

Recording Tagging Records

The retagging of animals, either with replacement or additional tags, has to be recorded:

Option 1:

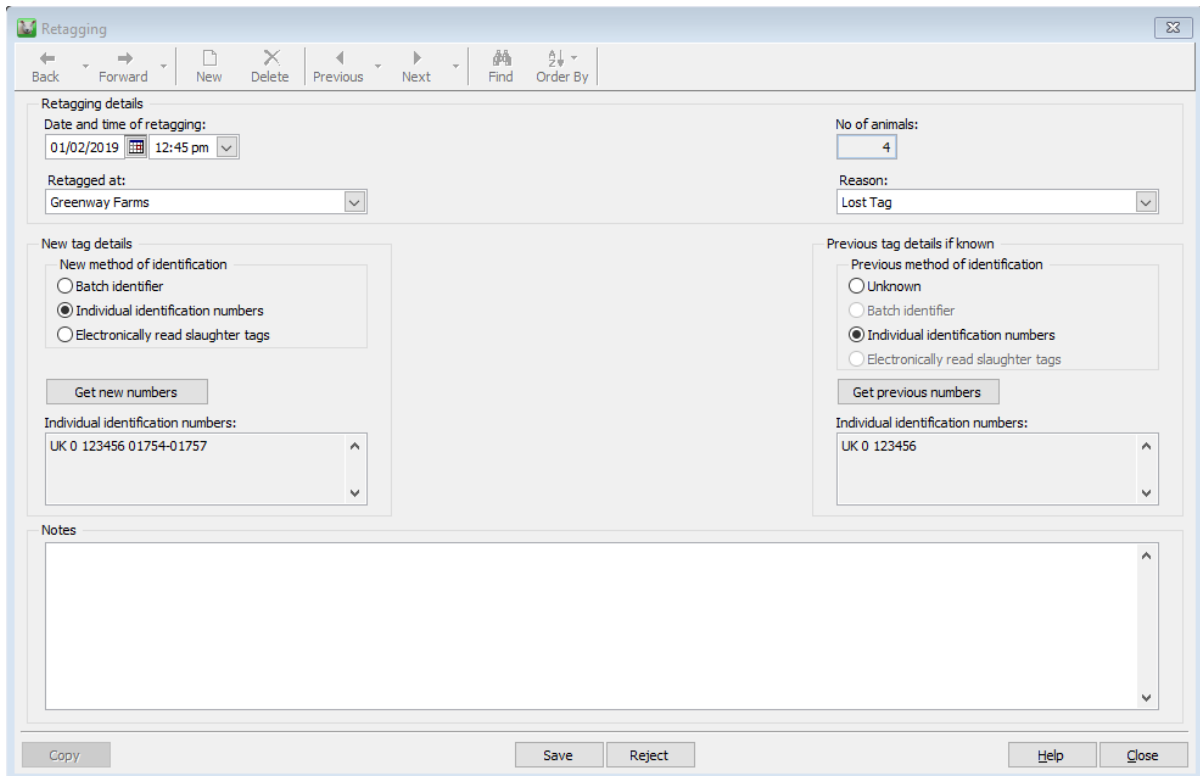
- From the **Entries** drop down menu select **Retagging**
- Click the **New** button on the main toolbar at the top of the Flock Manager screen to open the data entry window

Option 2:

- Click on **Actions** on the list bar on the left of the main screen followed by **Retagging**
- Click on **New** on the toolbar at the top of the entry window that opens


After following one of the above options:

- Enter details as required
- Click on Save




To report on Replacement Tags:

The Holding Register can be viewed/printed in English, Welsh or Scottish formats. You can change the region of your data to change the layout of the Holding register as necessary by going to Setup > Business Details.



The screenshot shows a 'Business Details' window with two tabs: 'General' and 'Address'. The 'General' tab is selected and contains the following fields:

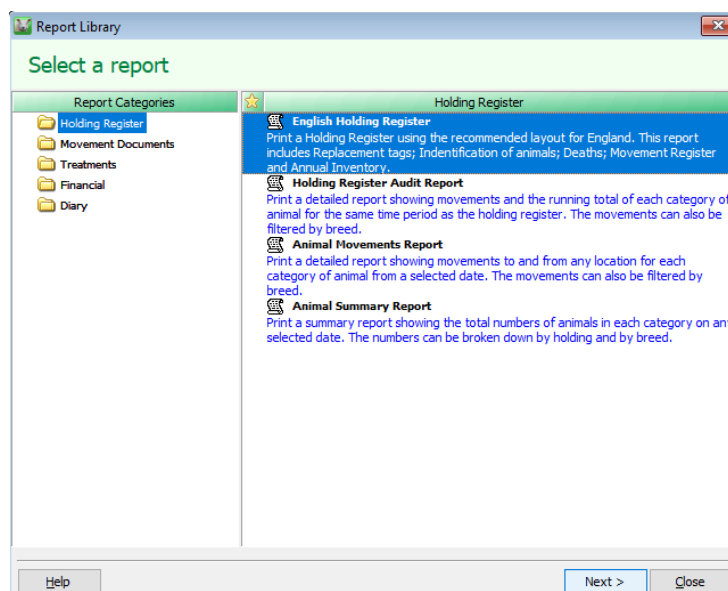
- Business Name: Demonstration Data
- Keeper's Name: Fred Smith
- Main Holding Number: 01/123/4567
- Region: England (dropdown menu)
- FABBL Number: 1234
- FABBL Expiry Date: // (calendar icon)

At the bottom of the window are four buttons: Help, Save, Reject, and Close.

For **England**, the Holding Register will run from the 1 December for each holding.

For **Scotland/Wales**, the Holding Register will run from 1 January of the New Year for each holding.

From the Reports drop down menu select Holding Register. The year and the holding can then be selected.



The screenshot shows a 'Report Library' window with a 'Select a report' header. On the left, there is a 'Report Categories' list with 'Holding Register' selected. On the right, the details for the 'Holding Register' report are displayed:

- English Holding Register**
Print a Holding Register using the recommended layout for England. This report includes Replacement tags; Identification of animals; Deaths; Movement Register and Annual Inventory.
- Holding Register Audit Report**
Print a detailed report showing movements and the running total of each category of animal for the same time period as the holding register. The movements can also be filtered by breed.
- Animal Movements Report**
Print a detailed report showing movements to and from any location for each category of animal from a selected date. The movements can also be filtered by breed.
- Animal Summary Report**
Print a summary report showing the total numbers of animals in each category on any selected date. The numbers can be broken down by holding and by breed.

At the bottom of the window are three buttons: Help, Next >, and Close.