



Cattle Recording System

Quick Start Guide

Version 14.5

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

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Contents

Loading the software	3
1 Database Engine install.....	5
2. Sequel Server Management Studio (SSMS) install.....	5
3. Report Engine Install.....	5
4. Cattedata Install.....	6
Starting the System	9
New Businesses	10
Setting up the System Structure.....	11
Starting a set of records with a BCMS download (CTS Web Services.)	13
Starting a set of records with a BCMS download (CTS Online)	16
Loading Your Animals From BCMS Download	20

This booklet is designed to help you get started. It should be used in conjunction with the Cattedata manual.

Loading the software

Please do this during normal office hours if possible. This means we can be available to assist you should you encounter and problems.

This guide is for stand-alone PC installation. Should you require network installation please call us.


The whole process can take some time. Please be patient, it may occasionally seem like nothing is happening for several minutes but it will be working in the background.

Before starting the install process please ensure that all pending Windows updates have been installed and restart the PC.






DVD or USB Install

Insert the DVD in the drive or the USB stick into a port.

The computer may ask what you wish to do with it. Select to run CattledataInstaller.

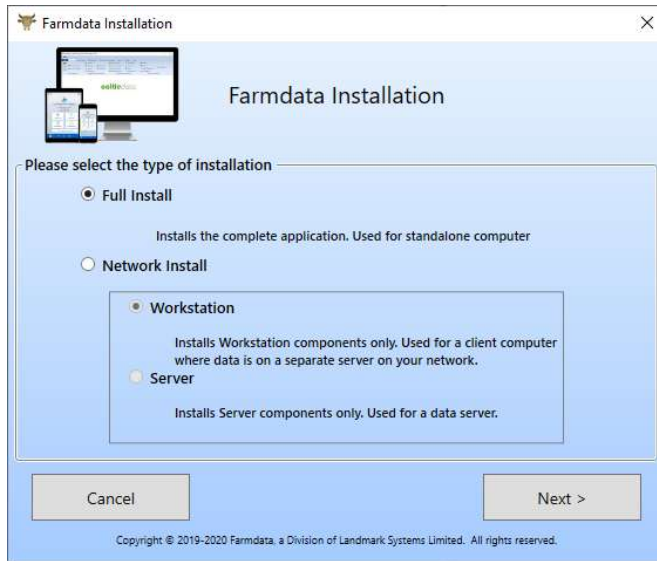
If it does not offer you a start option open up your File Explorer,  on the task bar at the bottom of the screen. Browse to the DVD or USB on the left and open it.

Double click on the CattledataInstaller file.

	SupportFiles	23/11/2020 10:53	File folder	
	Autorun	27/10/2020 13:04	Setup Information	1 KB
	CattledataInstaller	27/10/2020 11:38	Application	216 KB
	CattledataInstaller.exe.config	27/10/2020 11:29	VisualStudio.conf...	1 KB
	Head	23/01/2020 14:48	ICO File	4 KB

This will start the install process. You may get a restart warning if there are Windows updates queued to install. Please restart the PC and begin again.

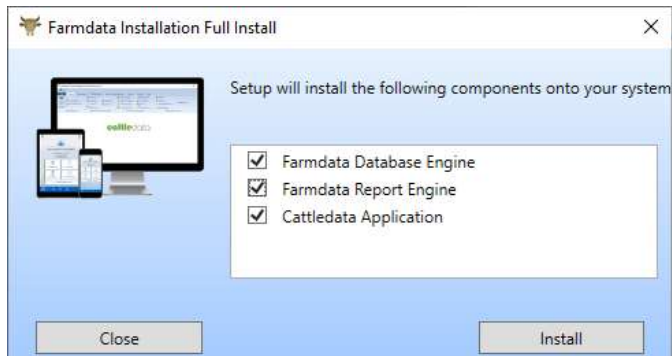




Select Full Install for single PC install.

Please consult Farmdata if a Network install is required.

Once the selection has been made click Next.



The list of components to be installed will be displayed.

Should you have an existing Farmdata or Landmark installation on this PC it will not require the Database Engine or Report Engine. These will be unticked accordingly.

Click on Install to start the process.

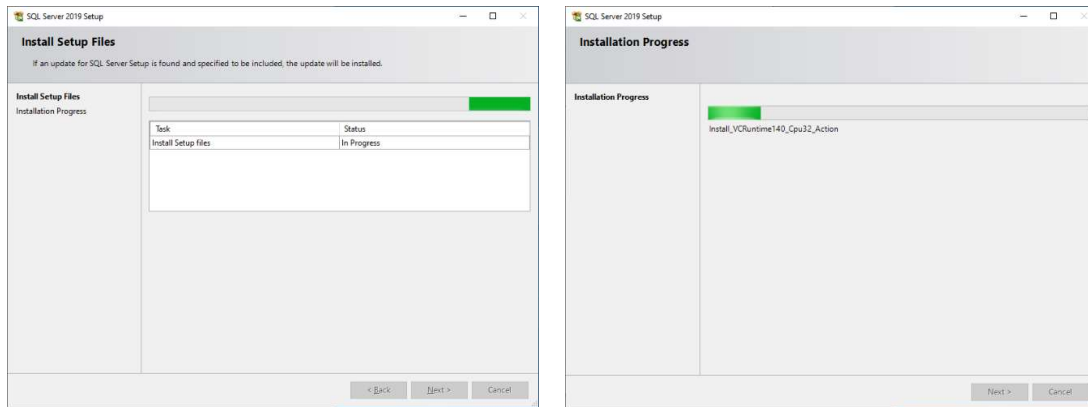
The whole process may take some time but will work through the first two components without your intervention.

The final Cattledata Application installation does require some action on the operator's part.

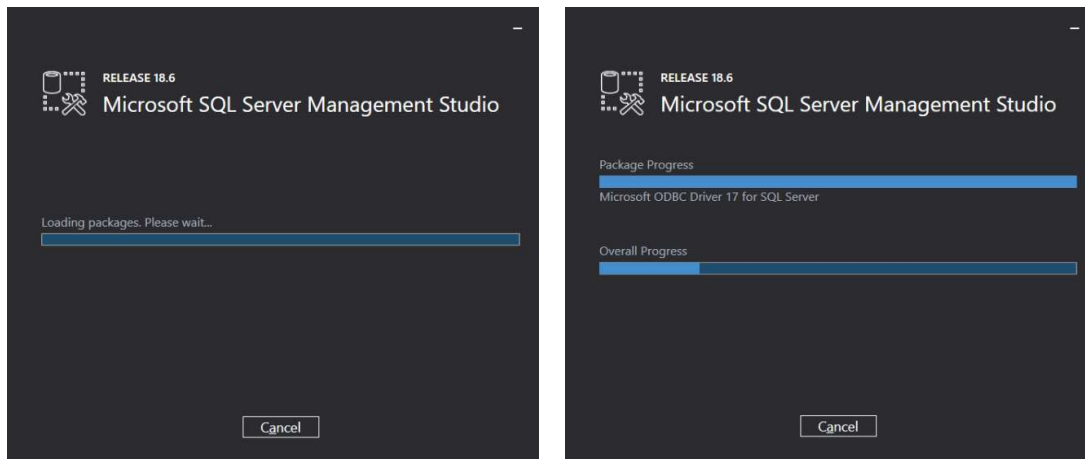
Please do not press the cancel button during the install process.

1 Database Engine install.

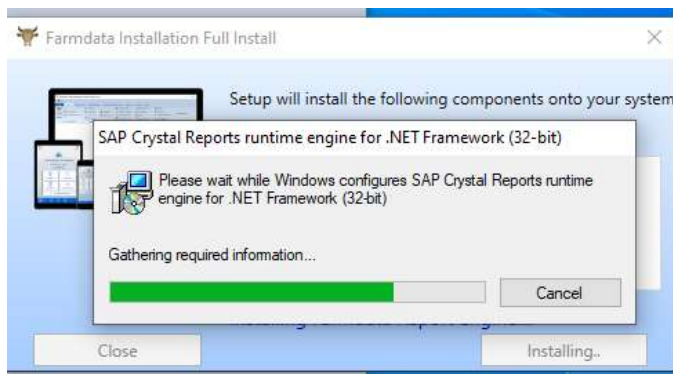
The system will unpack the files and begin the install.



2. Sequel Server Management Studio (SSMS) install.

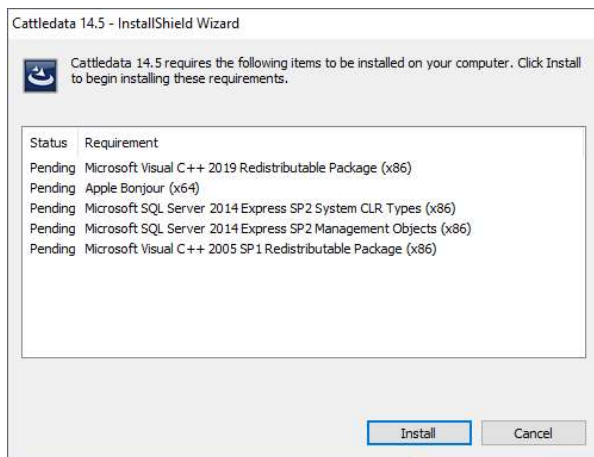


3. Report Engine Install.



The above three processes should not require any user intervention.

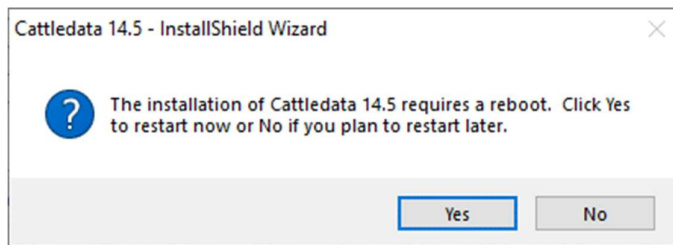
4. Cattledata Install.



Some prerequisite files may be required.

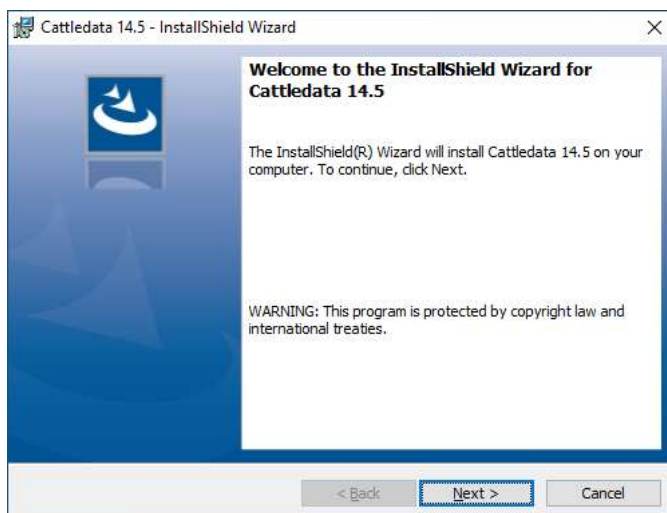
Click install and these will download and install in order.

The first of these may require a reboot after install.

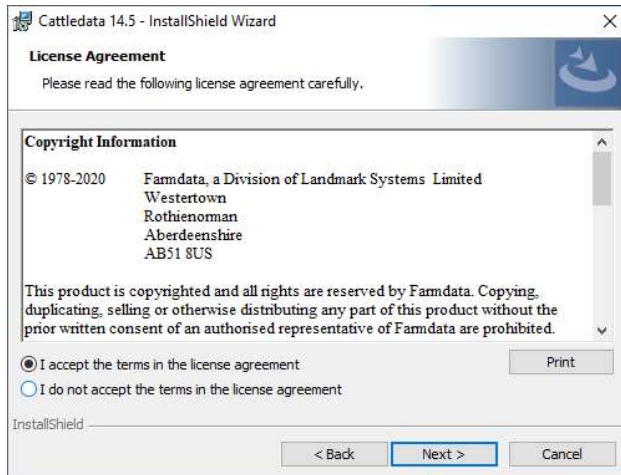


Click Yes and the computer will restart.

Once restarted the install should recommence. If it does not, restart the install from the beginning and it will continue from this point with the further prerequisite files.



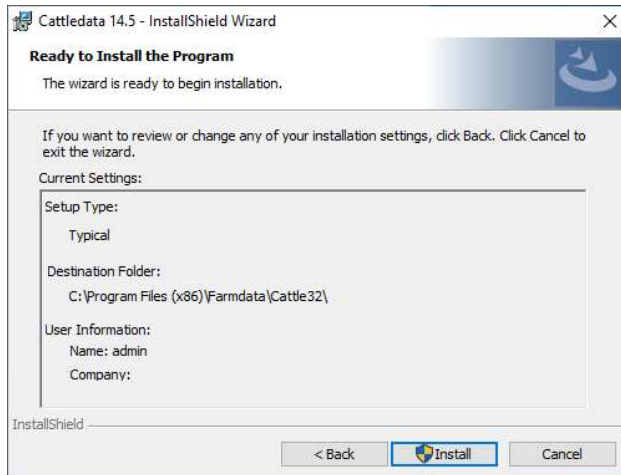
Click Next to continue.



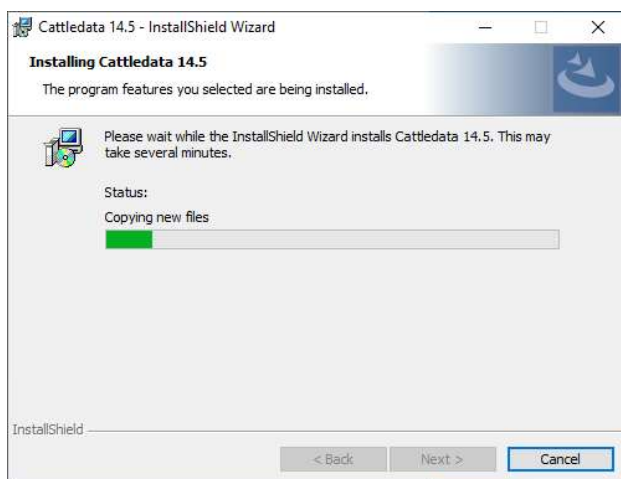
The Licence Agreement screen will be displayed.

Please read this through and confirm acceptance.

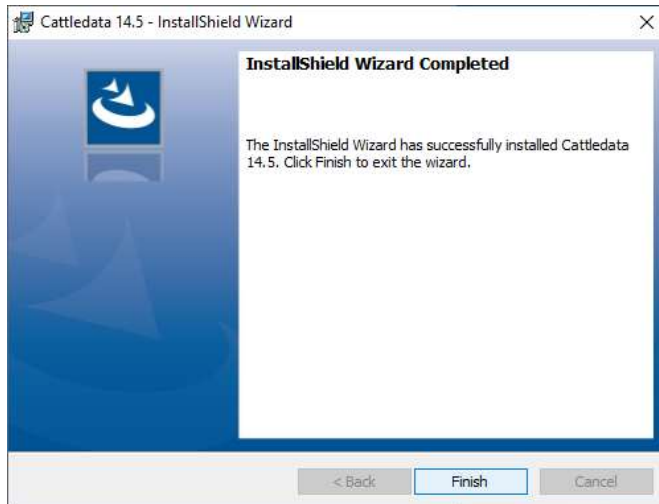
You may now move on by clicking Next.



Follow the screens through clicking Next. Please do not change the folder for the program files without consulting Famdata. On the Ready to Install Screen click install to proceed.



Program installing.



When complete you will see the Finish option to click on.



You will now have the Cattledata Icon on your screen.

Starting the System

Once you have the system loaded onto the computer you can go ahead and start to use it.

Use the CATTLEdata Icon on the desktop or Go to **Start, Farmdata and CATTLEdata**.

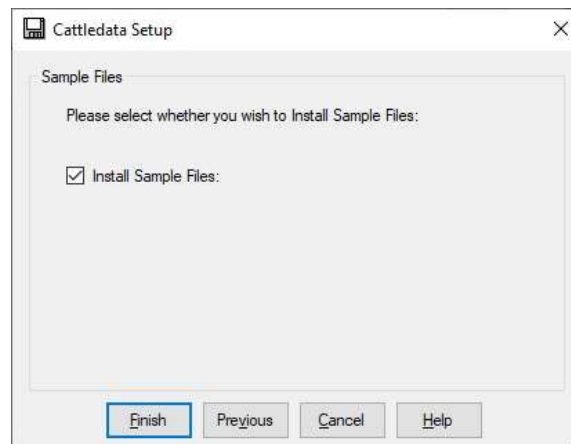
You will then get a screen showing you which directory the data files will be loaded into.

C:\FARMDATA\CATTLE32\ is the suggested directory. If this is not acceptable, click **Browse** and select your preferred directory.



Click next proceed.

You will be asked if you wish to install sample files. This is example data which can be installed for demonstration purposes. It will give you an idea of how the system operates without having to enter any data of your own. This data can be removed later if you wish. You should take care to create a new business for your own data, rather than add yours to the sample files.

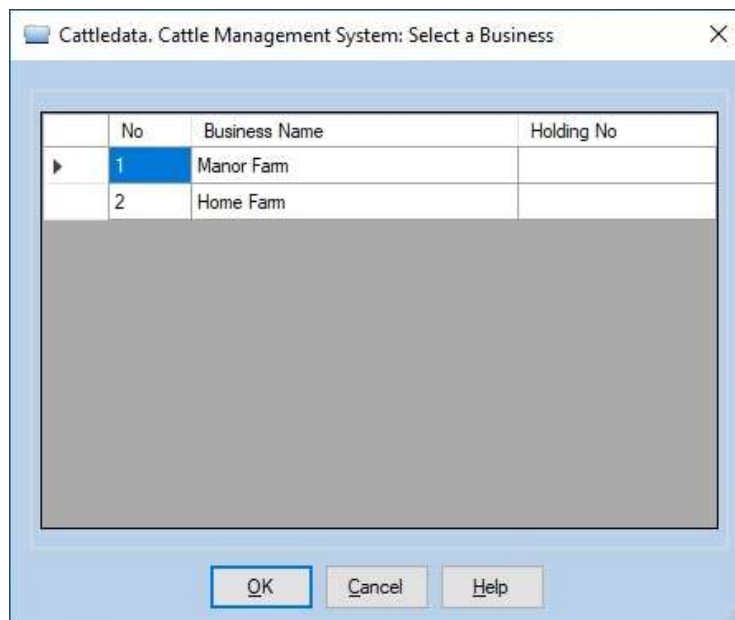


If you install sample data you will then go into the program. If you don't you will go into the routine to set up a business.

New Businesses

If you have separate herds which you wish to keep as individual businesses on the system you have to click on **File** and **New Business**. Alternatively click the blank page icon at the top left of the screen. This will take you back to the initial start-up screen. You then follow the same routine for each new business.

Next time you start the program you will be given the business option screen to pick from as shown below. If you wish to swap between businesses whilst working in the program, click **File** and **Change Business**. Alternatively click the Open folder icon at the top of the screen.



Use the main manual for further explanation when required.

Setting up the System Structure

The first sections that have to be set up are all in the Maintenance Routines Option. Double click this Icon to open. All the options are described in Chapter 1 of the main manual.

Business parameters were set in the start-up screen but can be edited at any time.

The sections that are initially important are Breeds, Locations and Calving codes, which can be found in **Code Lists**.



Many of the sections below can be updated during the entry of data. The Add Button at the end of each drop-down list adds codes as you go along. It is however advisable to set up your basic list before you start creating animal records.

Breed codes has a list setup on delivery. It is based on the codes as used on the premium claim forms. This should be checked to see if any which you may need are not listed. The list should include all the cross breeds you will need.

Locations have to be entered but some careful thought should be given to this first. Internal Locations are the groups in which the animals are kept on the farm. You may have one global group or many separate groups for fields, pens etc. You can always add more if they are required later.

External Locations are where you buy and sell animals. Some of your cows may be old but

remember to put in their purchased locations as well to get their records correct. Other external locations you may require are summer grazings or even Show Locations if movements have to be recorded to them.

Calving codes has a list setup on delivery as shown below. It may not be as you wish and can be edited.

1	Normal
2	Assisted
3	Jack Assisted
4	Vet Assisted
5	Caesarean

Health, Units and Drugs Lists may be created before Health treatments are entered but can be edited as you go.

Cull codes may be setup before you sell or cull any animals but can be entered as you go.

Colours can be used when identification of animals would be helped by knowing the colouring.

Business Parameters contains the following sections: -

Premium statistics which should be adjusted before you start to make claims.

Misc. Parameters which should be set up before a census and valuation is taken.

Other Parameters relates to stocking densities and forage area for extensification claims.

Once you have the basic structure in Maintenance routines you can then start to enter animals into the system.

Lists of the codes and animals can then be taken from the Reporting options.

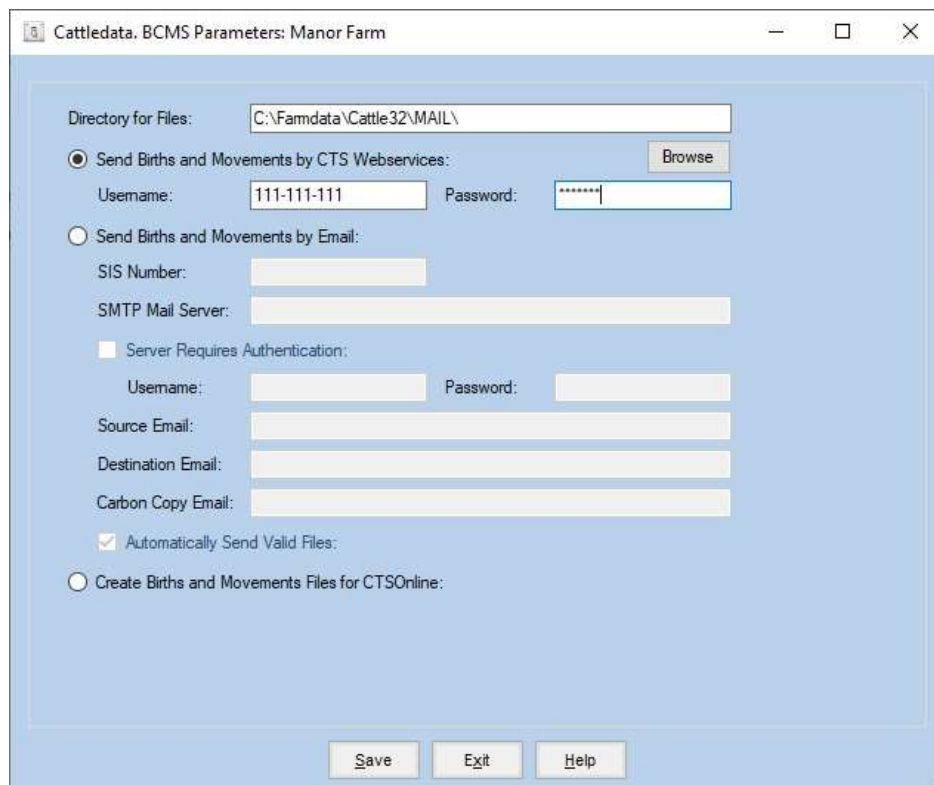
Starting a set of records with a BCMS download (CTS Web Services.)

A set of records for herd is most easily set up by importing the information held by BCMS. This is record of the animals BCMS has on any holding at the current time.

Firstly, create a new business with no cattle in it.

You should fill in the name and address and most importantly the CPH number when the business is created.

Once created go to Official Bodies and BCMS Parameters.



Fill in your BCMS Webservices User ID and Password. This is specific Webservices version of the credentials issued by BCMS in the form of 111-111-111, the password was of the form 1AA1AA1 but you may have changed it. **It is not the newer Government Gateway credentials.** BCMS will issue these to you on demand. Click Save.

Now go to Utilities and Import From BCMS

Cattledata. Import from BCMS: Manor Farm

This routine can be used to import the animals that are currently on your holding from BCMS.

If you choose the to use the CTSONline method then you will need to obtain the "Cattle on Holding Summary and Download" file from the BCMS Web Site first.

☒ Using CTS Web Services:

Last Download: 01/01/1980 Update

☐ Using the 'Cattle on Holding Summary and Download' file downloaded from CTSONline:

File Name: Browse

Start Exit Help

Select "Using CTS Web Services" and click the Update button.

Cattledata. BCMS Submissions: Manor Farm

Type: All

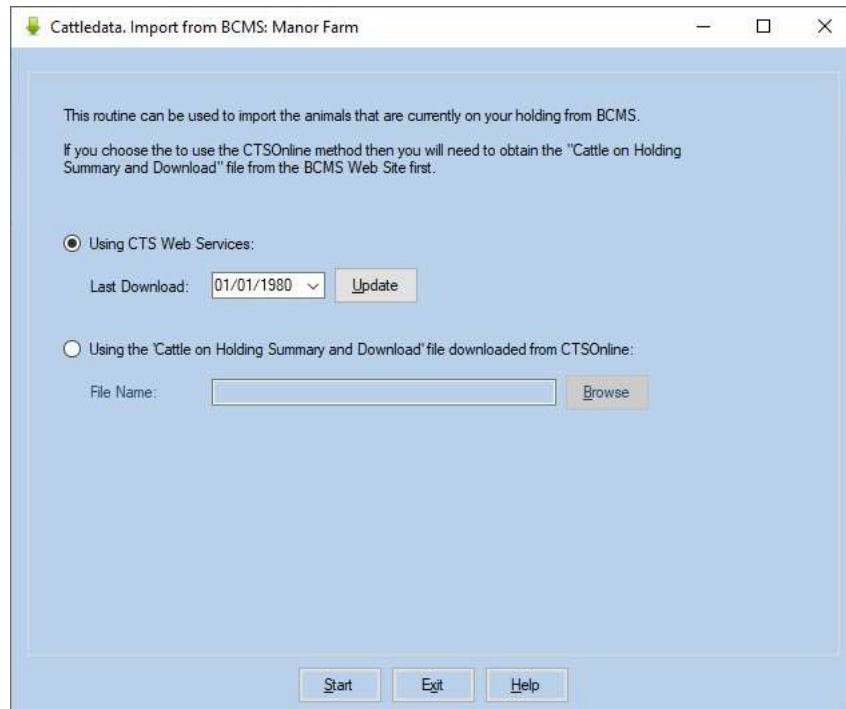
File Name	Date	Type	Ref Number	Status	Comment
HOLD0001.XML	21/09/2020	Cattle on Holding		Awaiting Submission	

Submit Reports Archive Delete Exit Help

You now need an open line to the internet. Highlight the HOLD0001.XML line and click submit. After a period of time processing the status of the line should change to success. You may get "Error" instead.

Errors usually arise from the incorrect entry of the CPH number or the BCMS User ID and Password. Check that these are correct and try again. If the problem persists call Farmdata.

Now click Exit, Click OK on download complete.



Now Click Start and the animals will be imported.

BCMS only supply records of animals which it thinks are live at this point in time. Records of dead and sold animals are not available. After import you must carefully check the animals with the passports of what you think you own, any discrepancies should be sorted with BCMS.

The file from BCMS only defines animals as male and female; it has no indication of which animals are cows and bulls. The import routine checks the dam entry in each animal's record. If it can find a female with this ID it assumes it must be a cow and creates it as such with the appropriate calving record.

Female animals below 30 month of age with no calving records are entered as heifers. To transfer them to the cow section you should serve them and use the Heifer Transfer option in the Cow Occurrence section. Stock bulls will be in the calf section as male animals, change the sex to Bull and use the Bull Transfer Option in the Bull Occurrence section.

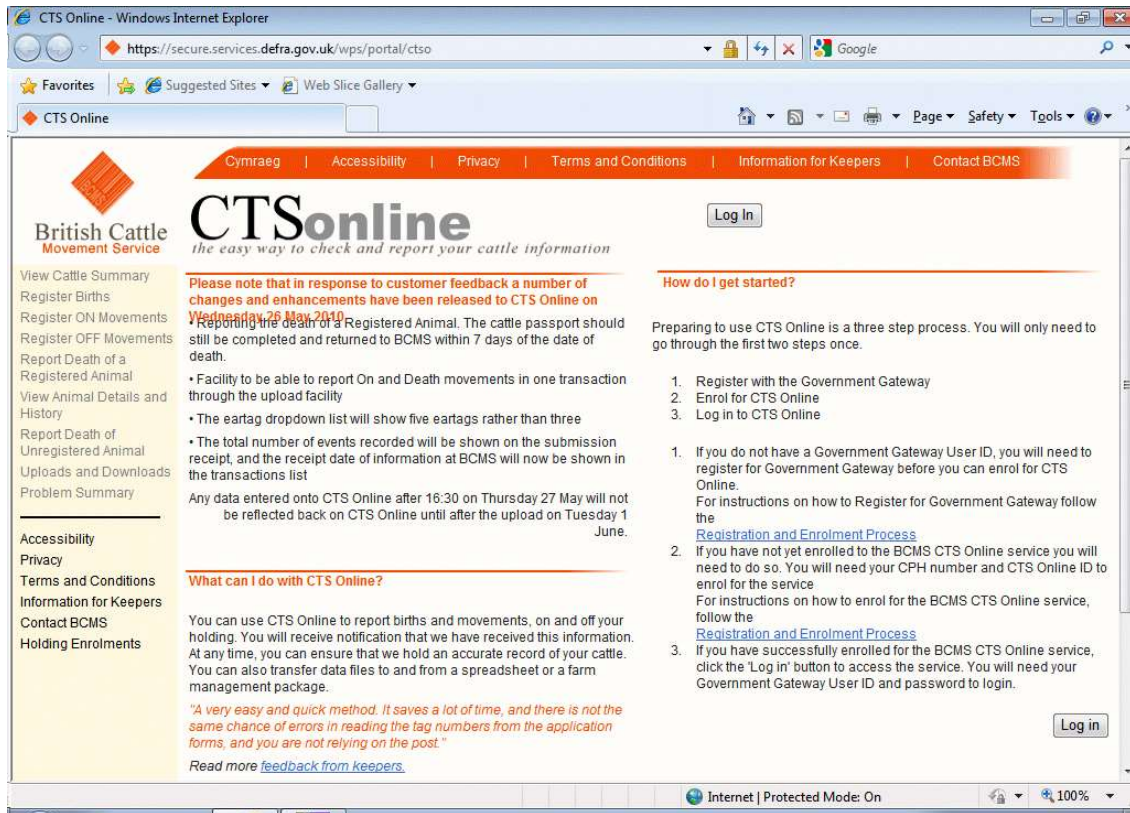
Animals are imported with the management ear number set as the last five digits of the official ID. You can edit this in each animal's record to what you want.

Starting a set of records with a BCMS download (CTS Online)

A set of records for herd is most easily set up by importing the information held by BCMS. This is record of the animals BCMS has on any holding at the current time.

Section 1 – Create the file from BCMS

Open the Internet Explorer and log into www.bcms.gov.uk



Click the "Log In" link near the top left of the screen.

Login - Defra Services Portal Sign-On - Windows Internet Explorer

https://authenticate.gateway.gov.uk/sidp/SignIn.ashx? Department for Work and Pensions ... Google

Login - Defra Services Portal Sign-On

British Cattle Movement Service

CTSonline
the easy way to check and report your cattle information

Defra

Login

New user? [Register](#)

Please choose your login method: [Help?](#)

User ID & Password

Enter your User ID & Password:

User ID [Forgotten your User ID?](#)

Password [Forgotten your Password?](#)

Cancel Login

When you have finished your online session, you should either close the browser or logout.
Please do not use the browser back button as it may not function as expected.

Done Internet | Protected Mode: On 100%

Enter the client's Government Gateway ID and Password

Click on the "Click here to Login" button

The Login page shows a summary of your cattle numbers. There is also a download option to the bottom right of this summary.

Whole Farm Approach - CTS Online - Windows Internet Explorer

https://secure.services.defra.gov.uk/wps/myportal/wfactso/!ut

Whole Farm Approach - CTS Online

Cattle by sex and breed
Click on any number to see the list of animals

	M	F	Total
Total	87	202	289

Show Breeds

Recorded Events

	Births	Moves ON	Moves OFF	Deaths	Imports
Last 6 months	80	1	34	7	0
Submitted but not yet processed	0	0	0	0	0

Problem Status

Problems you can help with: 11 (indicated by a red traffic light)

Problems you have responded to: 0 (indicated by a green traffic light)

[Click here to see problems and information provided](#)

To download the list of cattle on your holding, queried animals and queried movements click [here](#)

Current user information.
The name of the current user as registered on Government Gateway (GG) is shown here. To see your current holding details, including any location links, click on the underlined address.
If you have enrolled more than one holding on GG, you can switch between them by clicking on the arrow next to the CPH, select from ...

This shows a summary of you animals. Click on the word "here" or on the small disk icon.

File Download

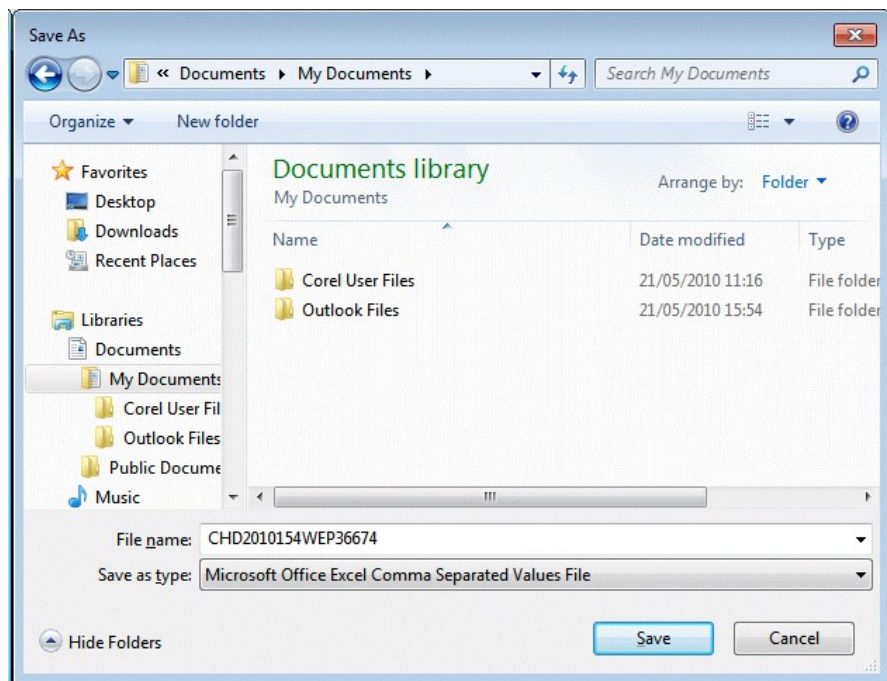
Do you want to open or save this file?

Name: CHD2010154WEP36674.csv
Type: Microsoft Office Excel Comma Separated Values ...
From: secure.services.defra.gov.uk

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Click the save button.

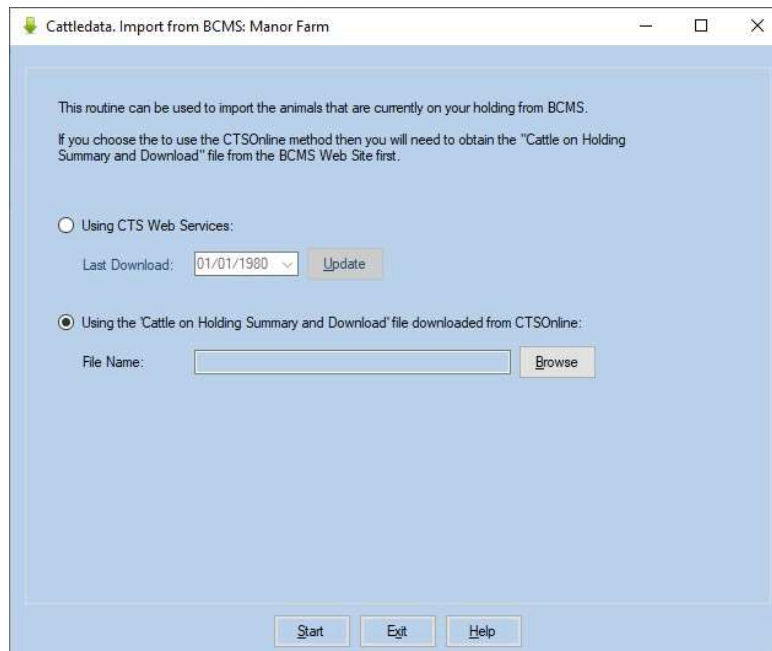


Select where to save the file and what the file name should be. You will have to find this file from within Cattledata in the next stage.

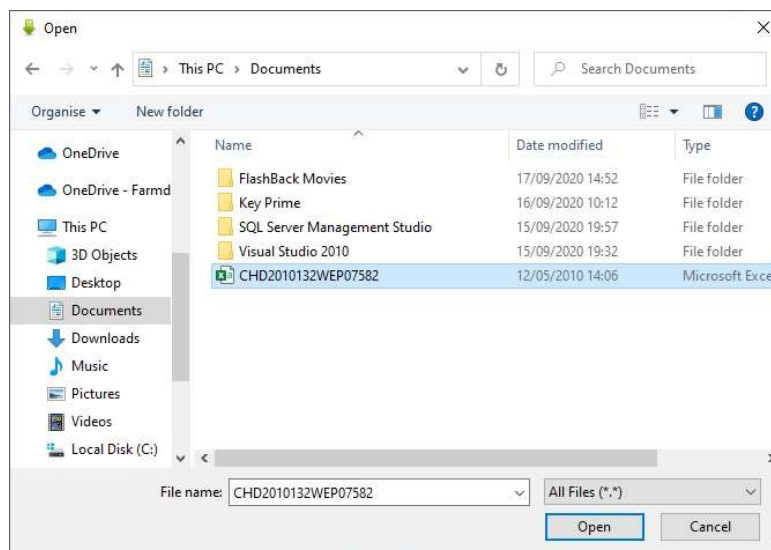
Loading Your Animals From BCMS Download

It is important that the import is done in a business with no existing animals.

Go into the program and go to Utilities & Import from BCMS.



Select "From CTS Online". Click Browse and change to "All Files" in the drop down at the bottom right. Select the file you saved from CTSOnline.



Click Open to continue.

Click Start back on the import screen to import the animals.

BCMS only supply records of animals which it thinks are live at this point in time. Records of dead and sold animals are not available. After import you must carefully check the animals with the passports of what you think you own, any discrepancies should be sorted with BCMS.

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Animals are imported with the management ear number set as the last five digits of the official ID. You can edit this in each animal's record to what you want, particularly your cow records.

It is essential to spend some time after the import checking each animal's record to make sure it is correct.