

Frequently Asked Questions

Part of

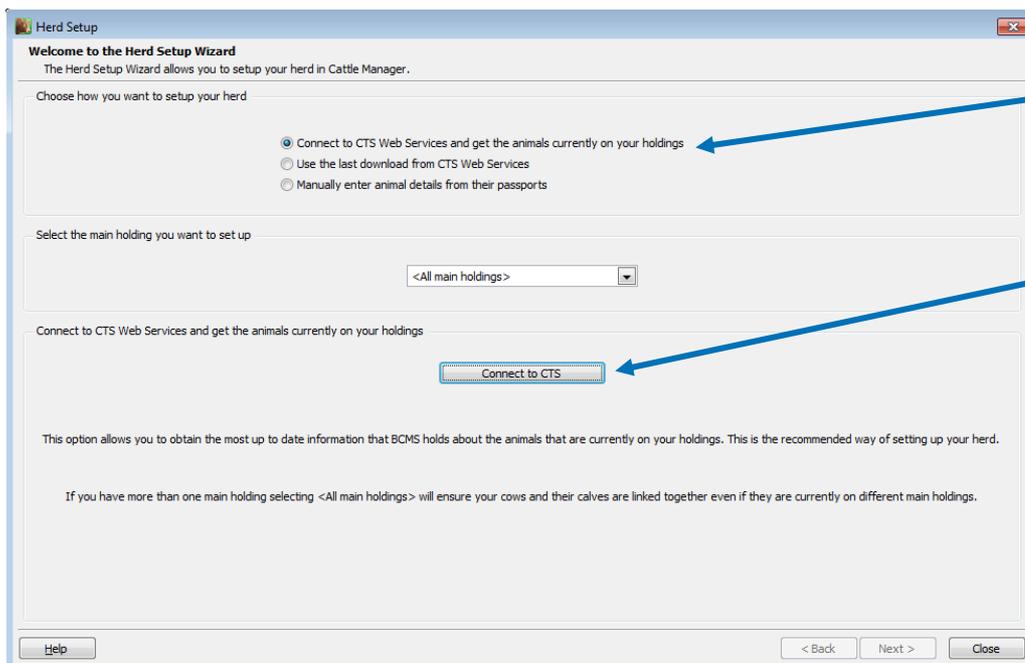


Herd Setup

This comprises of a series of windows to guide you through the necessary steps to make the setting up of your herd as quick and straightforward as possible.

- **Connect to CTS Web Services and get the current animals on holding** -Using this option allows you to connect to CTS and download the latest information from BCMS into the program. (Recommended).
- **Use the last download from CTS Web Services** - Use this option if you have previously connected to CTS and downloaded only some of your information from BCMS. This option allows you to select the same file and import the remaining animals contained in the download.
- **Manually enter animal details from passports** - This option allows you to enter the details of your animals from their passports either by using a barcode scanner or by entering the details by hand.

The above methods can be used to add animal records at any time – your dataset need not be empty to create animal details via **Herd Setup**. For example, you may not had time to enter all of your animals in one session. However once you have created your herd, any new animals should be entered as births or purchases.

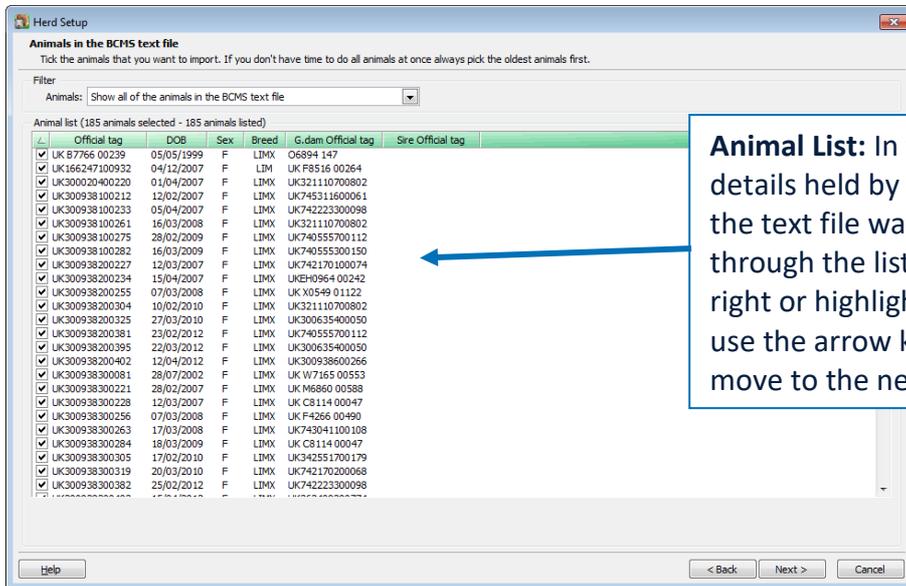


Click in the radio button on the left of **Connect to CTS Web Services and get the current animals on your holding**.

Click on **Connect to CTS** in the middle of the window. Provided you have already entered your CTS Online User ID and Password (see **My Holding**), the program will communicate with CTS and download the information.

Click on **Next** to proceed to the next window in the **Herd Setup Wizard** and continue to setup your animals' details.

Animals in BCMS Text File

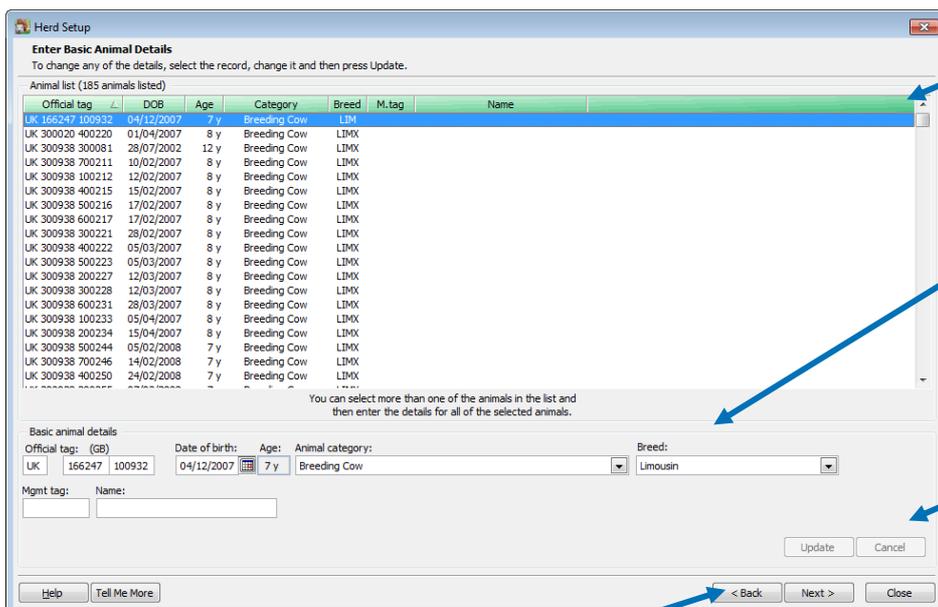


Animal List: In the list will be all animal details held by BCMS at the time that the text file was downloaded. To move through the list use the scroll bar to the right or highlight a particular line and use the arrow keys on the keyboard to move to the next.

For first time users who are initially setting up the program all lines will show in black with ticks to indicate all animals will be imported. If importing details from BCMS when animals are already in your program, some animals will appear in orange to indicate they are already entered. You will not be able to tick these boxes as the program will recognize that they already have a record and therefore exclude them from the import.

Click on **Next** to move to the next stage.

Enter Basic Animal Details



Highlight the animal that needs to be altered.

Enter the relevant details into the **Basic Animal Details** section.

Click on **Update** to save the details.
Cancel will remove anything you have just added.

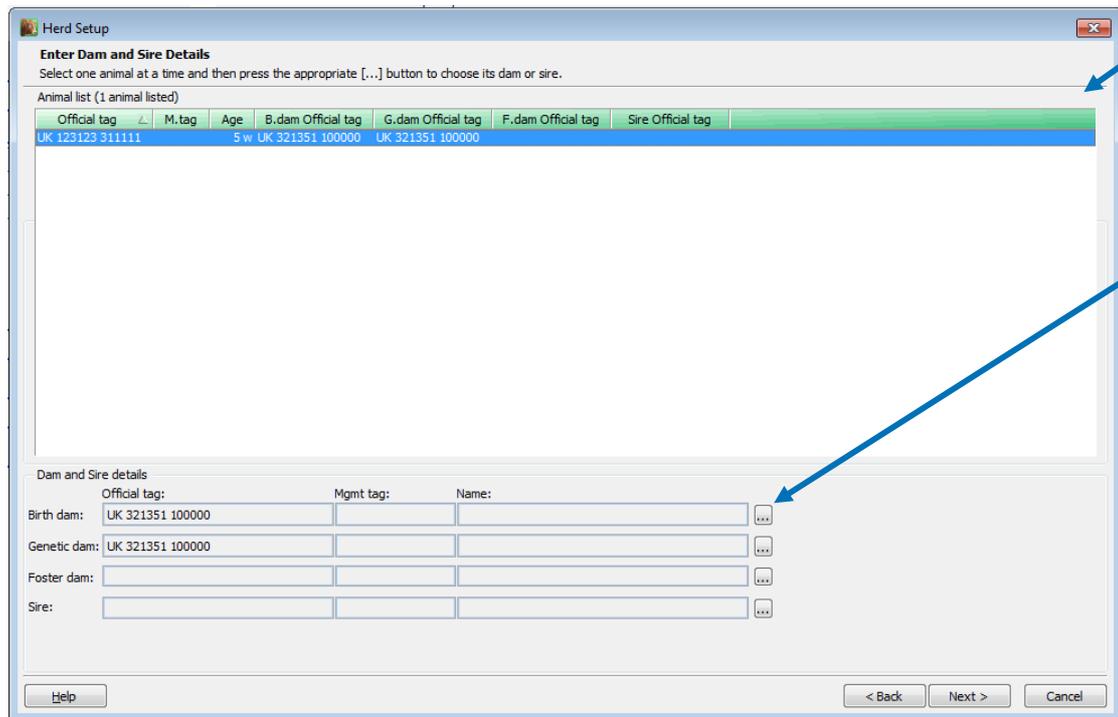
Once satisfied with all the individual animal details, click on **Next** to move forward in the entry process.

This information will be filled with the information that BCMS hold. Details can be amended and added from these screens but you should also ensure BCMS have the correct information if you make any relevant amendments.

Multiple Amendments – To change a block of records at the same time, click on the first line and hold the SHIFT key down and click on the last record to select them all. Alternatively click on the first line and hold the CTRL key down to pick multiple random records.

Enter Dam and Sire Details

If known, details of the animal's Genetic Dam and Sire are listed here. These along with Birth Dam and Foster Dam (to allow for embryo transferred calves, multi-suckling calves and fostered calves) can also be allocated. These are all optional fields, but often found useful in reports and listings.



Select an animal in the list.

Click on the button with three dots to the side of the dam or sire details box

On the next screen, select a dam or sire from the lists provided or enter the details of an animal not already in the dataset by clicking on **New**. Once highlighted, Click on **OK** to accept the selected parent.

You may wish to add details of sires/dams that you do not own – these are known as **Reference Animals**. See the **Help** within the program for more details.

Once satisfied with all the individual animal details, click on **Next** to move forward in the entry process.

Enter Management Groups and Other Details

These are all optional fields, but often found useful in reports especially for management reporting at a later date. These details are recorded on the Animal Record Card.

Official tag	M.tag	Age	Herd	Batch
UK 123456	135465	3 y		

Management groups and other details

Herd: Aberdeen Angus

Batch: GROUP A COWS

Colour: Black

Notes: blind in left eye

Update Cancel

To save time, it is possible to edit multiple records at once, provided they require the same alteration.

To select a block of entries in the list: highlight the first by clicking on it, then hold the Shift key down and click on the last.

To select entries not next to each other in the list: highlight the first, then hold the Control key down and click on the others.

Initial On Farm Details

The next stage of the process allows you to enter details of how the animal was acquired. If the animal was purchased the date will be populated from BCMS.

Click on an animal in the list to highlight its details.

Choose how the animal came to be at your holding from the **Initial On Farm Status** drop down menu.

Enter the appropriate corresponding information into the boxes that appear. You must say where the animal was moved from when importing a purchased animal. New traders and location can be entered by RIGHT clicking on the drop down box.

Click on **Update** to save the changes made.

Once satisfied with all the individual animal details, click on **Next** to move forward in the entry process.

Only when no errors are found is it possible to proceed to the next part of the import. If an error has been detected in the details entered, for example, the on farm details still show as undefined, then a message will appear to inform you that the initial on farm movement must be entered. The lines being referred to show in red in the list and error details will be seen at the bottom of the screen when the line is selected.

Animal Details that will be created

The final screen shown in the entry process lists all animals that will be entered into the program, when the process is completed.

Click on **Finish** to import these records.

If you wish to edit or add any more details later you can edit the Animal Record Cards directly.