



Flock Manager

Release Notes – Spring 2015

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Installation via the Internet

Windows 7 and Windows 8 Operating Systems only

- Microsoft withdrew support for the Windows XP operating system in April 2014. If you still use Windows XP we strongly advise that you contact us BEFORE loading this version of the program.
- 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.
- Before you start, ensure that you have up-to-date backups of your Flock Manager data.
- Make sure that the Flock Manager program is closed. It is important that you do not have any other applications open while installing the update (other than any anti-virus software that is normally running in the background).
- The option to install the latest version of the program can be found under **Flock 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 (1.65) of the program.



If you have any problems installing the program, please read the document available from the Download screen by following the link called 'Having Problems Installing?' for more details.

Flock Manager Enhancements - Spring 2015

Please note that full details of each change to this version of the program can be found in the option **Help – Flock Manager – Enhancements – Spring 2015.**

If you would like help or more information about any of the changes in the program, please contact Software Support on 01594 545022.

Simplified Animal Categories

Following feedback from users of the Flock Manager program we have simplified the categories that the sheep are allocated to while increasing the information available, to make it easier to follow what has happened on each holding.

Opening Numbers

For example, ewes are no longer split by ages and lambs/stores are not split by sex. You will see this reflected in the **Opening Numbers** screen where the program has automatically amalgamated the categories for you.

Opening numbers on 01/01/2006

Enter your opening numbers as they were on 01/01/2006.
Select each holding and breed in turn and enter the opening numbers for each breed on each holding.

Holding: Breed:

Ewes:
Rams:
Ewe Lambs:
Ram Lambs:
Store/Finishing:
Lambs:

Totals	Breeding females:	Others:	Total:
This breed on this holding only:	<input type="text" value="360"/>	<input type="text" value="212"/>	<input type="text" value="572"/>
Total sheep on this holding:	<input type="text" value="780"/>	<input type="text" value="321"/>	<input type="text" value="1,101"/>
Grand total of all sheep:	<input type="text" value="780"/>	<input type="text" value="321"/>	<input type="text" value="1,101"/>

The bottom of the screen now summarises the number of sheep by breed and holding, and gives the total number of sheep in the whole business that were present at your initial setup.

Home Page

The Home Page has been redesigned to give a simple and quick overview of the current status of your data, a summary of this year's lamb crop plus a breakdown of your animal numbers.

Live Demonstration

ARAMS status:
Click here to check for unconfirmed movements
There is 1 movement that need to be notified.

Recent entries:
28/03/2015 - identification of 65 animals at Greenway Farm
27/03/2015 - birth of 421 animals at Greenway Farm
27/03/2015 - treatment of 400 animals with Supavern
20/03/2015 - sale of 1 animals to Gethin Edwards
10/03/2015 - movement of 1 animals to Steddings Yard

Flock summary currently on farm:

Breeding Females:	Breeding Males:	Others:	Total:
861	21	1,261	2,143

2015 lamb crop:

	Production	Identification	Activities
Births:	421	Slaughter tagged:	65
Died:	-	Individually tagged:	-
Lost/Found:	-	Less died after tagging:	-
Live lambs produced:	421	Less lost/after tagging:	-
		Not yet identified:	356
		Total:	421
		Sold as Lambs:	-
		Transferred to Store/Finishing:	-
		Transferred to Ewe Lambs:	-
		Transferred to Ram Lambs:	-
		Lambs still on farm:	421
		Total:	421

Activity since 01/12/2014:

	Lambs	Store/Finishing	Ewe Lambs	Ram Lambs	Ewes	Rams	All Animals
On farm 01/12/2014:	840	-	-	-	861	21	1,722
Sales:	-	-	-	-	1	-	1
Purchases/Births:	421	-	-	-	1	-	422
Deaths:	-	-	-	-	-	-	-
Lost:	-	-	-	-	-	-	-
Found:	-	-	-	-	-	-	-
Movements Off:	-	-	-	-	1	-	1
Movements On:	-	-	-	-	1	-	1
Transfer Out:	-	-	-	-	-	-	-
Transfer In:	-	-	-	-	-	-	-
Currently on farm:	1,261	-	-	-	861	21	2,143

Useful links:

[Farmplan](#) [Farmplan Support Centre](#) [Send an email to Farmplan](#)

Messages:

Product News (1) [Hints and Tips](#) [Farmplan News](#) [Industry News](#) [Other Messages](#)

ARAMS status (England only) and Recent Entries

This shows the details of the last movements entered within this business and, for English users, will also show the movement notifications relating to ARAMS – Animal Reporting and Movements Service [see Page 12](#).

Current Year's Lamb Crop

This section summarises all the activities that involve this year's lambs on all holdings. The lambs on each holding or location can be seen by changing the filter at the top of the screen. If you want to look at a previous year's lamb crop change the year from the drop down box, also at the top of the screen. **NB** we recommend that all lambs are transferred to store/finishing or ewe/ram lambs by the end of holding register year in which they are born.

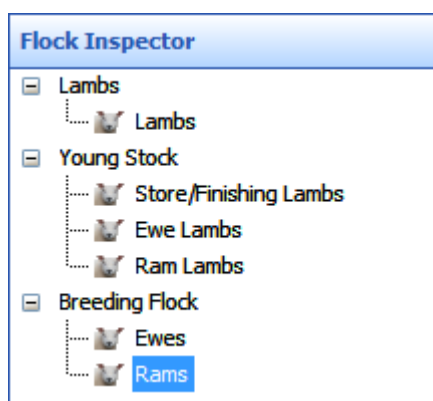
Activity – for the Current Year

This is a useful summary of the change in numbers of each category of sheep during the Holding Register year. As with the lamb crop details, you can change the year or the locations at the top of the screen. The default is to show all of your animals everywhere but you may wish to see how many animals you have at any location including those belonging to other people. A summary of the total females and males is shown at the top of the screen.

For more details about the animal numbers take a look at the new **Flock Inspector** or the new reports in the **Report Library**.

Flock Inspector

A new option called Flock Inspector has been added to the Side Bar:



If you click on any category you will then see the opening numbers for the current year plus any movements that have happened so far to give you a running total of the animals currently on farm.

This list can be filtered by year and by Holding.

To see more information about any of the listed movements just double click on the line to open the relevant entry screen.

Date	Action	Details	Official identity	Breed	Location	Animals	Running total
01/12/2014	Opening	Opening Numbers on 01/12/2014			Greenway Farm	21	21
24/02/2015	Sold	Sale of 1 animals from Greenway Farm	UK 0 123456 00026	Texel	Greenway Farm	1	20

New Totals Reports

There are now 2 new reports that will also help identify the number of animals of each category and breed at individual holdings.

Animal Summary Report

This report shows the number of animals on any specific date by holding and/or breed.

Animal Summary Report showing numbers on 02/03/2015 broken down by holding


	Lambs	Ewe Lambs	Ewes	Breeding Females	Ram Lambs	Rams	Store/Finishing	Total
Greenway Farm	840		850	850		20		1,710
Steddings Yard			11	11				11
Totals:	840		861	861		20		1,721


Any holdings not owned by you are marked with an *.


Animal Movements Report

The Animal Movements report can be filtered by Holding and Breed to show the detail of all movements to or from any location and a running total since a specified date.

Enter the date to use

Showing movements since: 31/12/2014 

Select a holding:
Greenway Farms 

Select a breed:
All Breeds 

Animal Movement Report showing movements since 31/12/2014 for Greenway Farm

Date	Purch/sold/ moved/ died/born/ lost/found/ transferred	No of sheep	Breed	Category	Identification	RUNNING TOTALS							
						Lambs	Ewe Lambs	Ewes	Breeding Females	Ram Lambs	Rams	Store/ Finishing	Total
OPENING NUMBERS on 31/12/2014:						840		850	850		21		1,711
24/02/2015	Sold	1	Texel	Rams	UK 0 123456 00026	840		850	850		20		1,710

The combination of these 2 new reports will provide you with an accurate and up to date record of all sheep owned by you according to your data. It is similar to the existing Holding Audit but will also show all movements to and from other people's holdings to monitor all sales/purchases with other traders.

You may find that you appear to have incorrect numbers on one holding or against a particular breed – following these reports back should help you identify movements which may have inadvertently been made against the wrong breed or holding in the past. We have added some tools to help you sort this and for tips on how to tidy up your data please see **Appendix 1** on [page 19](#).

Reassign Breeds

You may find that your numbers are incorrect against a particular breed because you have allocated a birth record to one breed (say *Texel X*) but then used a different breed when you sold them – maybe *Texel Cross*. The program will have treated them as different breeds. You may find that you started off recording each breed and cross in detail but would now rather just treat all animals as 'Mixed Breed' or 'Unknown'.

To help with this we have added the option to merge animals from one breed to another; go to **Setup – Breeds**. If necessary create a new breed, for example 'Mixed Breed'. Then, in the same option, go to the breed you wish to reallocate animals out of and select 'Reassign Animals'. You will then be able to move all the animals from one breed to another.

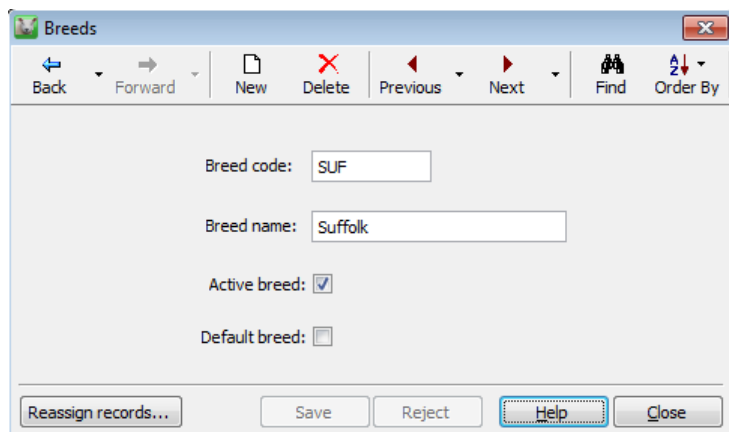


This process is irreversible. Therefore it is very important that you [take a backup](#) of your data before you start – just in case you reassign the wrong animals!

It will reassign ALL records that have ever been allocated to the old breed to the new breed.

Breeds/Locations – Active/Default

Breeds and Locations can now be marked as active or inactive. If you have breeds or locations that you no longer use, then remove the tick from the Active box. This means that they will not normally be offered as an option in any of the entry screens.



Similarly Breeds and Locations may be marked as the default – i.e. the one that is offered by default in the entry screens.



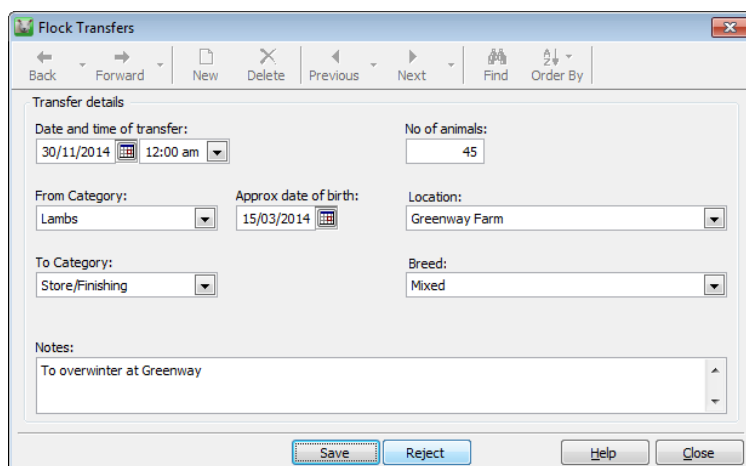
If you wish to add a new Breed/Location or reinstate an inactive Breed/Location when you are in the process of adding a new entry, just RIGHT click on the selection box to have the option to add or edit breeds or locations.

Animal Transfers

As breeding animals are no longer split by age, the program no longer automatically needs to transfer them to the next age group so the automatic option has been removed.

As before, you should still transfer any lambs that you still have on farm at the end of the year – for example to ewe lambs for females you intend to keep for breeding or to store/finishing if you intend to sell them. **NB** Ewe lambs should now be transferred to ewes in the season when they lamb.

Use the option **Entries – Transfers** to move animals to the next category:



Animal Movements

All of the animal movement screens such as sales/purchases etc have been redesigned to allow multiple records of different tag types within the same entry.

For example, it is now possible to enter the sale details of some individually identified cull ewes on the same movement as the sale of slaughter tagged store lambs if they were sold to the same trader and on the same day.

Flock Movements

Movement details

Date and time of movement: 02/03/2015 9:00 am Action: Sold

Animals: 25 Income: £1,904.00 Lot No:

Moved from: Greenway Farm

Moved to: Gatehill Livestock Market

Transported by: Departure Keeper Haulier/Vehicle: Ed Smith - M305 TAB

Notes: cull ewes and store lambs to monday market

Animal details

Category	Identity type	Official identity	Animals	Approx DOB	Breed
Ewes	Individually identified	UK 0 123456 00001	1	15/03/2011	Suffolk
Ewes	Individually identified	UK 0 123456 00552	1	15/03/2012	Suffolk
Store/Finishing	Slaughter tagged	UK 123456	23	15/03/2014	Mixed

Individual Animal details – each ear tag can be recorded separately or as a range of individual tags:

Flock Movements

Enter individual identification records

Click New, enter the details and then click Update. Multiple records can be selected and updated at the same time.

Animal list (2 animals listed)

Category	Identity type	Official identity	Approx DOB	Breed
Ewes	Individually identified	UK 0 123456 00552	15/03/2012	Suffolk
Ewes	Individually identified	UK 0 123456 00001	15/03/2011	Suffolk

Animal details

Category: Ewes Tag code: UK 0 Flock mark: 123456 Animal no: 00001

Approx date of birth: 15/03/2011 Breed: Suffolk Price/animal: £65.00

Notes: lame

Batch Animal details – allows you to enter total numbers of animals with just a flock mark, such as slaughter tagged lambs:

Flock Movements

Enter batch identification records
Click New, enter the details and then click Update. Each record can be for many animals if they share the same details.

Batch Identification records (1 record listed)

Category	Identity type	Official identity	Animals	Approx DOB	Breed
Store/Finishing	Slaughter tagged	UK 123456	23	15/03/2014	Mixed

New Copy Delete

Stick Reader: Add slaughter tags

Details

Category: Store/Finishing Identity type: Slaughter tagged Tag code: UK Flock mark: 123456 No of animals: 23

Approx date of birth: 15/03/2014 Breed: Mixed Price/animal: £78.00 Total price: £1,794.00

Notes:
last year lambs

Update Cancel

Ok Cancel Help

While animals over 1 year old should normally be individually tagged and recorded individually on the movement document, the batch entry screen can also be used for a group entry of individual tags in certain circumstances. For example, you may just want to record the total number of animals treated with a particular drug, or sales of individually tagged animals going straight to slaughter.

For full instructions on how to enter each type of movement please refer to the Help in the program which is available from each screen.

Please note:

Transported by – this is a new selection box that has been added to the sales/purchases and movements screens to support ARAMS. You are asked to select between the Departure Keeper, Receiving Keeper or Haulier. The actual vehicle/haulier box is unchanged.

CPRC Document/Movement Document – as before, if your animal details are listed on a separate document then you should just reference the entry to the document and enter the number of animals as Batch Animals.

Stick Reader Readings

Stick reader sessions can be used to enter the details of both individually tagged animals and electronically slaughtered tagged lambs. Both entry screens have the option to read tag details.

If this is the first time that the program has seen this tag then you will be asked to allocate a breed etc on the entry screen – either for each tag in turn or by multi-selecting them. These details will then be assumed as the default the next time these tags are used.

Individual Tags

If you import stick reading details as part of an individual tag entry you see an individual record of each tag:

	Read ▲	Tag code	Flock mark	Animal no	Tag type	Category	Approx DOB	Breed
<input type="checkbox"/>	1	UK 0	122356	00676	Individual ID	Ewes	15/03/2013	Suffolk
<input type="checkbox"/>	2	UK 0	244220	00045	Individual ID	Ewes	15/03/2013	Suffolk
<input type="checkbox"/>	3	UK 0	123456	01115	Individual ID	Ewes	15/03/2013	Suffolk
<input type="checkbox"/>	4	UK 0	123456	01113	Individual ID	Ewes	15/03/2013	Suffolk

Batch Tags

However, if you use the option to enter the stick reading in the Batch Tag screen, you are just shown the number of each animal with the same flock mark.

	Read	Tag code	Flock mark ▼	Animal no	Tag type	Category	Approx DOB	Breed
<input type="checkbox"/>		UK	244220	(7)	Unknown type			
<input type="checkbox"/>		UK	244220	(1)	Slaughter tag	Rams	15/03/2014	Texel
<input type="checkbox"/>		UK	123456	(1)	Unknown type			



Electronic slaughter tags do have a unique number – you just do not normally see it as only the flock mark is visible on the outside. This means that the program will recognise it when you use the stick on the same animal on another occasion and will default the animal's details for you regardless of the type of tag.

Treatments – Copy

It is now possible to copy an existing Drug Treatment to create a new treatment record. For example, you may be repeating an existing treatment on a different date, treat the same group of animals with a different drug or treat 2 different groups of animals with the same drug.

Click on the **Copy** button at the bottom of an existing treatment screen to bring up the new entry.

You can then change any details as appropriate, for example a different date and time, the identities of the animals or the batch number of the drug. Remember to save the new record.

ARAMS – Electronic movement submissions (England only)

In April 2014, the Animal Reporting and Movement Service (ARAMS) took over the processing of all sheep movements from each local authority in England.

It is not yet mandatory for farmers to record movements electronically, although it is for markets.

Paper ARAMS1 form

When moving animals, it is the recipient of the animals who is responsible for notifying ARAMS by sending the white paper copy of the form to them. The seller keeps one copy (yellow) but the other copies go with the animals – ARAMS (white), destination copy (pink) and the haulier (blue). The ARAMS printout is available from **Reports – Movement Documents** within the program.

Electronic Notifications

The option has now been added to send movement details to ARAMS electronically via the Flock Manager program.

As a farmer you may either be sending the 'on' and 'off' movements, for example, when animals are moved from your holding to another farmer's OR you may just be confirming someone else's movement onto your holding – providing they have done an off movement – for example buying animals via a market.

Registering with ARAMS

In order to use the electronic movement option within Flock Manager, you should first register with the ARAMS service by going to:

<http://www.arams.co.uk/Portals.aspx>

You will create an account which will include your **user name** (usually your email address) which will generate a **password** which will be emailed to you. This may take up to 48 hours. Make sure you take a note of these as you will need to enter them into the Flock Manager program.

Make sure that you select the option to be a **Package User**.



Please note that ARAMS will either allow farmers to register as an 'ARAMS Portal User' i.e. movements are entered directly to their website or as a 'Package User' to use a 3rd party package such as Flock Manager to submit movements with read only access to their website. You currently cannot use both options. If you have already registered as a Portal User then you should contact ARAMS so that they can change your registration details.

You will need the **CPH number** and **postcode** of the main (primary) holding. Additional (secondary) holdings may be linked to your primary holding once you have registered successfully. This must be done within the ARAMS website before they are linked within the Flock Manager program.

Locations – setting up ARAMS

In **Setup – Locations**, mark your home location as being in the region 'England' and tick 'Notify Sheep Movements'.

Check that the Holding number (CPH) and post code of the location are correct.

The screenshot shows the 'Locations' window in ARAMS. The 'Location details' section has 'Name' set to 'Greenway Farm' and 'Holding no' set to '12/345/678'. The 'Location type' section has 'Farm' selected and 'Region' set to 'England'. The 'Postal address' section has 'Address' set to 'Greenway Farm', 'Plump Hill', 'Mitcheldean', and 'Glos', and 'Post code' set to 'GL17 0SN'. The 'Other details' section has 'Notify sheep movements' and 'Active Location' checked, and 'Primary holding' selected. The 'Web Service User ID' is 'Fred.farmer@greenway.co.uk' and the 'Flock mark' is '123456'.

Select the holding type of either:

Primary Holding – enter the User Name and password that were created when you registered with ARAMS. Each primary holding should have its own unique name and password.

Or

Secondary Holding – if a holding that you are responsible for notifying movements is linked to a primary location, then mark it here and select the primary holding. **Note** that the terms 'primary' and 'secondary' holdings are ARAMS definitions and if you are in doubt which to use please contact ARAMS.


Other Traders – check any other locations that you move animals between, both for sales, purchases and temporary movements. Make sure that they have the correct type selected i.e. farmer/market etc. and that you have recorded their CPH number and post code for use with electronic notifications or it will be rejected. If you do not know this information you will need to send the ARAMS paper form to SouthWestern in the normal way.

NOTE - Any movements entered after the 'Notify sheep movements' box has been ticked will be available for submission. If you have any outstanding movements that you wish to notify electronically, edit the movement to force it to be resaved.


Electronic Movements to ARAMS

If you wish to notify ARAMS about movements electronically the program will produce the correct type of electronic movement for you automatically.

Sales/Movements Off – you will still need to produce a paper copy of the ARAMS form to accompany the animals when they leave your holding, but if applicable, the program will also notify ARAMS.

FROM 	TO	ARAMS – electronic	Paper Copy
English Farmer	Another English farmer	Generate a Movement Off	The white (top) copy is given to the receiving farmer to send to ARAMS – which they may do by post or by confirming your movement electronically. The pink copy (2) is for the receiver's own records and the blue copy (3) is given to haulier. The yellow copy (4) is for your own records.
	Abattoir	Generate a Movement Off	Abattoirs are responsible for reporting their half of the movement electronically but you should still give them the ARAMS printout because they require the food chain information and give a copy to haulier.
	Yourself (movement between holdings)	Notification Off and On	As you will be creating both sides of the movement electronically it is not necessary to print an ARAMS report unless you want to keep one for your own records.
	Market	Nothing	The market will take care of reporting to ARAMS but you will still need to produce the relevant paper copies to give to the haulier.
	Non English farmer/Market	Nothing	Produce all 4 copies of the ARAMS form as above and it is up to the receiver to send the top copy to their local authority.
	Show Grounds	Some Show Grounds will register as a CPRC and will do the notifications in the same way as Markets but not all will so they may behave more like another farmer. The program will assume a full movement is required.	Produce all 4 copies of the printout as normal.
	Common Land	Notification Off and On. The program will generate both sides of the movement.	Similar to movement between your own holdings.

Purchase/Movements on – all movements onto your farm should either be confirmed (if the other party has told ARAMS about the movement) or notified in full.

FROM 	TO	ARAMS – electronic	Paper Copy
Another English Farmer	English Farmer	Either Confirmation or, if not present, full Movement On. If you have already done your submission and an unconfirmed movement subsequently arrives 'Ignore' it.	No need to send the white copy (1) to ARAMS as you will have notified them electronically.
Yourself (movement between holdings)		Notification Off and On	n/a – you will do both sides of the movement electronically.
English Market		Confirm their sale details Off	They must notify ARAMS electronically so you may not receive a copy of the form from them.
Non English Farmer		Full Movement On	You do not need to send any paper forms to ARAMS as you will have notified them electronically.
Scottish Market		Confirm their sale details Off which will be sent to ARAMS via ScotEID – providing they arrive within the correct time scale.	If you do not get anything to confirm, send the paper forms back to ARAMS and mark your purchase movement as notified manually.
Welsh Market		As the Welsh markets are not linked to the ARAMS system you will not be able to do anything electronically.	Send the paper forms to ARAMS. Mark movement as notified manually.
Show Grounds		Some Show Grounds will register as a CPRC and will do the notifications in the same way as Markets but not all will so they may behave more like another farmer. Either Confirmation or, if not present, full Movement On.	You do not need to send any paper forms to ARAMS as you will have notified them electronically.
Common Land		Notification Off and On. The program will generate both sides of the movement.	Similar to movement between your own holdings.

If you have already entered the movement into the program and the supplier/market subsequently does a movement as well, you will be given the chance to link the confirmation to your movement.

Entering a 'Purchase' or 'Movement On' entry

New purchase or movement on records can be created from scratch by using the details supplied in the confirmation – you will get the chance to change them if you do not agree with them.

Alternatively you can enter the purchase or movement on in the usual way but later link them to the confirmation when you go to the **ARAMS updater** option.

If you have submitted a full movement on and the other trader later does a movement off, you will just link your full movement with the confirmation next time you come into the Updater option.

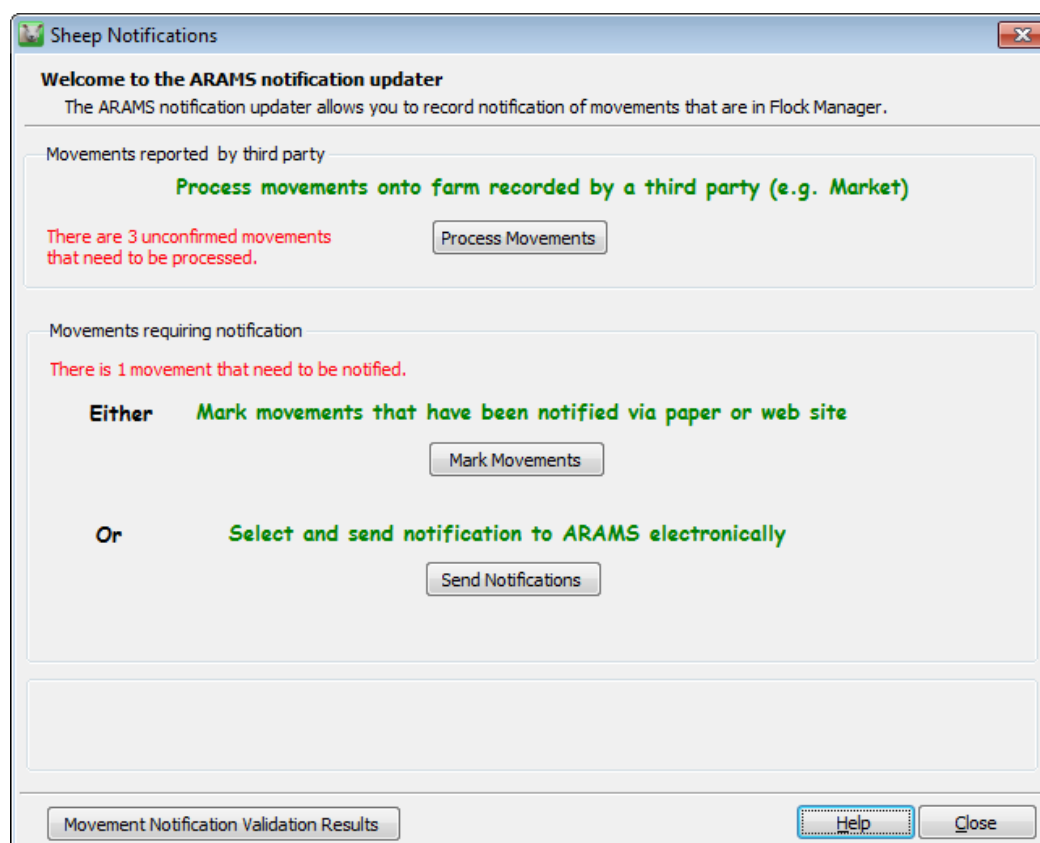
Using the **ARAMS updater** option the program will automatically check to see if there are any movements to be confirmed using the log in details of all the primary holdings. It will only look at the secondary holdings if they have been linked on the ARAMS website.

If it finds some unconfirmed movements click on 'process movements'. This option will also allow you to view or edit historical confirmations as well.

Any unconfirmed movements can be matched with one of your own purchase records or can be used to create a brand new purchase record within your data.

Select the option **ARAMS Updater** from the **Tool bar** at the top of the **Home Page** screen.

As you go into this screen the program will search to see if there are any unconfirmed movements. This may appear to take a few seconds depending on the speed of your internet connection. Movements can be marked as being already notified on the website or by sending the paper forms to ARAMS OR they can be sent to ARAMS electronically. Work your way through the screen to make sure nothing is missed.



Manually Notify Movements

You may prefer to just mark movements as having been sent rather than sending the details electronically – i.e. you have returned the top copy of the ARAMS form back to SouthWestern in the post, or you have already selected them on the ARAMS website.

If this is the case then just tick them off using the option **Mark Movements**.

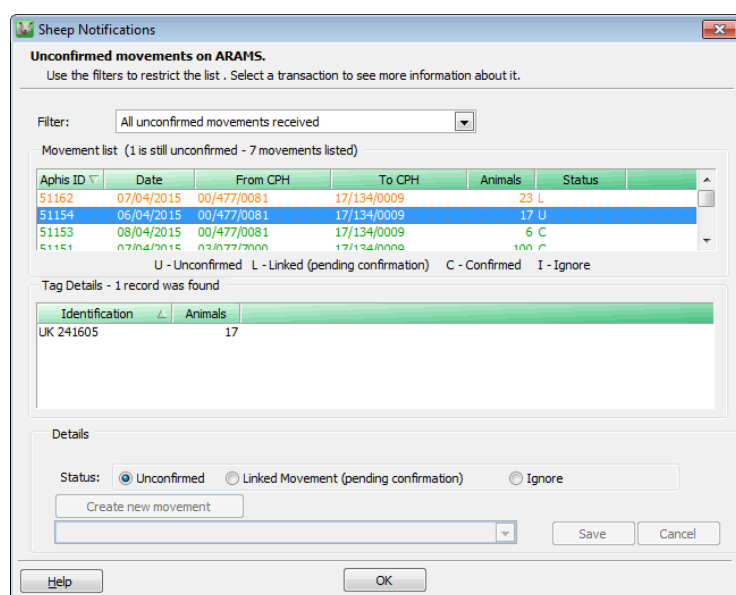
Electronically Notify Movements

Step 1 - Process Movements

If any other traders have submitted a movement off their holding and onto your holding you will need to confirm that you have received the animals.

Click on Process Movements

You will see a list of all outstanding unconfirmed movements onto your farm.



Highlight the movement that you wish to confirm by clicking on it. A list of the animal details as entered by the seller will be listed in the **Tag Details** box.

To confirm a Movement On

To confirm that you have received these animals, click on **Linked Movement:**

- If you have not entered this movement at all yet use the option to **Create new movement**. You will then be taken to the entry screen to use these details to create the purchase or movement on.
- However, if you have already entered this purchase/movement then select the **'Linked Movement'** option and link it to the your entry.

In each case, do not worry if your details are different – just over type them with the details that you think should be in this entry.

Ignore – Error

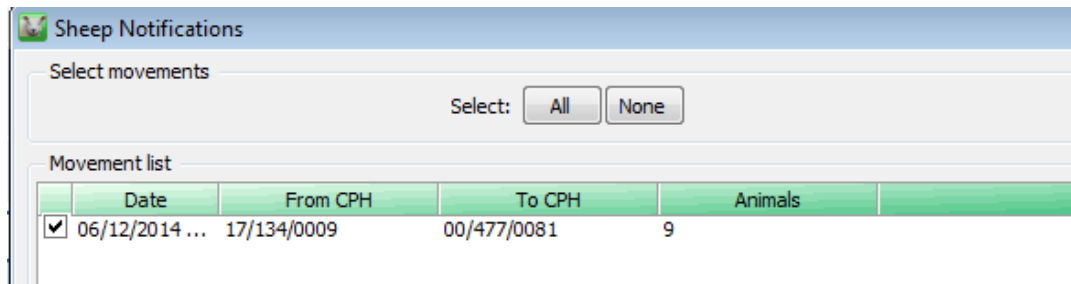
There may be occasions where you see a movement in this list that you feel has nothing to do with you. For example, the seller or market has typed a holding number in wrong and got yours by mistake. Just highlight the line and select 'Ignore' so that the program does not keep asking you to confirm it. If you subsequently find that it was actually your movement then you can come back to this screen and change this status.

Stage 2 – Select Movements to Send

Select and send notification to ARAMS electronically

Send Notifications

When you take this option you will see a list of all outstanding movements – either full movements off or confirmations plus any movements on that you have entered.



The screenshot shows a window titled "Sheep Notifications". Below the title bar, there is a "Select movements" section with a "Select:" label and two buttons: "All" and "None". Below this is a "Movement list" section containing a table with the following data:

	Date	From CPH	To CPH	Animals
<input checked="" type="checkbox"/>	06/12/2014 ...	17/134/0009	00/477/0081	9

Tick the ones that you wish to submit to ARAMS electronically and click on OK.

When you are ready, click on the option to Send and the movements will be sent via the internet.

Movement Notification Validation Results

If you want to double check that a submission was made successfully click on the **Movement Notification Validation Results** button at the bottom of the ARAMS Updater screen to see a list of submissions and their statuses. If a submission failed for some reason you see this in the status. Highlight the line for more details.

For more details please visit the ARAMS website



<http://www.arams.co.uk/>

The ARAMS helpline can be contacted on 0844 573 0137

Appendix 1 – Reconciling Animal Numbers

Once you have installed the new program and had a chance to look at your animal numbers using the updated Home Page and the new Reports, you may find that you appear to have odd numbers appearing in odd places! This is not because the update has changed anything, but your stock numbers have been made more transparent.

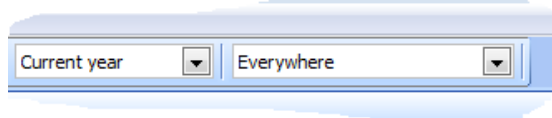
There are a number of reasons for this but will usually be because you have previously moved animals to other holdings and not brought them back again (within the program), have not transferred lambs to another category at the end of the lambing season or because you have used a number of different breeds for the same animals – for example Suffolk Cross and Suffolk X.

We have a number of tips to help you tidy up your data.

Please remember to take a backup before you start changing your records.

Home Page

Have a look at the numbers on the new Home Page. Remember you can change the selection at the top of the screen for sheep on your own holdings, other holdings or everywhere. You can also change the starting point for the last 3 years.



Animal Summary Report

The new summary report in the Report Library will show you the break down of animals of all breeds on each holding on any date. [See Page 6](#). Holdings that do not belong to you are marked with a *.

Animal Movements Report

The animal movements report will let you break down the figures on the summary report into each movement from a particular holding register year start. [See Page 7](#).

Edit Movements

By looking at the reports you may be able to detect where you went wrong. If you got the breed or the holding wrong you can just edit that movement for that particular date by picking the movement type from the side bar and the year from the drop down list at the top of the screen.

Reassign Breeds

Perhaps you have got into a bit of a muddle with breeds and allocated births or tagging records to one breed but then sold the animals as a different breed. Do you need to keep the breeds separate? You may find that it is much easier to set up one breed called Mixed, for example, and reallocate all your breeds to this using the new Reassign Breeds option. [See Page 7](#).

Inactive Breeds/Locations

If you have breeds and locations that you do not use anymore, mark them as inactive so that you do not use them by mistake. [See Page 8](#).

2015 Lamb Crop

Lambs need to have the correct year of birth allocated to each movement. For example, have you been selling lambs recently and left the year as birth as 2015 when they were actually born in 2014? If necessary edit the sales or movements to make sure that they have the right year of birth.

Transfers

Lambs should normally be transferred to either store/finishing or, if they are to be kept for breeding, ewe lambs (hogs) or ram lambs. We would recommend that all remaining lambs are transferred by the end of the Holding Register year in which they are born so that the opening balance of lambs should be zero at the beginning of the new year. Similarly ewe lambs should be transferred to ewes once they have lambed. Could it be that you had births of lambs but sold store/finishing lambs without transferring them first?

Correct Opening Figures for the Current Holding Register Year

You may prefer to ignore historical errors and just make sure that your figures are right from the beginning of this holding register year (1st December in England and 1st January in Scotland and Wales).

We recommend that you keep a copy of your data as it is now so that you can refer back to it, but also have a dataset which is correct from now onwards.

- **TAKE A BACKUP of your data** and keep a note of where it is located.
- Go to **File – Licence** and relicence your program. We have added a new spare business to your licence.
- Create a new business with a different name – see options below.
- Make sure that you have your Annual Inventory figures for each holding on the first day of this holding register. You may wish to split this by breed.

EITHER:

- Restore the backup that you have just made – choose the option to **Select a dataset to be overwritten** and restore the backup over the dataset you have just created. This can then be used for historical reference.
- Go back to your master business and print out a report of the Animal Summary report by holding/breed as it was on the last day of the old holding register year.
- Using the **Lost** and **Found** options, make adjustments on the last day of the old holding register year (i.e. 30th November 2014 in England and 31st December 2014 in Wales and Scotland) to each location/breed to correct the opening figures for the current year. For example, if the program thinks you had -100 Suffolk ewes on holding x and you know there were really 50, enter a **Found** movement of 150. Make sure you enter notes against each entry for your own records.
- Once you know you have the correct opening figures you can check any entries you have already made in this year to ensure that your current balances are now correct for each location and breed.

OR

- Start again from scratch on a new dataset.
- This is not as drastic as it might sound as we can create a new dataset for you that only contains the movements/treatments that have happened in the current holding year. You will just need to calculate back to find the **Opening Numbers** option. [See Page 4.](#)
- We will also remove any breeds/traders etc that have not been used during the last 12 months to get rid of duplicates, incorrect spellings etc. Remember that they are easily re-added if necessary from any entry screen.
- The new data will be in addition to your existing data so you will still have access to previous years for historical purposes.

Please contact Software support on 01594 545022 for more details.

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