



Sheep Manager

Enhancements – Version 1.43

January 2017



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Installation Instructions

Windows 7, Windows 8 and Windows 10 Operating Systems only

Microsoft withdrew support for the Windows XP operating system in April 2014. You will be unable to install this program onto a machine that still uses Windows XP. This version of the program has not been tested using Windows Vista. Please contact us to discuss upgrading to a newer operating system.

- Before you start ensure that you have read about the enhancements.
- You will not be able to load this version of the program if your licence has expired. If you are getting messages telling you that your licence has expired but you have renewed your contract, take the option **File – Licence – Get Key** BEFORE you load this version of the program.
- Remember to make an up-to-date backup of your Sheep Manager data.
- Make sure that the Sheep Manager program is closed.
- The option to install the latest version of the program can be found under **Sheep Manager** in the Support area of the Farmplan website (www.farmplan.co.uk). You will need your email address and customer number.
- Follow the on-screen instructions to '**Download Program Now**'. The exact procedure will vary according to the version of Windows and browser that you use but just follow the instructions on the screen. You will download a file called **setup.exe**, supplied by Reed Business Information (our parent company), which should then be 'Run'.
- If Windows SmartScreen (a warning message) appears to block the installation, click on **More Information** and then **Run Anyway**.
- A black box will appear on your screen during the installation. Ignore it – it will disappear when the installation is complete.
- When the installation is complete go into the program – your data will be automatically updated to run with the new version (1.43) of the program. You may be asked to restart the program once it has been updated.

Sheep Manager Enhancements

Version 1.43 released January 2017

Please note that full details of each change to this version of the program can be found in the option **Help – Sheep Manager – Enhancements 2017 – Version 1.43.** If you would like help or more information about any of the changes in the program, please contact Software Support on 01594 545022.

Holdings – Change in English Movement Regulations

DEFRA are currently implementing changes to the way that holdings are recorded to simplify the rules on reporting livestock movements in England. This has been rolled out from July 2016. The main change means that Sole Occupancy Authorities (SOAs) are being removed. Any of your own holdings within a 10 mile radius can share the same CPH and movements between them will not need to be notified. If a holding is more than 10 miles away, then it will be allocated its own CPH details.

Land used on a temporary basis (<1 year) will either:

- Be given the same holding number as one of your holdings via a Temporary Land Association (TLA), provided it is within 10 miles, so that you do not have to notify movements to the other holdings with that holding number.
- Be allocated a temporary CPH (tCPH)
- Use the CPH of the landowner

Full details can be found on the DEFRA website and if this affects you, they will be contacting you.

In order to implement these new regulations, while at the same time supporting the existing English rules and the current rules in Scotland and Wales, we have made a number of changes to the program.

Once your data has been updated please go through each of your 'My Holdings' and check the details are correct, according to your current regulations.



NOTE - The existing rules are currently still supported in Wales and where the old rules still apply in England. You should not make any changes to your holding details to conform with the new rules until instructed to by DEFRA.

Changes are also planned in **Scotland** from 1 January 2017. This release will support most changes and should be installed. As full details are not currently available, any additional program changes will be incorporated in the next release of Sheep Manager.

Holdings Numbers (CPH)

Details of the holding number have been separated from the other holding details as all holdings within a 10 mile radius can share the same CPH number and CTS login details.

The option to add or view Holding Numbers can be found from the **Setup** section of the Side Bar or from the **Setup – Holdings, Traders and Locations** option. These may belong to you – either permanently or temporarily, another trader or are Common Land.

The screenshot shows the 'Holding Numbers' window with the following details:

- Holding number details:**
 - Holding no: 11/222/3333
 - Sub location: [empty]
 - Active holding no:
 - Ownership: My holding number
 - Period of use: Permanent (a year or more)
- Other details:**
 - Notify cattle movements:
 - Notify sheep movements:
 - Scottish holding no:
 - CTS details:
 - CTS User ID: - -
 - CTS password: [empty]
 - Postal holding no: / /
 - Postal sub location: [empty]
 - Herd mark: [empty]
 - Flock mark: 123456

You may wish to add the holding number details of any traders that you buy and sell animals. Select 'Other Trader' against the **Ownership** box.



NOTE - Each holding number can only belong to ONE trader. If you have previously set up duplicates you must check that the holding number now belongs to the right trader.

If the update has made any changes they will be found in the **Entries - Diary** option.

Holdings

From the **Setup – My Holdings** screen the holding itself is linked to the appropriate holding number by picking it from the drop down list.

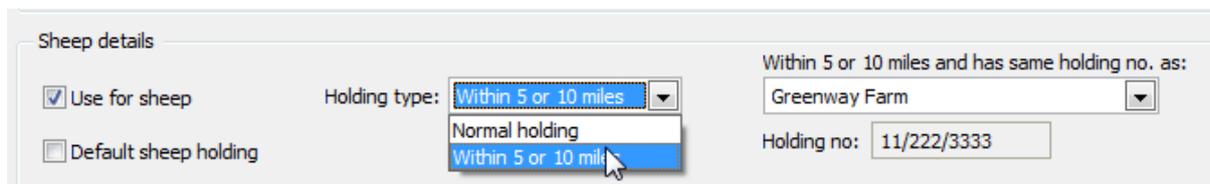
New holding numbers can be created from this screen by right clicking on the **Holding no:** box.

Multiple holdings (i.e. all those within a 10 mile radius) can be associated with the same holding number.

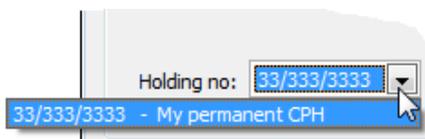
Changing Sole Occupancy Authorities (SOAs)

Within 10 mile radius

When instructed to replace SOAs with a holding sharing the same holding number as your main holding, makes sure that the Holding **type** is marked as within 5 or 10 miles (depending on your current rules) and select the appropriate holding from the drop down list.



The screenshot shows a 'Sheep details' form. On the left, there are two checkboxes: 'Use for sheep' (checked) and 'Default sheep holding' (unchecked). In the center, the 'Holding type:' dropdown menu is open, showing three options: 'Within 5 or 10 miles' (selected), 'Normal holding', and 'Within 5 or 10 mil'. On the right, there are two dropdown menus: 'Within 5 or 10 miles and has same holding no. as:' with 'Greenway Farm' selected, and 'Holding no:' with '11/222/3333' entered.



Make sure that the correct permanent CPH is selected from the drop down box.

Greater than 10 mile radius

If the holdings are more than 10 miles apart then you will be instructed to allocate this holding with a new CPH number.

Change the holding type to **Normal** as above. To create a new CPH for this holding right click on the **Holding No:** box or go to **Setup – Holding Numbers**.

Temporary Land – Used for less than one year

This may be treated in different ways.

- **Temporary Land Association (TLA)** – for example if the temporary land is within 10 miles you will be able to associate it with your main holding and use the same CPH. During that time, it will be treated as if it is part of your permanent land for all movement and reporting purposes.

In **Setup - My Holdings** select **Rented Land (less than a year)** against the **Land Type** and pick the normal permanent CPH number from the **Holding Number** box.

- **Temporary CPH (tCPH)** – in some circumstances you will be issued with a tCPH – for example if this land is more than 10 miles away (see **Setup – Holding Numbers**).
- **Use Landowners CPH details** – you may wish to use the landowner's own CPH details. Again you may wish to get separate CTS login details.

My Holdings – Sub-Holdings

Subholdings were used as a management tool to keep the records of animals on that area of land separate from other holdings and may have used their own unique holding number for all notifications.

They will now be treated as an individual normal holding in their own right using their existing holding number.

Other Locations

Other locations that are used for sheep movements can be allocated to specific traders and their holding numbers.

Common Land

Common land was previously treated as 'My Holding' with a **Land Type** of Shared Grazing.

They are now treated as a main holding with a **Land Type** of Common Land. The Holding number has an ownership of 'Common Land' and is not linked to a specific trader.

Check Holding Details



NOTE - The update may need to make some minor changes to your existing holdings if it detects duplicate holding numbers. You will be warned during the update and any changes will be recorded in the **Entries - Diary** option – print them out from **Reports – Other Reports – Diary**.

Each holding number can only be allocated to one 'owner' – either yourself or another trader. If the update has picked up any existing duplicates, the holding number will be removed from one, if applicable.

Once you have loaded the new program and updated your data we strongly recommend that you carefully check holdings, number numbers and location details, both for your own holdings and other peoples, using the **Setup** options from the Side Bar.

Holding name	Land type	Holding No	Belongs to	Use for cattle	Cattle holding type	User for sheep	Sheep holding type
Alton Court	My land	44/444/4444 - (Perm. CPH)		Yes	Normal holding	Yes	Normal holding
Bullers Farm	My land	11/111/1111 - (Perm. CPH)		Yes	Normal holding	Yes	Normal holding
Greenway Farms	My land	22/222/2222 - (Perm. CPH)		Yes	Normal holding	Yes	Normal holding
Lower Farm, Newent	Rented land	01/564/7877 - (Owner's CPH)	Bennett	Yes	Linked to Bullers Farm	-	
Plan Farm	My land	33/333/3333 - (Perm. CPH)		Yes	Linked to Greenway Farms	Yes	Normal holding

The program update may had made assumptions where the old data contained conflicts such as duplicate holding numbers but all changes are recorded in the **Diary**. Please make sure that they now reflect your business.

Remember that if you have holding numbers, holdings, traders or locations that are no longer applicable or duplicates, you can remove the 'Active' tick so that they are not presented in any data entry option.

Forward | New | Delete | Previous | Next

Trader details

Name:

Active trader

Has animal locations

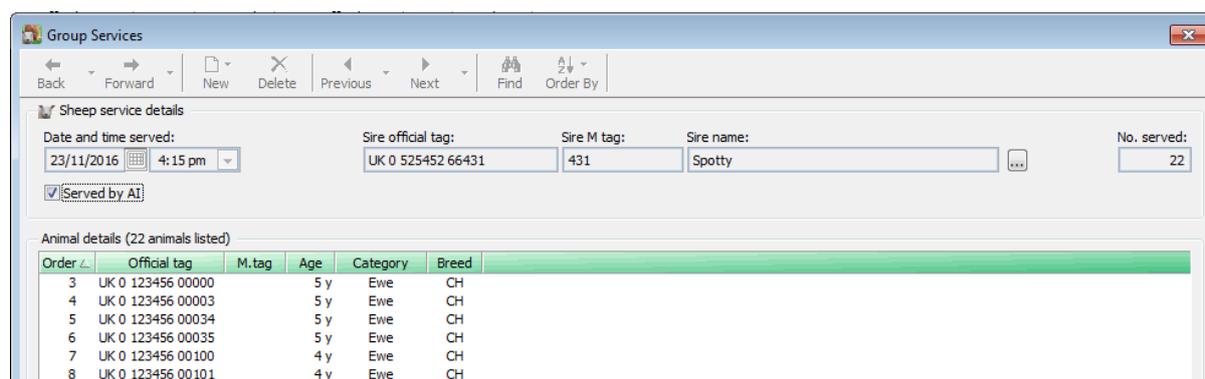
Vet & Med supplier

Group Services

It is now possible to enter known services that have all occurred on the same day, by the same ram as a block entry, for example where a group of animals have been AI'd on the same day.

Remember that if a group of animals are turned out with a ram, it is better to use the **Put to Sire** option that was added to last release of the program.

Either select the **Services** option from the **Breeding** section of the **Side Bar** and click on **New** at the top of the screen. Alternatively use the menu option **Entries – Breeding – Group Services**.



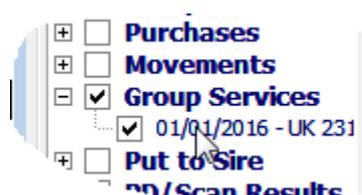
The screenshot shows the 'Group Services' window with the following details:

- Sheep service details:**
 - Date and time served: 23/11/2016 4:15 pm
 - Sire official tag: UK 0 525452 66431
 - Sire M tag: 431
 - Sire name: Spotty
 - No. served: 22
 - Served by AI
- Animal details (22 animals listed):**

Order	Official tag	M.tag	Age	Category	Breed
3	UK 0 123456 00000		5 y	Ewe	CH
4	UK 0 123456 00003		5 y	Ewe	CH
5	UK 0 123456 00034		5 y	Ewe	CH
6	UK 0 123456 00035		5 y	Ewe	CH
7	UK 0 123456 00100		4 y	Ewe	CH
8	UK 0 123456 00101		4 y	Ewe	CH

Remember to tick the 'Served by AI' box if it is applicable.

Filter - This Group Service record can be used as a filter in other data entry options – for example when the animals are PD/Scanned or if they are all treated at the same time.



Edit Group Service Record – you will see each service record listed separately by clicking on the **Side Bar** option – **Breeding – Services**.

Double click on a record to access an individual's **Animal Record Card** under their **Breeding Tab**. Double clicking on this service will open the whole Group Service record where you can edit the details.

Put to Sire

The filters of rams available in this option have been modified to allow you to pick animals on farm and reference animals, both active and inactive.

Woodhead Brothers - Market Declaration

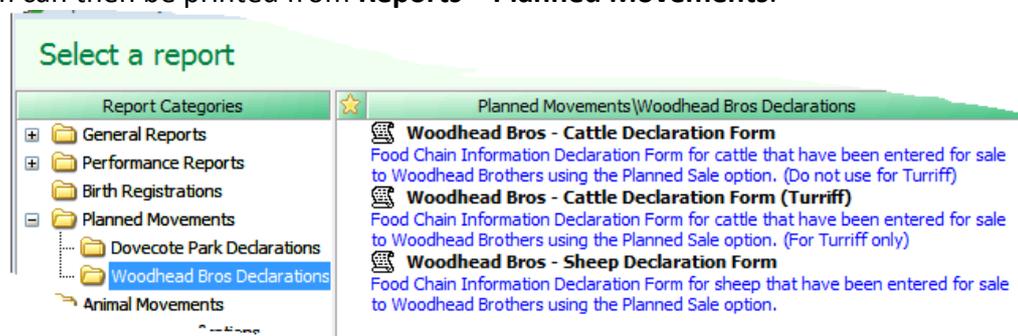
If you sell animals to one of the Woodhead abattoirs, it is now possible to print the **Food Chain Information Declaration Form** in their official layout.

In order to populate this report, animals should be selected into a **'Planned Sale'**.

In order to capture the details required by Woodheads, this option now asks which holding the animals were loaded at – if this is not applicable to this sale, i.e. it is not to Woodheads it can be ignored.

Order	Official identity	Age	Category	Breed	Lot no
1	UK 0 654321 20006	21 m	F Lamb	CHX	
2	UK 0 654321 20005	21 m	F Lamb	CHX	
3	UK 0 654321 20004	21 m	F Lamb	CHX	
4	UK 0 654321 20003	21 m	F Lamb	CHX	

The form can then be printed from **Reports – Planned Movements**.



Some of the information required is not stored by the program so certain details may need to be completed by hand.

Remember to update the planned sale to say it is complete once it has taken place.

Lambing Status Report

It is now possible to add the date of birth of the dam to the **Lambing Status** report using the report editor. The date of birth can also be used to order the animals on the report.



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