer, or it can be made to fit the page width or the whole page.

The side scroll bar allows you to scroll up and down the report and the bottom scroll bar from side to side.

Reports on the various headings shown in the Options Box can be printed or shown on the screen. The screen displays are the same as the printed reports. Printed reports can be created directly from the screen display. If you have a colour printer the reports will print in the same colours as the screen display.

These are pre-formatted reports to give information from the Cow records.



Herd/ Ex Herd Cows A listing of live or dead cows with basic detail, status and location.

Detailed Herd / Ex Herd Cows A listing of live or dead cows showing all their calving details.

Calving Schedule A listing of when cows are due to calf and to which sires.

Service Schedule A listing of which cows are due to be served showing their last calved date and

the days since calving.

P D Schedule A listing of cows due for P D. Served but not had PD result entered.

Selling Schedule A listing of cows showing their status and when any retention period ends.

Premium Claimed A listing of cows claimed for premium in a selected year. Shows sales, deaths,

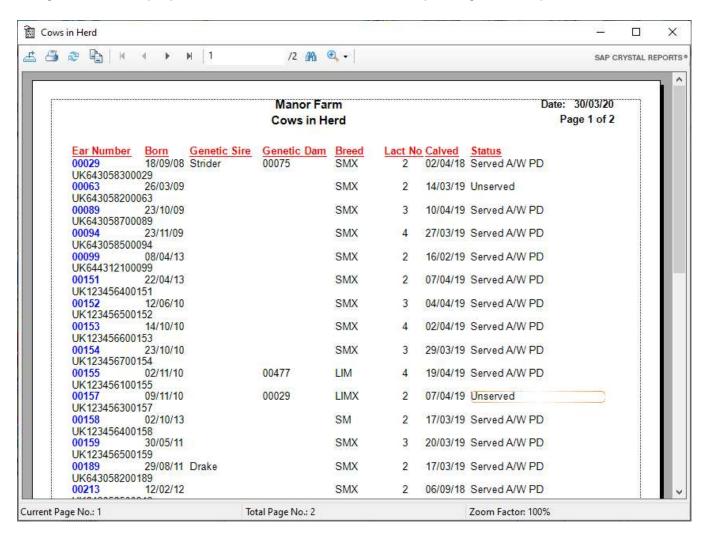
and replacements.

Calving Record A Listing of Calvings and the information recorded about the calving. Principally

designed for the BES in Scotland.

All these reports can be created for locations or groups and can be shown on the screen or printed.

This gives a summary report of all the cows either live or dead depending on which you choose.



If you wish to show all the cows as one list do not select any groups or locations.

If you want a particular group or location, select it as the start and end.

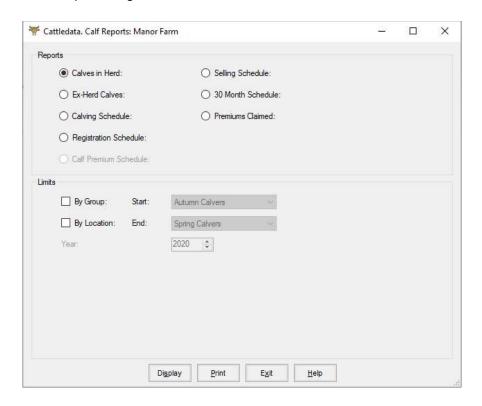
If you want the cows shown in a range of locations or groups, select the start and end wish.

If you want all the cows in their group, select the first group as the start group and the last group on the list as the end group.

If you want to see the report on the screen, click **Display.** 

If you want to send the report straight to the printer, click Print.

These are pre-formatted reports to give information from the Calf records.



Herd / Ex Herd Calves A listing of either live or dead calves. It shows basic details, location and status.

Calving Schedule A list of served heifers and when they are due to calve. Can be used as an input document for entering the calving details.

Registration Schedule A listing of calves due to be registered.

Calf Premium Schedule (Only available when the Premium Region is set to Scottish.) Lists eligible

unclaimed animals.

Selling Schedule A listing of the status of animals and when any retention period ends.

30 Month Schedule A listing of dates animals will be 30 months old.

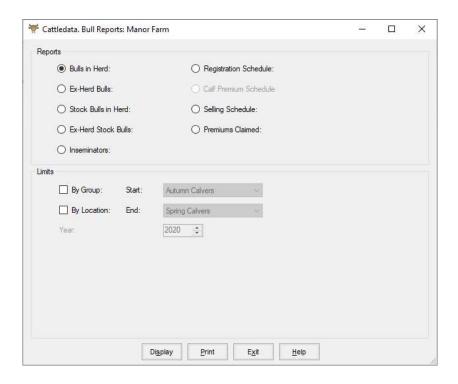
Premium Claimed A listing of all calves claimed for premium in the selected year and what has

happened to them.

All these reports can be created for groups or a range of groups.

All the reports can be shown on the screen or printed.

These are pre-formatted reports to give information from the Bull records.



Herd / Ex Herd Bulls A basic listing of all bulls, either live or dead.

Detailed Herd / Ex Herd Bulls A listing of all bulls, either live or dead. This report shows the

Statistical details of the bulls services.

Inseminators A basic listing of all Insemination bulls. This report shows the statistical details

of the bulls services.

Registration Schedule A listing of calves due to be registered.

Calf Premium Schedule (Only available when the Premium Region is set to Scottish.) Lists eligible

unclaimed animals.

Selling Schedule A listing of the status of animals and when any retention period ends.

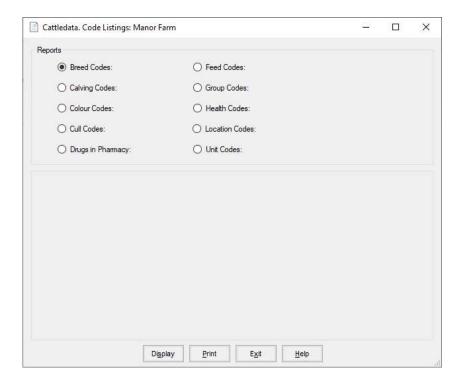
Premiums Claimed A listing of all bulls claimed for premium in the selected year and what has

happened to them.

All these reports can be created for groups or a range of groups.

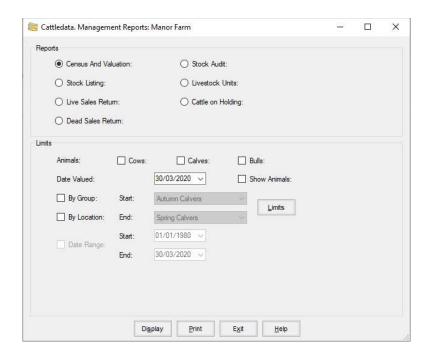
All the reports can be shown on the screen or printed.

This option gives the facility to print the Code Lists as set up in the Maintenance Parameters.



Select the list you want by clicking on the dot beside it. Select **Display** if you want to view the list on screen or **Print** to print the list.

These reports are designed to aid management, to provide useful information at the touch of a button.



Census and Valuation

Produces a summary list of animals in the business on any selected date, either as a whole or by groups. It gives the numbers in each age group and approximate value.

Stock Listing

Gives a list of Births, Purchases, Sales and Deaths/Culls between selected dates.

Live Sales Returns

A listing of sales of live animals (Calves and Bulls) with a breakdown of prices and weights.

Dead Sales Returns

A listing of deadweight sales (Calves and Bulls) with a breakdown of Weights, Grades and Prices.

Stock Audit

A reconciliation listing of Opening Numbers, births, purchases, transfers, deaths, sales and closing numbers within the herd or by group. The animals are listed by sex and age group.

Livestock Units

Report to give the number of livestock units on the holding. Uses the units as set in the Maintenance Routines – Business Parameters – Other Parameters.

Cattle on Holding

This report replicates the list of animals produced by BCMS in their statement. A date can be selected and all the animals on the holding on that date will be listed. Females are shown first followed by males. Within each sex the animals are sorted by the date they moved onto the holding.

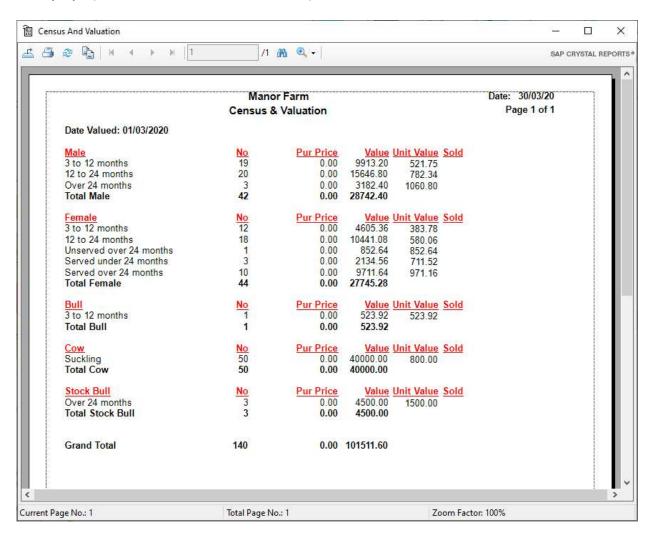
#### This gives a livestock count, valuation, and Livestock Unit Calculation on any date.

To print or view a Census and Valuation, click in the Census and Valuation Dot.

Select whether you want Cows, Calves and/or Bulls by putting an X in the appropriate box. If you do not select any, all will be presented.

If you want the animals to be presented in their groups, click the Locations box Show All. Select the required date.

Select **Display** if you want to view the list or **Print** to print the list.



Cows and Stock Bulls are taken at the values entered in the Misc. Parameters section of maintenance routines.

Growing and Fattening animals are worked out as below, again from the figures entered in Misc. parameters. (((Days of Age X DLWG) + Calf Weight) X Price per Kg LWG) + Calf Price ' Value (((150 days X 0.8Kg' 120Kg) + 45 ' 165Kg) X ,1 per Kg ',165) + ,80 ' ,245

#### 4 5 B Stock Listing

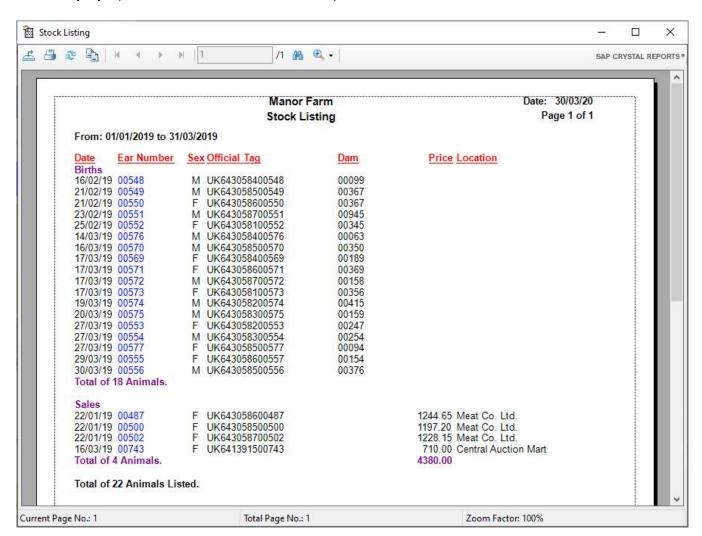
To print or view a Stock Listing-

Click in the Stock Listing Dot.

Select whether you want Cows, Calves and/or Bulls by putting an X in the appropriate box. If you do not select any, all will be presented.

Select the date range you want to print by putting an X in the date range box and enter the start and end date for the report. Not selecting a date range will select all records.

Select **Display** if you want to view the list or **Print** to print the list.



The report lists all Births, Purchases, Sales and Culls/Casualties in date order within your specified date range.

To print or view a Live Sales Return-

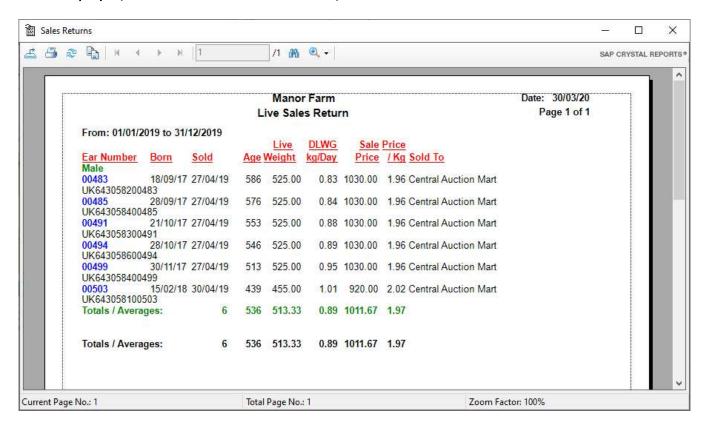
Click in the Live Sales Return Dot.

Select whether you want Calves and/or Bulls by putting an X in the appropriate box. If you do not select any, all will be presented.

Select the date range you want to print by putting an X in the date range box and enter the start and end date for the report. Not selecting a date range will select all records.

If you want the animals to be presented by the sale location click the Locations box Show All.

Select **Display** if you want to view the list or **Print** to print the list.



To print or view a Dead Sales Returns-

Click in the Dead Sales Returns Dot.

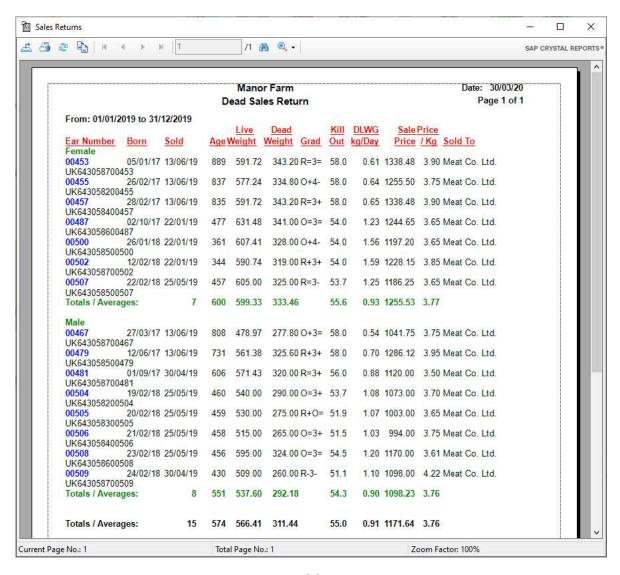
Select whether you want Calves and/or Bulls by putting an **X** in the appropriate box. If you do not select any, all will be presented.

Select the date on which you wish the animal's age to be calculated, this should be entered in the Date Valued box.

Select the date range you want to print by putting an **X** in the date range box and enter the start and end date for the report. Not selecting a date range will select all records.

If you want the animals to be presented by the sale location click the Locations box Show All.

Select **Display** if you want to view the list or **Print** to print the list.



To print or view a Stock Audit-

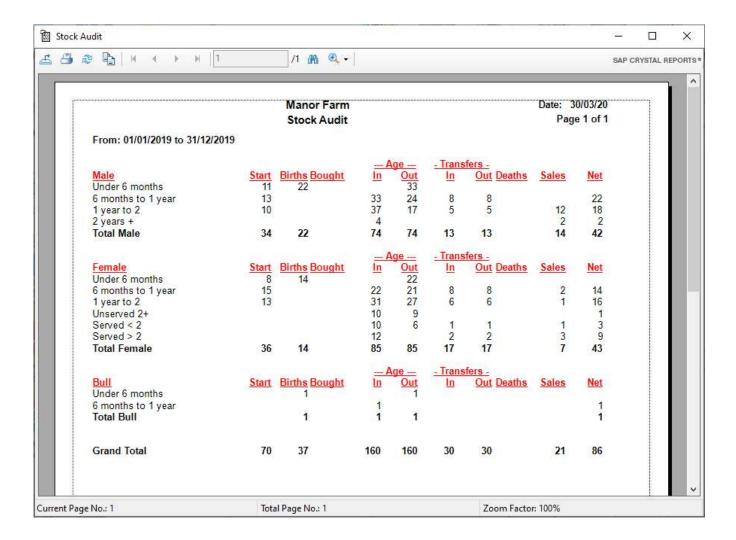
Click in the Stock Audit Dot.

Select whether you want Cows, Calves and/or Bulls by putting an X in the appropriate box. If you do not select any, all will be presented.

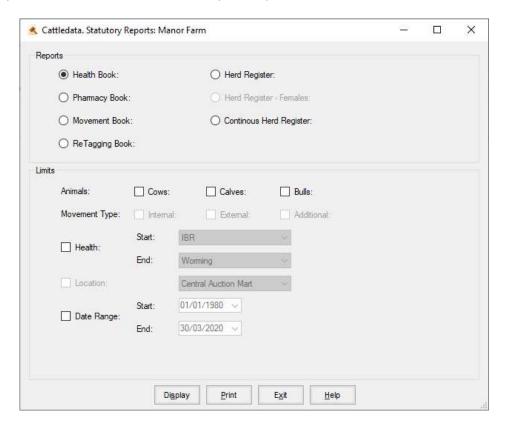
The Date Valued is the date on which ages will be calculated for the classifications. Select the date range you want to print by putting an X in the date range box and enter the start and end date for the report. Not selecting a date range will select all records.

If you want the animals to be presented in their groups click the Locations box Show All.

Select **Display** if you want to view the list or **Print** to print the list.



These are the prints of the records which are required by statute.



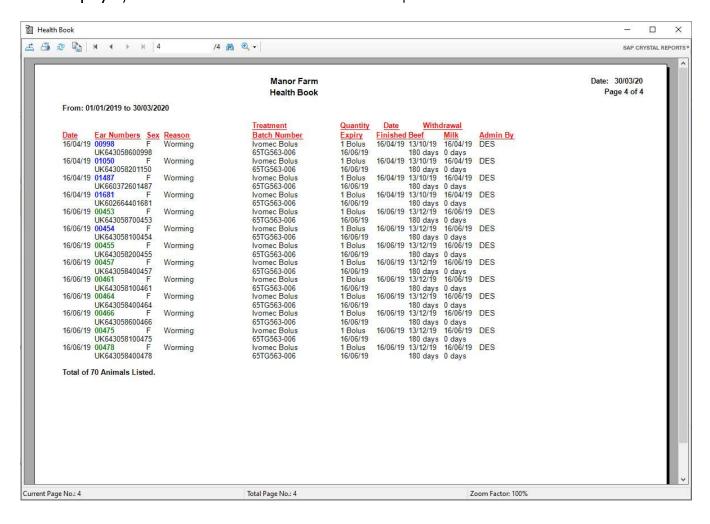
To print or view the health book -

Click in the Health Book Dot.

Select whether you want Cows, Calves and/or Bulls by putting an X in the appropriate box. If you do not select any, all will be presented.

Select the date range you want to print by putting an X in the date range box and enter the start and end date for the report. Not selecting a date range will select all records.

Select Display if you want to view the list on screen or Print to print the list.



#### 4 6 B Pharmacy Book

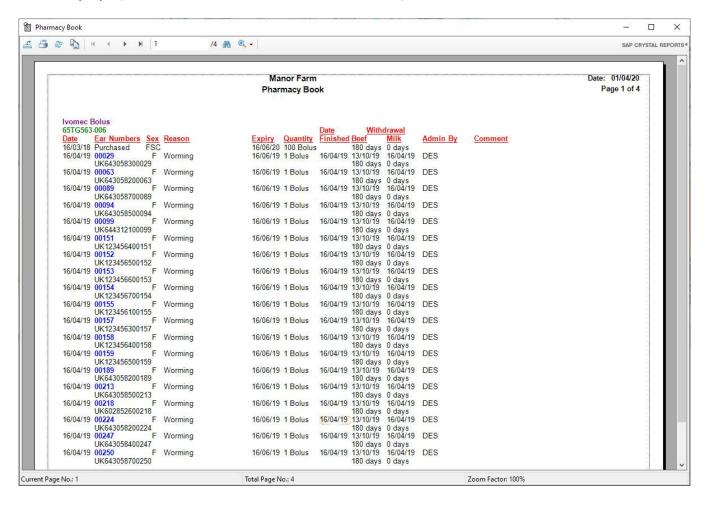
This report list each drug by batch, what has been purchased, where it has been used and what is left.

To print or view the pharmacy book - Click in the Pharmacy Book Dot.

Select whether you want Cows, Calves and/or Bulls by putting an X in the appropriate box. If you do not select any, all will be presented.

Select the date range you want to print by putting an X in the date range box and enter the start and end date for the report. Not selecting a date range will select all records.

Select **Display** if you want to view the list on screen or **Print** to print the list.



To print or view the Movement book -

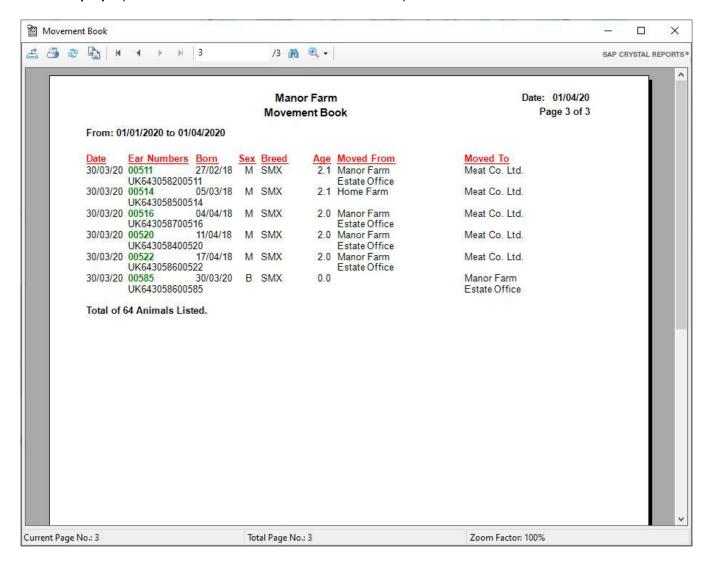
Click in the Movement Book Dot.

Select whether you want Cows, Calves and/or Bulls by putting an X in the appropriate box. If you do not select any, all will be presented.

Select the date range you want to print by putting an X in the date range box and enter the start and end date for the report. Not selecting a date range will select all records.

Select External or Internal Movements by putting an X in the appropriate Box. If you leave both blank, all are shown.

Select Display if you want to view the list on screen or Print to print the list.



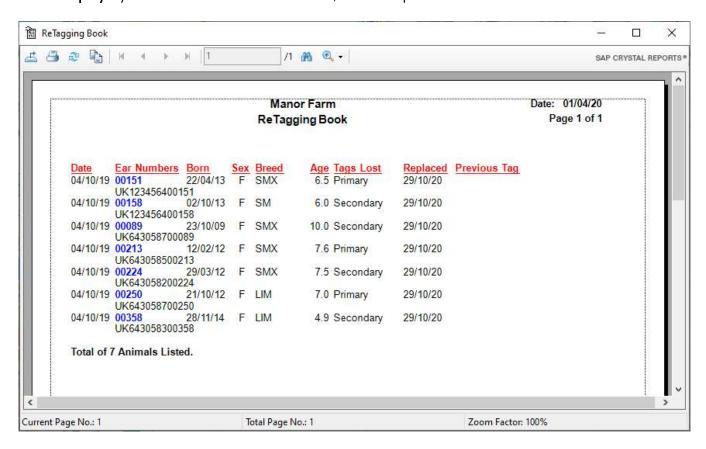
To print or view the ReTagging book -

Click in the ReTagging Book Dot.

Select whether you want Cows, Calves and/or Bulls by putting an X in the appropriate box. If you do not select any, all will be presented.

Select the date range you want to print by putting an X in the date range box and enter the start and end date for the report. Not selecting a date range will select all records.

Select Display if you want to view the list on screen, or Print to print the list.

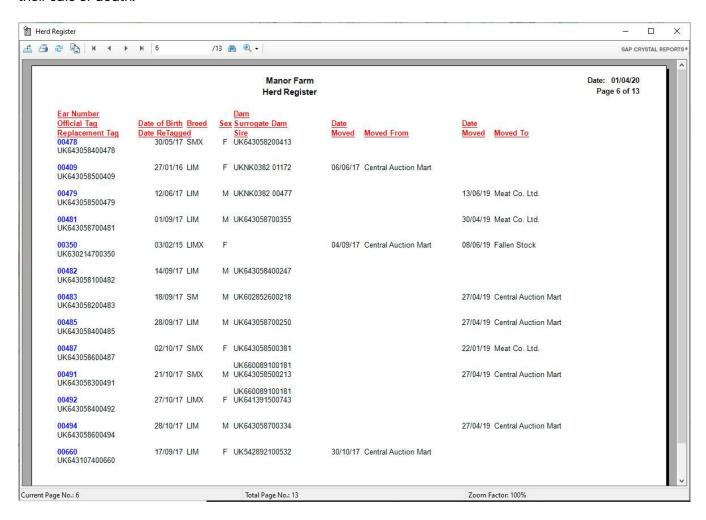


#### 4 6 E Herd Registers

These reports differ depending on the region set in the Premium Parameters. English Region gives one Herd Register, Scottish gives Male & Female Herd Registers.

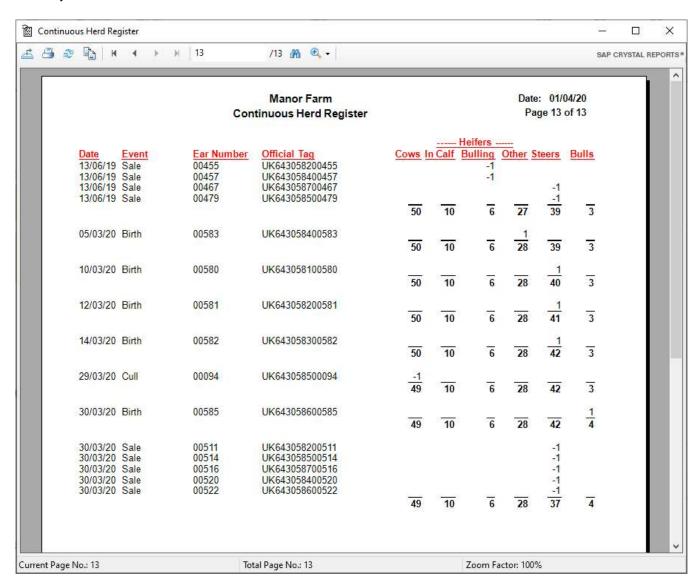
Select the types of animals required and set the date range. The start date should be no earlier than 01/01/2000 as this was the date of introduction.

All animals alive on that date and purchased or born after that date will be displayed along with details of their sale or death.

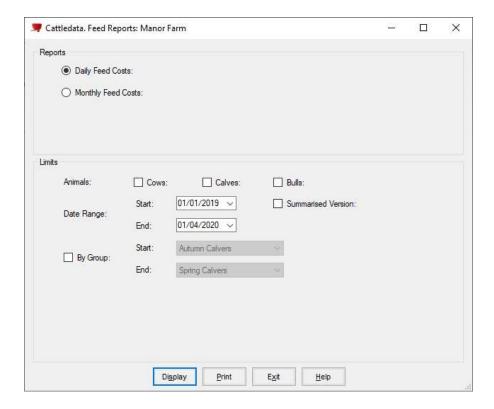


## 4 6 F Continuous Herd Registers

This gives a listing of totals of animals in each class on each date. It shows the Date, Event, Animal Numbers and Adjustment to cumulative. Totals in each class on the date are then shown.



Reports on feed usage for management groups are available here.



Daily Feed Costs. The cost of feed for type of animal within a management group.

Monthly Feed Costs The cost of feed for each management group per month.

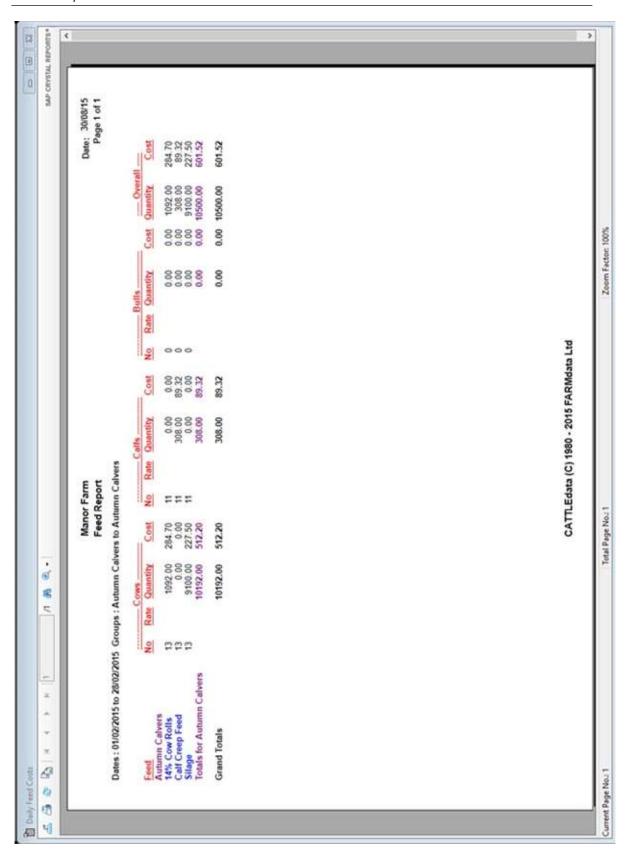
These reports can be created for any or all types of animals.

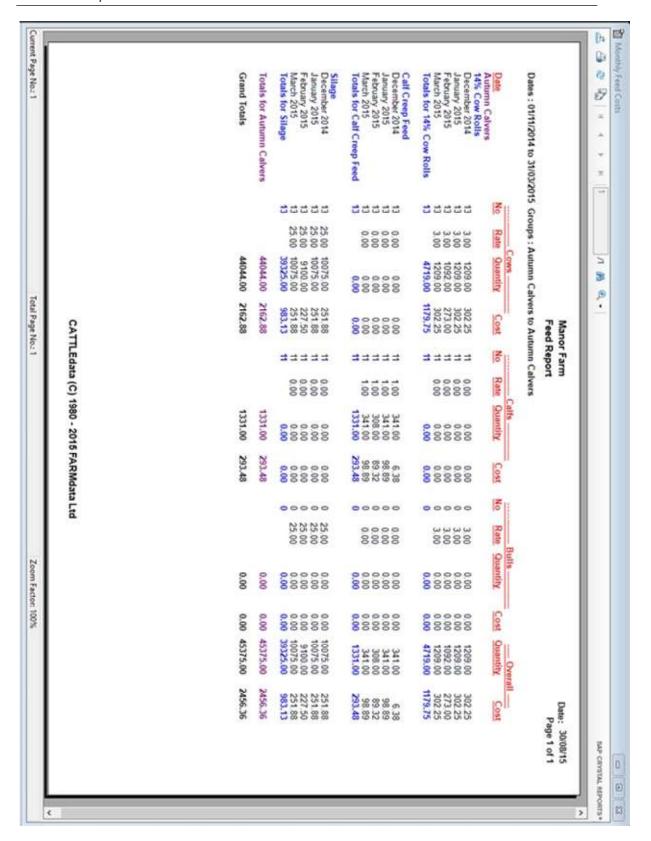
They should be date ranged.

A single group or range of groups can be selected.

Summarised Versions simply show totals for the date range.

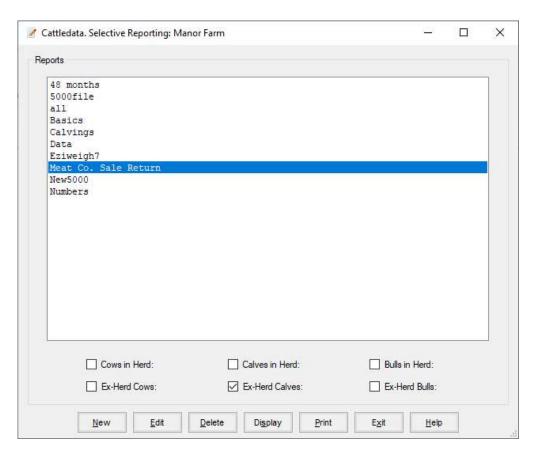
Reports can be shown on the screen or printed.





# 4 8 Selective Reports

This section allows you to create reports to your own specification. Any information held within an animal record can be incorporated into a report in this section. These report formats can be saved and reproduced at any time.

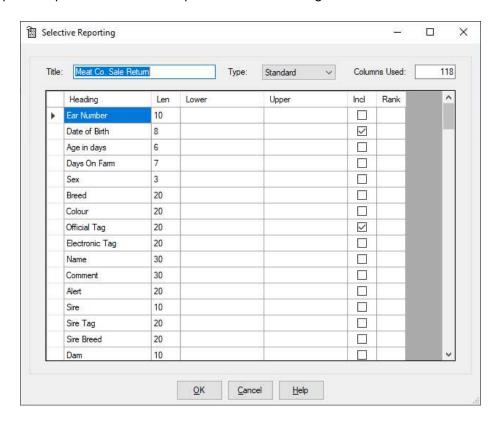


### To create a new report:

Click New on the Bottom Button Bar.

Enter the Name of the new report. This is the name the report will be stored as.

You may now pick the parameters of the report from the scrolling screen as shown below.



There are three stages to creating the report layout.

Firstly, set the limits on what you want to include in the report. Click in the **Lower** box of the item you wish to limit, you will be asked to select the bottom limit and the upper limit of your selection. You may also be given a list to select from where there are a limited number of preset options. As an example, you may wish to limit one sire or breed, or from one date of birth to another as in the above example.

Secondly, to include headings in the report click the box under **Incl** to show **Yes**. The order in which you click this selection is the order in which the headings are laid out across the paper. The number of columns each heading takes in a report is shown in the **Len** Column. The total columns of all selected headings is shown at the top of the report.

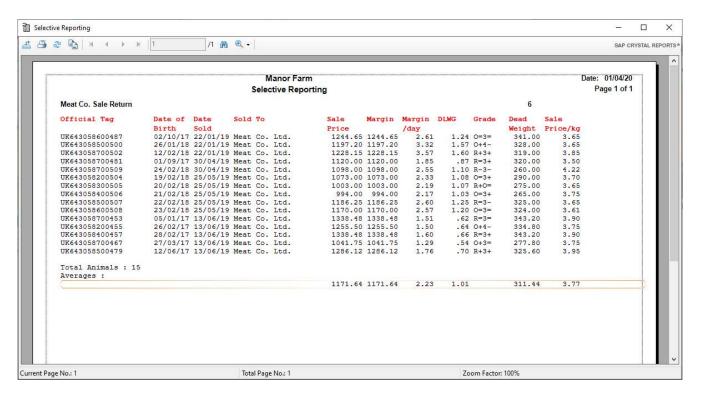
Thirdly, the Sort order of the report is set by the end column under **Rank**. If you want the report sorted by a particular heading click in the rank box of that heading. This will be the first sort criteria. Should you wish to sort further within the first choice then click in your second chosen option rank box. An example of this may be to sort firstly by Breed and then within the breed, by the Sire.

Click **OK** to save your report format.

## To display or print a report:

Highlight the report you wish from the list. Select which type of animals you wish to include - live and/or dead - cows, calves, and/or bulls.

Click **Display** or **Print** on the Bottom Button Bar.



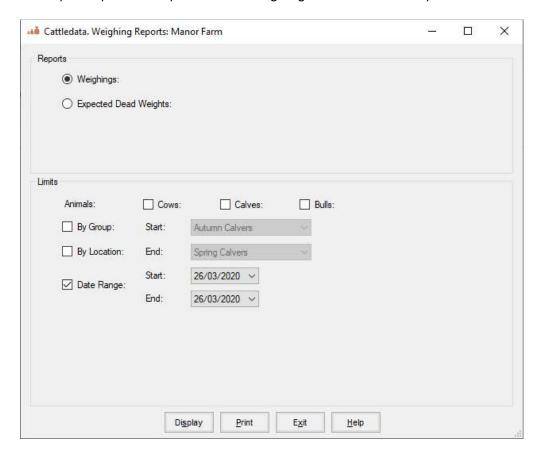
### To change the format of an old report:

Highlight the report you wish from the list. Click **Edit** on the Bottom Button Bar and the report format will be displayed for editing.

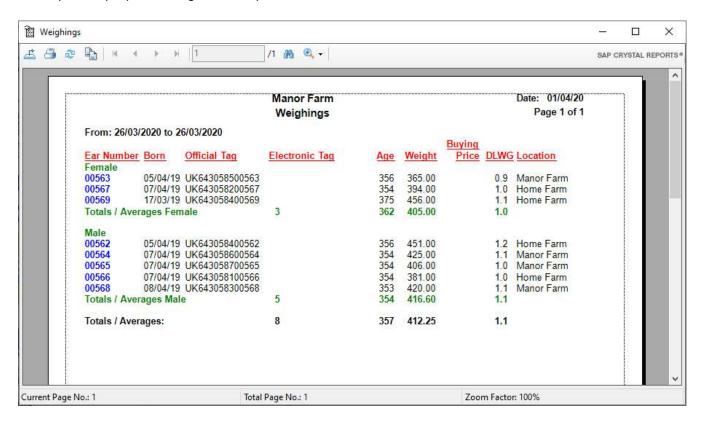
### To delete an old report:

Highlight the report you wish to delete and click Delete on the Bottom Button Bar.

This section allows you to produce reports on the weighings entered into the system.

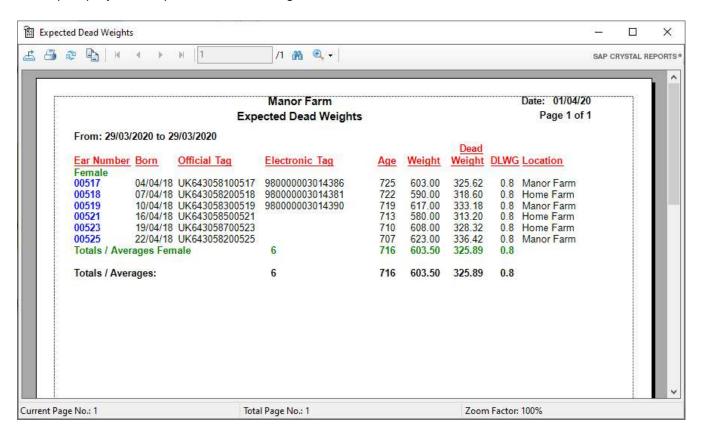


This report displays the weights on a specific date.



The Daily Liveweight Gain displayed is the gain from the last weighing date.

This report projects the predicted dead weight.

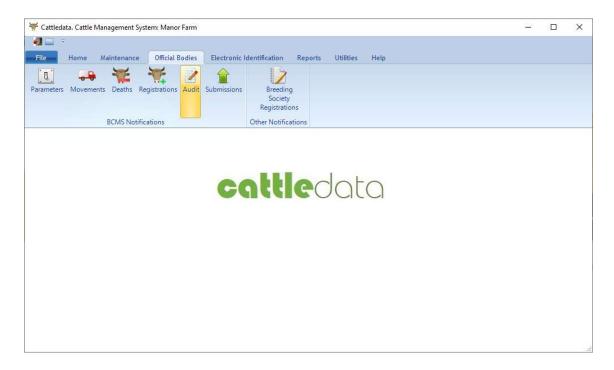


The predicted dead weight is based on the last weighing and the kill out % set in the Maintenance Section, Business Parameter, Miscellaneous.

The daily liveweight gain is the gain from the previous weighing.

# Chapter 5 – Official Bodies.

This section deals with the communication of information to National Databases and Breed societies.



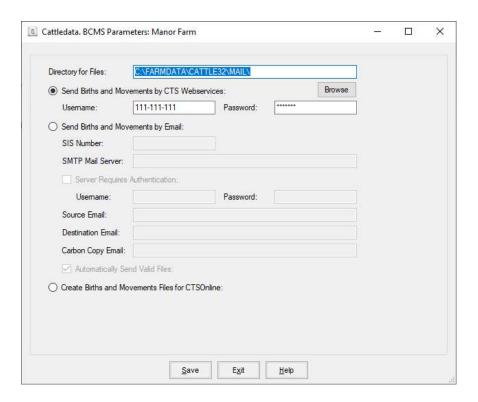
**BCMS Notifications.** There are three ways of communicating with BCMS, CTS Webservice, SIS (email) and CTS Online.

Other Notifications. Breed society registrations

**Scot EID Notifications**. (Scotland Only) Beef Efficiency Scheme transmissions and Scotmoves Submissions.

Each is described in a following section.

This section determines which type of communication will be used with BCMS. It also holds the credentials used to authenticate the link.



Directory for files

This is the directory used to store the files created by the various routines. It is initially set as C:\farmdata\cattle32\mail. Unless you have good reason it is best not to change it. Other directories may not be automatically backup by the Backup routine in the program.

Select the method you wish to use and complete the required credentials.

Webservices

Requires your BCMS User ID and password. All cattle keepers were issued with a BCMS Used ID and Password in 2002. If you have lost these they can be re-issued by BCMS on request.

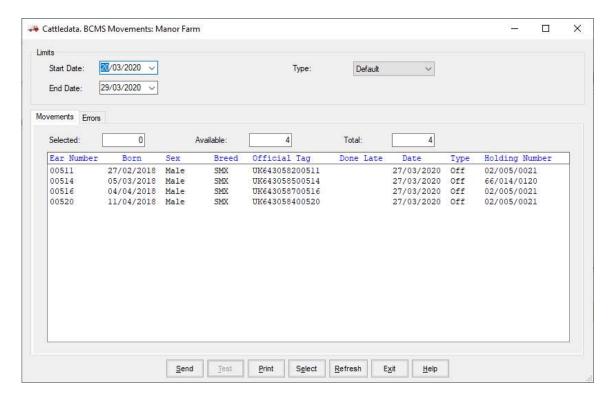
SIS Email

Unless you are already using SIS to communicate we recommend you use Webservices. The SIS Number is issued by the SIS section at BCMS. You require to register with them and pass a conformance test.

Create Files for CTSOnline

This routine creates files which can be imported into the CTS website.

Used to send movements by Webservices.



**Start Date, End Date.** This sets the range of dates of movements that will be included in the report. On entry the routine the start date is set 1 day later than the end date of last usage.

**Type** Default will only display movements on and off of the holding relating to that holding. All will display both sides of a movement, that is the on or off of your holding and on or off of the other party involved in the movement.

Click Refresh and the eligible animals will be displayed. If errors are encountered these can be displayed. Errors may include incorrect eartags or invalid or missing CPH number in the movement location.

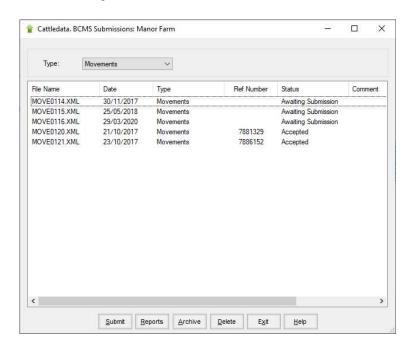
Select the animals in the list by clicking on them individually or all the animals by clicking on Select. You may then deselect some by clicking on them.

Once all are selected click Save.

You will be asked if you require a printed copy.

You will then be asked if you want to send the file now.

At this point the Web Service Application will run. The first movement file is named MOVE0001.xml Each subsequent movement file will increase the number by 1. Newly created files have a Status of Awaiting Submission.



Click on the file and Click Submit. (You should have an open line before you click Submit) When you first submit the file, a basic validation is immediately done by the Web Service and you will receive back within a few seconds either a Reference Number (Status Changes to Awaiting Validation or an Error Message. If you get an error at this stage it is likely that you either have not opened your line or the BCMS Server is off line. Consult Farmdata if you get the error persists at this stage.

If you get back Awaiting Validation with a Reference Number the first part has been successful. You then need to do a further re-submission of the file. Wait about a minute and highlight the file again and click submit. This checks that the information in the file has been validated and accepted by BCMS. This then turns the Status to Accepted. If you do not have time to wait you can leave Cattledata at this time. When you return to check go to BCMS and CTS Web Services Application, this takes you back to the file list. Highlight and Submit the file again. It can take up to 24 hours for this validation process to be completed by BCMS.

If you get an Error on the second submission then all or some of the applications have been rejected by BCMS. You can then display a report which will show the problem animals and a note of why they were not accepted. Do this by highlighting the file and clicking Report. Select Error in the report screen. From this you can see which animals have been rejected and why.

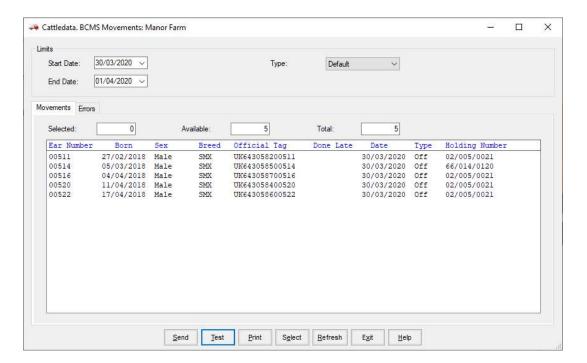
These problems will need to be corrected in the animal's record in Cattledata before they can be resubmitted to BCMS. The corrected animals can then be re-selected and processed in a totally new submission.

At any stage the file can be highlighted and Report clicked on. This gives the opportunity to see exactly what has been submitted at any stage.

This creates the e-mail file of movements to send to the BCMS.

Before this is done you should register with BCMS for electronic mail. You will then be given an Originator ID and instructed to perform a conformance test for verification purposes.

To do this you should have set your Originator ID and email details in BCMS Parameters. Ensure your CPH Number and Herd Number are correct, select **Test** and the program will create a file, which will be sent by e-mail to the BCMS.



Type Default selects only on movements to this holding and off movements from this holding. These are the ones you are required to send to BCMS.

All shows both sides of a movement, the off movement from the seller and the on movement to you when you purchase an animal and similarly both sides of a sale. To do this you will need the appropriate CPH numbers in the external locations.

Start Date The date this batch of movements is to begin. It will always be one day after the end date of the last batch. You can over-ride this if necessary.

The end date for this batch of movements, usually today's date.

Once you have set the above click **Refresh**. The eligible movements will be displayed on the screen. You may at this point get an error message. Displaying this error list will show the animal movements with tag formats which are incorrect or movements with no CPH Number

in the record.

This list can be printed and the necessary adjustments made to the animal records. Retagging is the only way to change the format of a tag. Refer to Appendix A for acceptable metal tag formats.

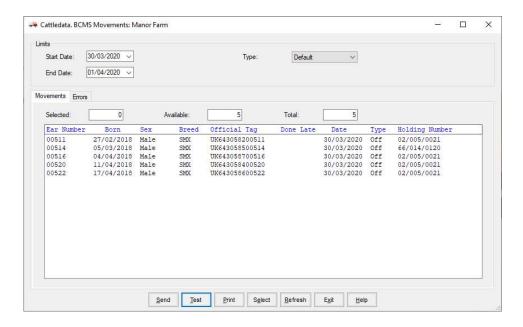
Once you are happy with the list you can click **Select** to highlight all the movements. If any movements have already been registered you will be warned. (They have an **X** in the Done column) You can over-ride this but it is not to be recommended. Deselect them by clicking on them and taking the highlight off.

Refresh will deselect all the animals on the list.

**Save** will create the e-mail and store a copy in the folder C:\FARMDATA\CATTLE32\ MAIL\SIS. The file is called MOVE0001. The second e-mail will create MOVE0002 and so on.

If you have problems with Mail, Farmdata can give assistance.

This section creates a file of movements for importing into the CTS Online web site.



Type **Default** selects only on movements to this holding and off movements from this holding. These are the ones you are required to send to BCMS.

**All** shows both sides of a movement, the off movement from the seller and the on movement to you when you purchase an animal and similarly both sides of a sale. To do this you will need the appropriate CPH or MHS numbers in the external locations.

Start Date The date this batch of movements is to begin. It will always be one day after

the end date of the last batch. You can over-ride this if necessary.

End Date The end date for this batch of movements, usually today's date.

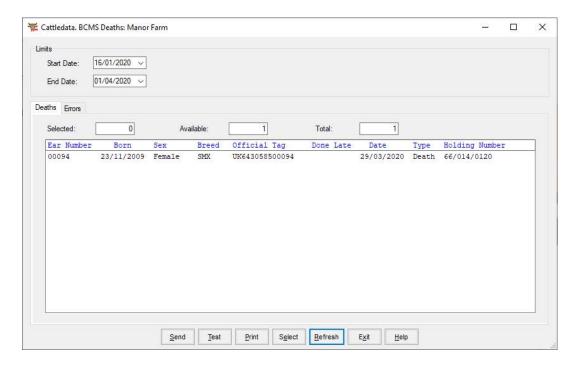
Once you have set the above click Refresh. The eligible movements will be displayed on the screen. You may at this point get an error message. Displaying this error list will show the animal movements with tag formats which are incorrect or movement locations with no CPH Number in the record.

This list can be printed and the necessary adjustments made to the animal records. Retagging is the only way to change the format of a tag. Refer to Appendix B for acceptable metal tag formats.

Once you are happy with the list you can click Select to highlight all the movements. If any movements have already been registered you will be warned. (They have an X in the Done Column) You can over-ride this but it is not to be recommended. Deselect them by clicking on them and taking the highlight off. Click save to create the file.

This file is saved on the hard disk in a sub directory of your computer. The first file is called MOVE0001.CSV, the second MOVE0002.CSV and are usually located in the folder C:\FARMDATA\CATTLE32\ MAIL\CTSOnline.

This section sends notification of deaths to BCMS. These will have been recorded in Cull/Casualty occurrences.



**Start Date, End Date.** This sets the range of dates of deaths that will be included in the report. On entry the routine the start date is set 1 day later than the end date of last usage.

Click Refresh and the eligible animals will be displayed. If errors are encountered these can be displayed. Errors may include invalid or missing CPH number in the birth location.

Select the animals in the list by clicking on them individually or all the animals by clicking on Select. You may then deselect some by clicking on them.

Once all are selected click Save.

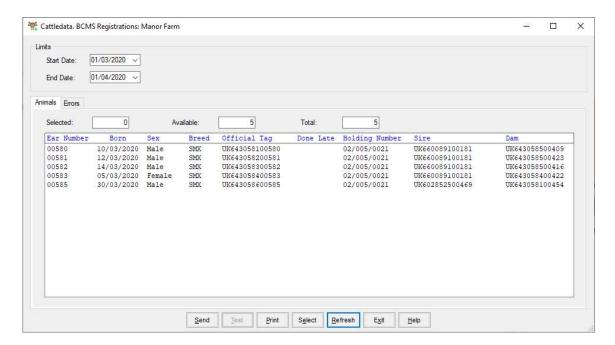
You will be asked if you require a printed copy.

You will then be asked if you want to send the file now.

At this point the Web Service Application will run. The first registration file is named DEATH0001.xml. Each subsequent registration file will increase the number by 1. Newly created files have a Status of Awaiting Submission.

This section sends Calf Registrations to BCMS Using CTS Web Services.

Go into BCMS and then BCMS Registrations.



**Start Date, End Date.** This sets the range of dates of birth that will be included in the report. On entry the routine the start date is set 1 day later than the end date of last usage.

Click Refresh and the eligible animals will be displayed. If errors are encountered these can be displayed. Errors may include invalid eartags in the calf or dam or invalid or missing CPH number in the birth location.

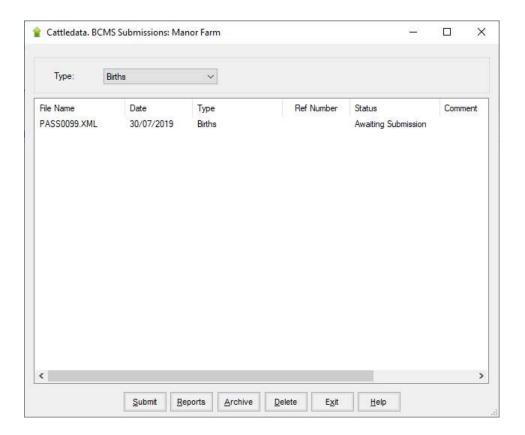
Select the animals in the list by clicking on them individually or all the animals by clicking on Select. You may then deselect some by clicking on them.

Once all are selected click Save.

You will be asked if you require a printed copy.

You will then be asked if you want to send the file now.

At this point the Web Service Application will run. The first registration file is named PASS0001.xml. Each subsequent registration file will increase the number by 1. Newly created files have a Status of Awaiting Submission.



Click on the file and Click Submit. (You should have an open line before you click Submit) When you first submit the file, a basic validation is immediately done by the Web Service and you will receive back within a few seconds either a Reference Number. Status Changes to Awaiting Validation or an Error Message. If you get an error at this stage it is likely that you either have not opened your line or the BCMS Server is off line. Consult Farmdata if you get the error persists at this stage.

If you get back Awaiting Validation with a Reference Number the first part has been successful. You then need to do a further re-submission of the file. Wait about a minute and highlight the file again and click submit. This checks that the information in the file has been validated and accepted by BCMS. This then turns the Status to Accepted. If you do not have time to wait you can leave Cattledata at this time. When you return to check go to BCMS and CTS Web Services Application, This takes you back to the file list. Highlight and Submit the file again. It can take up to 24 hours for this validation process to be completed by BCMS.

If you get an Error on the second submission then all or some of the applications have been rejected by BCMS. You can then display a report which will show the problem animals and a note of why they were not accepted. Do this by highlighting the file and clicking Report. Select Error in the report screen. From this you can see which animals have been rejected and why.

These problems will need to be corrected in the animal's record in CATTLEdata before they can be resubmitted to BCMS.

An example of an error report.

The above report shows a series of 22 registrations. All have been accepted except No 5 which has been given an ear tag number which has not yet been issued.

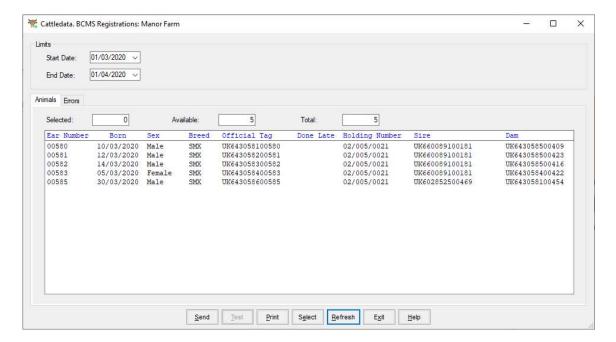
This animal will need to be retagged with the correct number and can then be re-submitted on its own in a new file.

At any stage the file can be highlighted and Report clicked on. This gives the opportunity to see exactly what has been submitted at any stage.

This creates the file of new births to be registered for passports by e-mail with the BCMS.

Before this is done you should register with BCMS for electronic mail. You will then be given an Originator ID and instructed to perform a conformance test for verification purposes.

To do this you should enter your Originator ID, ensure your CPH Number and Herd Number are correct, select **Test** and the program will create an e-mail to be sent to the BCMS.



**Start Date** The date that this batch is to begin with, this is the date of birth.

It will always be one day after the end date of the last batch.

You can over-ride this if necessary.

End Date The end date for this batch of registrations, usually today's

date.

Once you have set the above click **Refresh**. The eligible registrations will be displayed on the screen. You may at this point get an error message. Displaying this error list will show the animal births with tag formats which are incorrect, births with no CPH Number in the birth movement record or Dam Tags which have an unacceptable format. Refer to Appendix B for acceptable metal tag formats.

This list can be printed and the necessary adjustments made to the animal records. **Retagging** is the only way to change the format of a tag for the calf. If the Dam tag needs to be edited, this can be done in the Tags Section of the Calf Record for a bought in calf. For a home-bred calf, you should probably also Re-Tag the Dam so that it will be correct for future

calf registration.

The CPH number can be corrected in the Location Option of the Maintenance Section.

You can now go back into Mail Registration. Check that your dates are correct, **Refresh** again and the list will be recreated, hopefully now with no errors.

Once you are happy with the list you can click **Select** to highlight all the births for registration. If any Births have already been registered you will be warned. (They have an **X** in the Done column). You can over-ride this but it is not to be recommended. Deselect them by clicking on them and taking the highlight off.

You may also get animals with an **X** in the Late column. These are more than 27 days old and will be declared by BCMS as late applications.

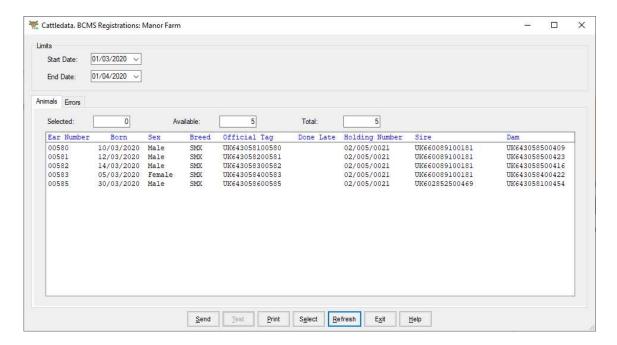
Refresh will deselect all the animals on the list.

Save will create and send the file by e-mail and mark the animals as registered.

This file is saved on the hard disk in a sub directory of your computer. The first file is called PASS0001, the second PASS0002 and are usually located in the folder C:\FARMDATA\CATTLE32\MAIL\SIS.

This section creates a file of newly born calves for importing into the CTS Online web site.

You do not have to run through the registration routine in the Premium Section of Calf Occurrences to declare the animals which are to be registered. Animals selected and saved here will be declared as registered on today's date.



Start Date The date that this batch is to begin with, this is the date of birth.

It will always be one day after the end date of the last batch.

You can over-ride this if necessary.

End Date The end date for this batch of registrations, usually today's

date.

Once you have set the above click Refresh. The eligible registrations will be displayed on the screen. You may at this point get an error message. Displaying this error list will show the animal births with tag formats which are incorrect, births with no CPH Number in the birth movement record or Dam Tags which have an unacceptable format. Refer to Appendix B for acceptable metal tag formats.

This list can be printed and the necessary adjustments made to the animal records. Retagging is the only way to change the format of a tag for the calf. If the Dam tag needs to be edited, this can be done in the Tags Section of the Calf Record for a bought in calf. For a home-bred calf, you should probably also Re-Tag the Dam so that it will be correct for future calf registration.

The CPH number can be corrected in the Location Option of the Maintenance Section.

You can now go back into Mail Registration. Check that your dates are correct, Refresh again and the list will be recreated, hopefully now with no errors.

Once you are happy with the list you can click Select to highlight all the births for registration. If any Births have already been registered you will be warned. (They have an **X** in the Done Column). You can over-ride this but it is not to be recommended. Deselect them by clicking on them and taking the highlight off.

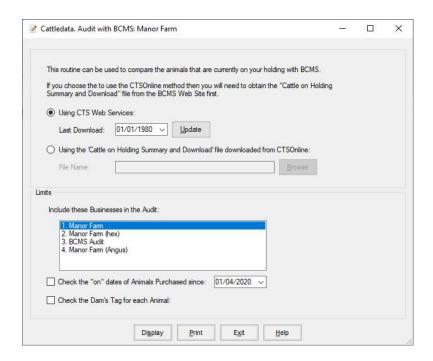
You may also get animals with an X in the Late Column. These are more than 27 days old and will be declared by BCMS as late applications.

Refresh will deselect all the animals on the list.

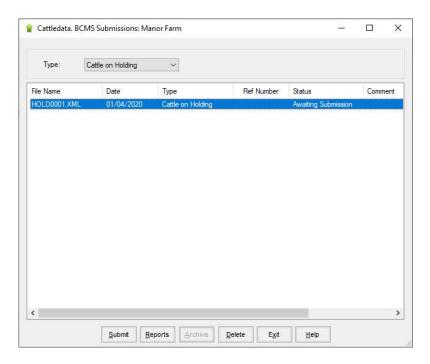
Save will create the file.

This file is saved on the hard disk in a sub directory of your computer. The first file is called PASS0001.CSV, the second PASS0002.CSV and are usually located in the folder C:\FARMDATA\CATTLE32\MAIL\CTSOnline.

This section is used to compare the animals currently held on BCMS with those held on Cattledata and show the differences.



Click the Update button. You will be taken into the CTS Web Services screen.



A file HOLD0001.XML will be created. Highlight this file and click submit. (Your line should be

open before clicking Submit).

The system should process for a few seconds and the status should change to ASuccess@

Click Exit at this point.

This will take you back to the Audit by CTS Web Services screen and then click either Display or Print.

The animals with errors will then be presented.

The **Animals with Errors** section highlights animals with differences in their Date of Birth, Sex, Breed, On Movement Date and Genetic Dam.

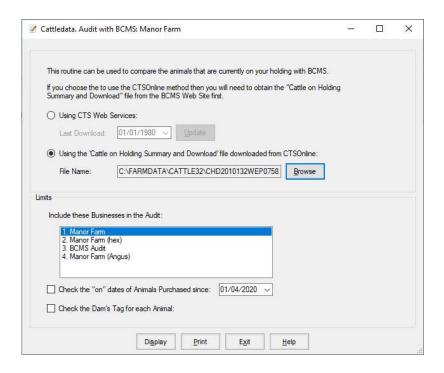
The **Animals on Cattledata only** section shows those animals on Cattledata for which no animal can be found in the BCMS file with the same Official ID Tag.

The **Animals on BCMS only** section shows those animals in the BCMS file for which no animal can be found in the Cattledata with the same Official ID Tag.

**Duplicate Animals** may also be shown where duplicates exist on BCMS.

## 5 4 2 BCMS Audit (CTSOnline)

This allows for the comparison of the live animals on Cattledata with the live animals currently held by BCMS. Any differences will be displayed.



Using Cattle on Holding Summary – This uses the file downloaded from the CTS Website. Once you have the file of animals saved on the computer go to Audit with BCMS. Browse to the file and click Display or Print as required. An error list will be produced.

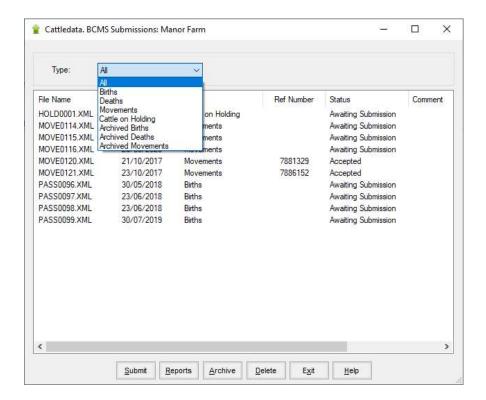
The **Animals with Errors** section highlights animals with differences in their Date of Birth, Sex, Breed, On Movement Date and Genetic Dam.

The **Animals on Cattledata only** section shows those animals on Cattledata for which no animal can be found in the BCMS file with the same Official ID Tag.

The **Animals on BCMS only** section shows those animals in the BCMS file for which no animal can be found in the Cattledata with the same Official ID Tag.

This section gives access to the all the functions and saved files from CTS Web Services.

You come here to pick up files for the second submission, check status and report on previously created files.



Type Dictates which files are displayed in the list. All excludes archived files.

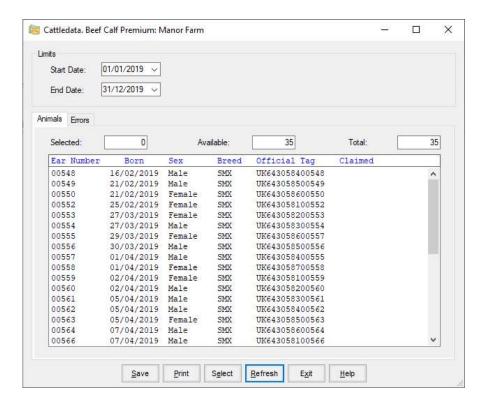
Any file can be archived by clicking on it and clicking the Archive Button. Archived files can be viewed by the correct option under Type.

Any file can be deleted by clicking on it and clicking the Delete Button

The three stages, submission, receipt and result, can be viewed by clicking on any file and clicking on the Reports button.

Only available when Region is set to Scottish and Beef Calf Premium is enabled in Maintenance, Business Parameters, Premium.

Used to create the xml file which can be imported into the Scottish Government Web site.



Start Date

The date this batch of claims is to begin. It will always be one day after the end date of the last batch. You can over-ride this if necessary.

End Date

The end date for this batch of claims, usually today's date.

Once you have set the above click Refresh. The eligible calves will be displayed on the screen. You may at this point get an error message. Displaying this error list will show the animals with tag formats which are incorrect or locations with no CPH Number in the record.

This list can be printed and the necessary adjustments made to the animal records. Retagging is the only way to change the format of a tag. Refer to Appendix A for acceptable metal tag formats.

Once you are happy with the list you can click Select to highlight all the animals. Click save to create the file.

This file is saved on the hard disk in a sub directory of your computer. The first file is called SCBS0001.XML, the second SCBS0002.XML. The files are located in the folder which is set in the Mail Parameters. This is usually C:\FARMDATA\CATTLE32\ MAIL\SEERAD.

# Appendix A Metal Tag Formats

When a new Metal Tag is entered the system will automatically verify it against acceptable formats. These include :

```
i)
            UK~ADDDD~DDDDD
ii)
            UKAADDDD~DDDDD
iii)
                                (Northern Ireland)
            UK~~~DDD~DDDDA
iv)
            UK~~DDDD~DDDDA
v)
            UK~DDDDD~DDDDA
vi)
            UKDDDDDD~DDDDA
vii)
                                  (All Numeric Tags)
            UKDDDDDDDDDDDD
viii)
            ~~DDDDDD~DDDDD
ix)
            ~~ZZZZZZZZZZZZ
```

A represents a letter (A - Z)

~ is a space

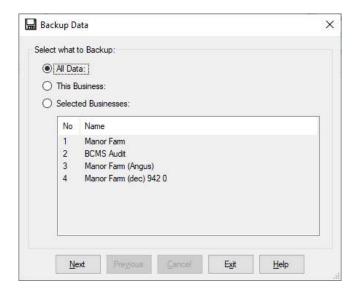
D is a number (0 - 9)

Z is a letter or a space or a number.

**Note:** There are variations of iii) to vi) in which there may be only 1, 2 or 3 numbers before the last letter. e.g UK~~~DDD~DA.

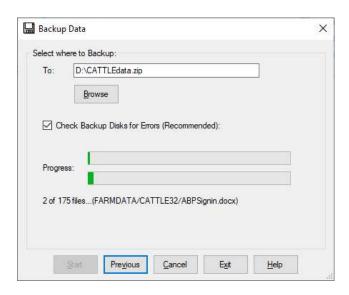
## Appendix B Backup & Restore Routines

You are strongly advised to make backup copies of your data. To do a backup you can use the utility supplied with the program which is located under the File menu.



You may select to backup all data, in which case all businesses within the system will be saved, this business which saves only the business in which you are currently working or selected business. If you choose selected businesses you must highlight those you wish to save by clicking on the list.

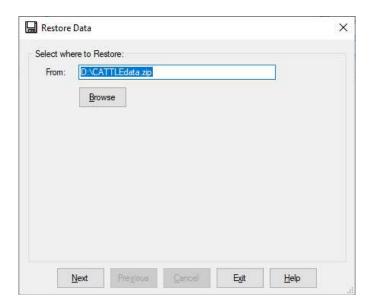
Click Next and you will be asked where you wish to put the backup. The default is A:\CATTLEdata.zip, if you want to change the location you can click the browse button and select your location. If you are using a USB memory stick select the drive letter of the stick.



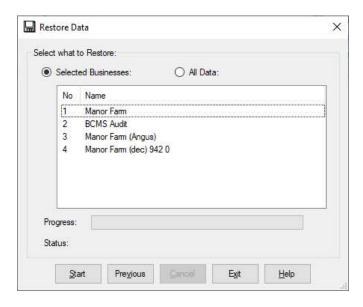
Click Start and the backup will begin.

To restore data from a backup created by the above routine use the utility supplied with the program which is located under the File menu. If you are restoring data it is advisable to do take a backup of the current data first.

### Click on Restore Data



The default is again A:\CATTLEdata.zip. If your backup file is located elsewhere you can use the browse button to locate it.



Select the businesses you wish to restore by clicking on them. Click Start to begin the restore.