



Flock Manager

Getting Start Guide



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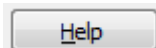
Section 1: Getting Started

This “Quick Start Guide” is designed as an initial getting started guide to the Farmplan Flock Manager program to help you through the first stages of using the program. Please take time to look through our Demonstration Data and plan your own set up carefully so that you get the most out of the program and your own information.

For more detailed instruction we have a number of other solutions to help you get the most out of the program.

Help Notes

Every screen within the program has a ‘Help’ button at the bottom.



Clicking on this button will take you to detailed instructions of exactly what you should be entering on this screen. For a more detailed view of the whole Help text go to the menu option **Help - Contents**.

Farmplan Support Line – 01594 545022

We have a dedicated customer support line available on **01594 545022**. It is manned from 9am to 5pm, Monday to Friday, by a number of experienced staff who can talk you through any queries that you may have about the program. Please have your customer number to hand before you phone – if you are not sure what it is, go to **Help – About** within the program.

Alternatively, email us with your question and customer number to support@farmplan.co.uk and we will respond as soon as possible. Our email box is checked regularly throughout the working day.

Training

There is no substitute for personalised one-to-one training. We have a number of Farmplan trainers around the country and we can arrange for someone, who is local to you, to visit you for a half or full day at your business. We would recommend that two half day sessions are always more effective than one whole day as learning a new computer program takes a lot of concentration. The ideal solution is one half day session to plan the initial setup and to get you going, followed up with another half day a few weeks later to answer your questions.

If you would prefer you can come to our offices in Ross on Wye, Herefordshire or we can 'log' onto your computer remotely and talk you through the training via the phone.

Farmplan Website – www.farmplan.co.uk

Keep an eye on our website for news and answers to frequently asked questions. Click on the 'Online Support Centre' button from the Home Page of the program to be taken directly to the support area. You may be asked to enter your email address and Farmplan customer number.

Farmplan Messages

We will also send you an electronic message via the program or email you if we have any important news that we feel that you should know about urgently – for example new updates to the program or changes in legislation so make sure that our emails are not blocked as spam.

Section 2: Installation Instructions

*Windows™ 7, Windows™ 8 and Windows™10

- 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 customer number and email address.
- 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 you will see a confirmation message. Click on 'OK'. You can now use the program.

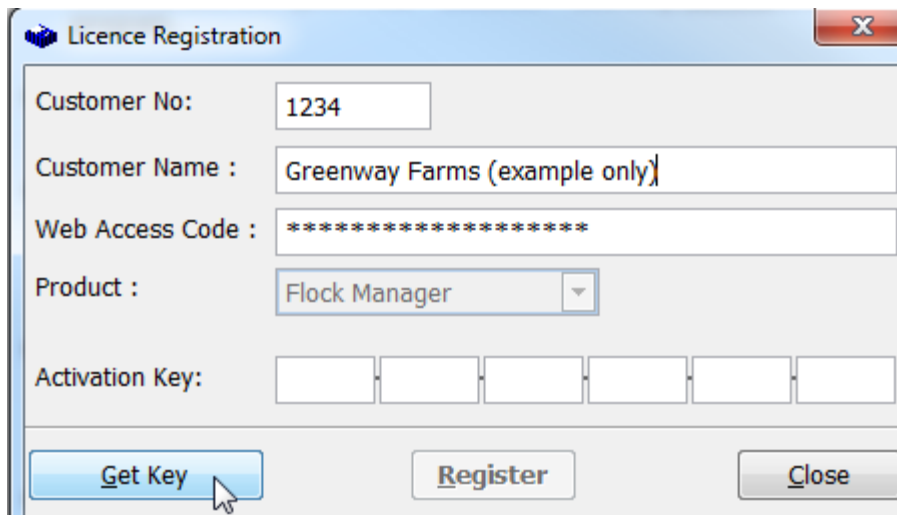
If you have any problems installing the program, please read the document available from the Download screen by following the link called 'Having Problems Installing?' for more details.

Section 3: Security and Licensing

When you first go into the program, it will say 'Unregistered' at the top of the screen and will be displaying the Farmplan Demonstration Data.

To Licence Your Data Via The Internet

Go to the **File Menu – Licence** and enter your details. For example:



Click on the '**Get Key**' button which will have been activated, to instruct the program to look for your licence details using an Internet link. Once the Activation Key has been filled in, click on '**Register**'.

You will get a message saying Flock Manager has been registered successfully – click OK.

Click **Close** and it will take you back into the program.

IMPORTANT – Please keep the Web Access Code details safe and only give them to authorised users. Any computer licensed with this unique combination of Customer Details will be able to access your Farmplan licence details, messages and any Web backups that you make.

For security reasons, if you lose this Web Access Code or you wish it to be changed for any reason we will supply a replacement via the post only. We will require written authorisation and will only send it to the person named on our records as your business's main contact.

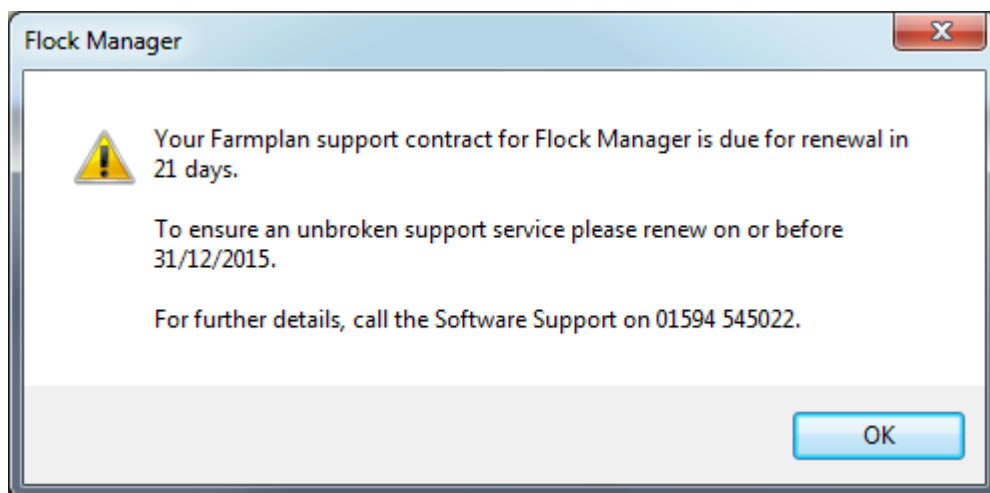
To Licence Your Data Manually

If you do not have an Internet connection you will need to enter the Activation Key manually.

Enter your Customer Number and Name as above but enter the Activation Key instead of the Web Access Code. If you have not been given the Activation Key details please contact Farmplan on 01594 545022.

Licence Messages

You will receive messages when you start to approach your support contract renewal date, which will be displayed when you go into the program. For example:



To Renew Your Licence

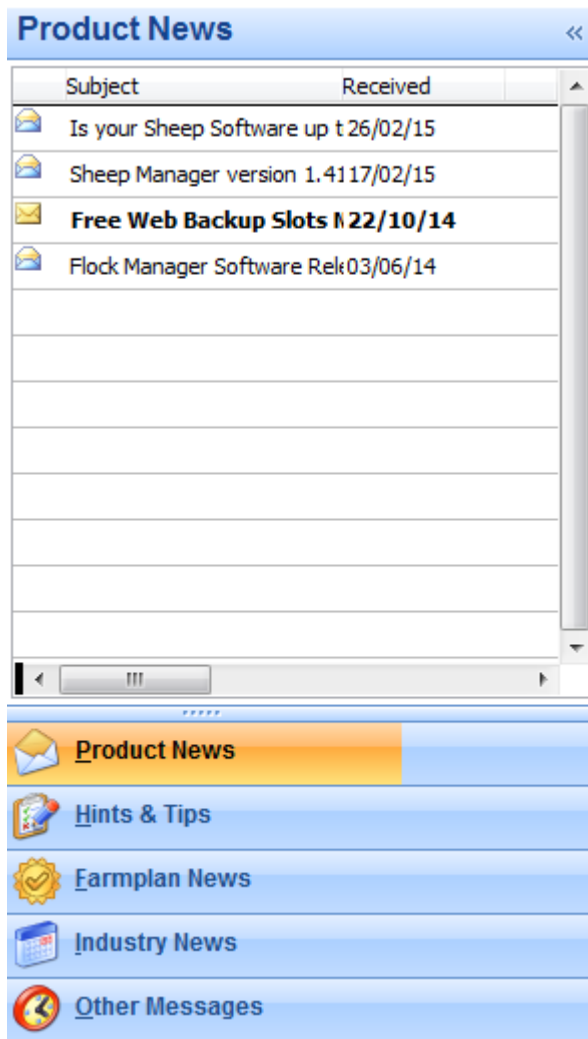
Once your support contract has been renewed, we will send you an electronic message to tell you that your new Activation Key is ready. Go back to the option **File – Licence** and just click on '**Get Key**'. If you do not have an Internet access on this computer please contact us a few days after payment and we will give you the new Activation Key to be entered manually.

NB If your support contract has expired and you have not yet entered your updated licence details, **you will still be able to continue to use this version of the program** but you will not be able to load any future updates of Flock Manager until it has been re-activated. **Please note** that you are NOT eligible for telephone advice or data fixes after this date if your old support contract has expired and has not been renewed.

Messaging

Farmplan can send electronic messages directly to you via the program. For example we will tell you when a new version of the program is available or that you have an updated licence.

If there is a new outstanding message, you will see a reminder when you go into the program. To read your messages, click on the red link from your Home Page to go to the list of messages:



To **read** a message, click on the subject to display it on the right hand side of the screen.

Right-click on the message subject to bring up the following menu:



Open (or double click) to display the message in a new screen so that you can save it or email it.

Use the **Flag** to highlight important messages.

Delete – will remove the message from being displayed on your computer.

Click on the column headings to sort messages.

Section 4: The Home Page

Before you start setting up your own data we recommend that you spend some time investigating the options available from the **Home Page** using the Farmplan Demonstration data to see how a complete set of data can be interrogated.

The **Home Page** is the hub of the program and provides you with an 'at a glance' status of your flock data for this Holding Register year. Use the filters at the top of the screen to see the animal numbers in previous years and at particular locations.

The screenshot shows the 'Home' page of the Farmplan software. The interface includes a navigation menu on the left with options like 'Movements', 'Sales', 'Purchases', 'Births and Deaths', 'Deaths', 'Lost and Found', 'Lost', and 'Found'. The main content area is titled 'Live Demonstration' and contains several data sections:

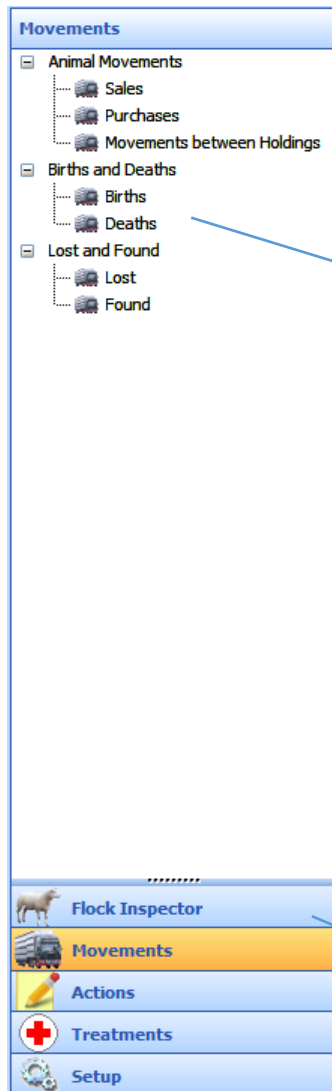
- ARAMS status:** A notification box stating 'Click here to check for unconfirmed movements. There is 1 movement that need to be notified.'
- Recent entries:** A list of recent events including deaths and sales of animals at various farms.
- Flock summary currently on farm:** A table showing counts for Breeding Females (995), Breeding Males (26), Others (1,144), and Total (2,165).
- 2015 lamb crop:** A table comparing Production, Identification, and Activities. Production shows 510 live lambs produced. Identification shows 510 total lambs, with 510 not yet identified. Activities show 510 lambs still on farm.
- Activity since 01/12/2014:** A table showing movements and counts for various categories like On farm, Sales, Purchases/Births, Deaths, Lost, Found, Movements Off, Movements On, Transfer Out, and Transfer In. The total number of animals currently on farm is 2,165.
- Useful links:** Links to Farmplan, Farmplan Support Centre, and an option to send an email to Farmplan.
- Messages:** A section for notifications, including 'Product News (1)', Hints and Tips, Farmplan News, Industry News, and Other Messages.

- **ARAMS status** (England only) – to remind you when electronic submissions are due
- **Recent Entries** – the last 6 entries made – click on each one for more details
- **Flock Summary** – a summary of animals according to the filter at the top of the screen – i.e. change between everywhere, your holdings and other people's holdings
- **This season's lamb crop** – details of lambs born in this holding year
- **Activity in this holding year** – a summary of animals by category.

Navigating Round the Program

Side Bar

Use the options on the Side Bar to the left of the Home Page to access the main options within the program.



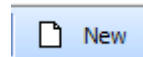
For example, pick **Births** to see a list of all the births that have been recorded so far this year.

Previous years can be viewed by changing the filter at the top of the screen.

The 'Movements - Births' table displays a list of birth records. The table has columns for Date, Animals, and Born at. The data is as follows:

Date	Animals	Born at
29/03/2015	389	Greenway Farms top paddo
22/03/2015	278	Greenway Farms week endi
15/03/2015	327	Greenway Farms first batr
08/03/2015	26	Greenway Farms

New records can be entered by clicking the new button at the top of the screen.



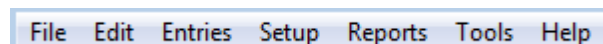
The **Flock Inspector** options will allow you to see a running total of each category of sheep in the current year.

Use the filters at the top of the screen to change the year and location.

The 'Inspector - Lambs' table displays a list of lamb actions. The table has columns for Date, Action, and Details. The data is as follows:

Date	Action	Details
01/12/2014	On farm	On farm 01/12/2014
11/12/2014	Sold	Sale of 97 animals to Kington Market
01/01/2015	Transferred out	Transferred out 116 animals to Stor
18/03/2015	Born	Birth of 26 animals at Greenway'
20/03/2015	Lost	Lost 4 animals from Greenway'
		Birth of 327 animals at'

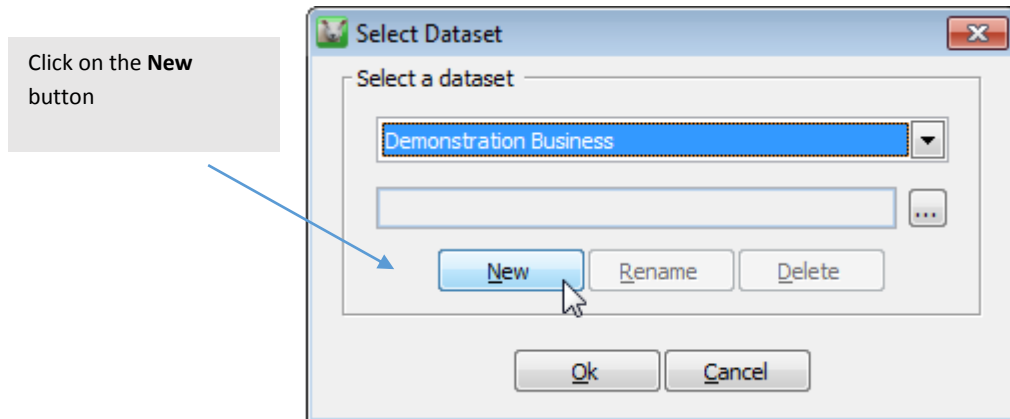
Menu Bar



Alternatively use the menus at the top of the screen for all options including reports.

Section 5: Create your own Business

Take the option **File – Select Dataset**.



- Demonstration Farm will clear from the dialog box. Key in your business name as you would like to see it on your Home Page in the white space provided.
- Click on **Create**. You will see a message stating that a new dataset is about to be created and asking you to confirm that you wish to proceed. Click on **Yes**.
- You will be told that the new dataset has been created. Click on **OK** to accept this. The program will confirm that your dataset has been created.
- Click **OK** on the **Select Dataset** window to select your dataset.
- The **Welcome** screen will now open. Follow the screens through to select:
 - The region of the UK where your main holding is located to determine the correct layout of your Holding Register
 - The date from which you wish to start keeping your flock record. We recommend that you start from the beginning of your Holding year – i.e. 1st December in England and 1st January in Scotland and Wales.

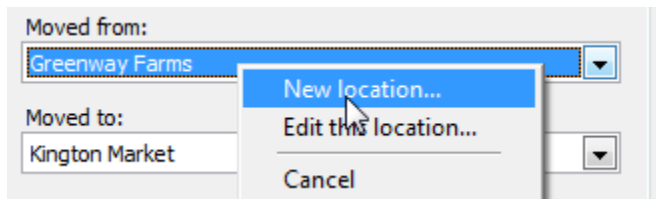
When you have finished this section you are ready to work your way through the **Setup** options to put in details of your flock.

Section 6: Setting up your Business

You will need to work your way through the Setup Menu to enter a few basic details about your flock to get started. Initially you should enter your **Business Details** and **Opening Numbers** by category, location and, if you wish, by breed.

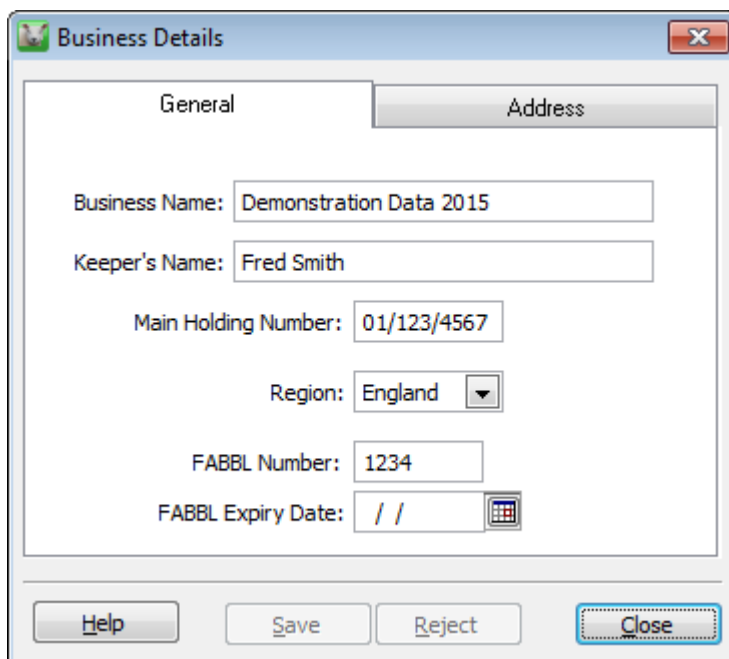
Don't worry about including everything as most things can also be created as you go along.

For example, if you need to set up a new location or breed **RIGHT** click on the drop down selection box in the relevant entry screen to see an option to add a new one:



Once they have been created and are available in the drop down selection box they can also be edited.

Business Details



The name of the business will default to the same name that you gave the data when you created it.

Make sure that you have the **CPH holding number** of your main holding and that the **region** is correct.

Remember to click on Save whenever you have completed a screen.

The **Help** button on each screen will give you more detailed instructions.

Opening Numbers

Enter the number of animals that you had on the first day of your current Holding Register year by location and by breed.

Opening numbers on 01/12/2014

Enter your opening numbers as they were on 01/12/2014.
Select each holding and breed in turn and enter the opening numbers for each breed on each holding.

Holding: Home Farm Breed: Mules

Ewes: 350
Rams: 5
Ewe Lambs: 0
Ram Lambs: 0
Store/Finishing: 112
Lambs: 0

Totals	Breeding females:	Others:	Total:
This breed on this holding only:	350	117	467
Total sheep on this holding:	350	117	467
Grand total of all sheep:	350	117	467

Save Reject Help Close

Remember that you can add new holdings/locations and breeds from this screen by RIGHT clicking on the selection box.

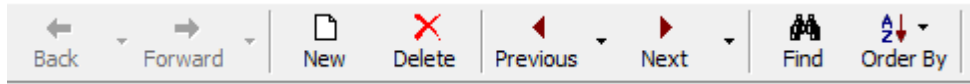
Holding/Location – you may wish to edit the main holding at this point to add in the additional details that the program will need to know about each location – again RIGHT click on the selection box.

Breeds – consider how you wish to use breeds. If you create several breeds at this stage you will need to manage all your entries by breed in the future. Would you find it easier to have a 'mixed' breed for all young stock for example?

Lambs – we consider lambs to be from the current year's crop and recommend that any still on farm at the beginning of the Holding Register year are transferred to either Store/Finishing if they are to be sold or Ewe/Ram Lambs if they are being kept for breeding.

Navigating Screens

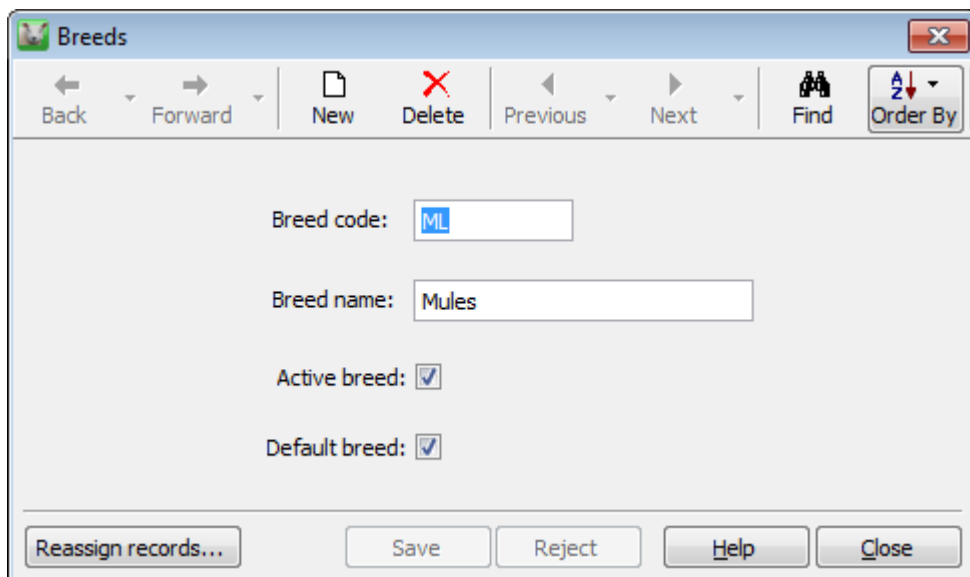
Most of the **Setup** and **Movement** screens have a bar of options across the top.



It will allow you to add (**New**) or remove (**Delete**) records. It will also allow you to scroll through records using the arrows so that you can view them.

Use the **Find** button to view a list of records or movements and click on any that you wish to View or Edit.

Breeds

A screenshot of a software window titled 'Breeds'. The window has a toolbar at the top with icons for 'Back', 'Forward', 'New', 'Delete', 'Previous', 'Next', 'Find', and 'Order By'. Below the toolbar, there are four input fields: 'Breed code:' with the value 'ML', 'Breed name:' with the value 'Mules', 'Active breed:' with a checked checkbox, and 'Default breed:' with a checked checkbox. At the bottom of the window, there are five buttons: 'Reassign records...', 'Save', 'Reject', 'Help', and 'Close'.

Breeds can either be created from the **Setup** menu or by right clicking on the selection box in any entry screen.

If you mark one of the breeds as the default it will be automatically presented in any entry screen.

Remove the tick from Active breed if you no longer use this breed. It will no longer appear in any of the Entry screens but can be reinstated by editing and adding the 'active' tick back.

Holdings and Locations

You will need to enter the details of your own holdings along with any locations that your sheep will be moved to and from – both for grazing and sales/purchases. Like Breeds they can be created from any entry screen or by going to **Setup – Locations**.

The exact details that are entered on the screen will depend on the location type of holding and the region of the country.

The screenshot shows a software window titled 'Locations' with a toolbar at the top containing buttons for Back, Forward, New, Delete, Previous, Next, Find, and Order By. The main form is divided into several sections:

- Location details:** Name: Greenway Farms, Holding no: 01/234/5678, Keeper: Fred Smith (with a note: 'only enter if different to main keeper').
- Location type:** Radio buttons for Farm (selected), Market or Collection Centre, Abattoir, and Common land. A Region dropdown menu is set to 'England'.
- Postal address:** Address: Plump Hill, Mitcheldean, Gloucestershire, Post code: GL17 0SN.
- Other details:** Checkboxes for 'This is one of my holdings', 'Default holding', 'Notify sheep movements', and 'Active Location'. Holding type: Primary holding (selected) and Secondary Holding. Web Service User ID: fred@greenway.co.uk, Web Service password: ****, Flock mark: 123456.

At the bottom of the window are buttons for Tell Me More, Save, Reject, Help, and Close.

My holding – if this is one of your holdings you will be asked for a **flock mark** which will be used as the default in relevant entries.

Default – make your main holding the default so that it is offered in relevant entries.

Notify sheep movements – for electronic movements to ARAMS. (England only) If this has been ticked you will also be asked whether this is a Primary Location, in which case you will need to fill in your ARAMS login details, or a Secondary Holding in which case you link it to a Primary Location.

You will need to register as a farm software package user with ARAMS to use this option – see ARAMS web services on [Page 32](#).

NB if you use the ARAMS web services option you must enter the holding number and post code of every location that your animals are moved to/from.

Other Setup Options

If you wish, you can work your way through the other Setup options and create any other items that you might require – for example, you will need to have details of any **Hauliers** and their **Vehicles** including your own when you are entering movements. They are set up in a similar way to the Breeds.

However, you can create anything that you need as you go along in each entry screen so it is not necessary to do them now.

Section 7: Entries

Flock Manager allows you to record any movement or activity, including births, that is needed to compile the Holding Register and Movement Document Reports.

The method used to enter a movement is the similar for all types. Either select the option from the **Side Bar** to the left of the Home Page and click on **New** or got to **Entries – Movements**.

Category	Identity type	Official identity	Animals	Year of birth	Breed
Ewes	Individually identified	UK 0 241605 01742	1	-	Suffolk X Mule
Ewes	Individually identified	UK 0 241605 01743	1	-	Suffolk X Mule
Ewes	Individually identified	UK 0 241605 01744	1	-	Suffolk X Mule
Ewes	Individually identified	UK 0 241605 01745	1	-	Suffolk X Mule
Ewes	Individually identified	UK 0 241605 01746	1	-	Suffolk X Mule
Ewes	Individually identified	UK 0 241605 01747	1	-	Suffolk X Mule
Ewes	Individually identified	UK 0 241605 01748	1	-	Suffolk X Mule
Ewes	Individually identified	UK 0 241605 01749	1	-	Suffolk X Mule
Ewes	Individually identified	UK 0 241605 01750	1	-	Suffolk X Mule
Ewes	Individually identified	UK 0 241605 01751	1	-	Suffolk X Mule
Ewes	Individually identified	UK 0 241605 01752	1	-	Suffolk X Mule
Ewes	Individually identified	UK 0 241605 01763	1	-	Suffolk X Mule

Date/Time – Enter the date and time of the movement. The program will default to today's date but this can be overtyped or another date picked from the calendar button. Planned movements can be entered with a future date.

Enter animal details – If you opt to enter the animal tag details you can enter them manually or import them from a stick reader using the buttons at the bottom of the screen. Alternatively link this record to an existing document, in which case you will need to enter a reference and keep the document securely.

Action – Pick the correct movement type from the drop down list. If you have picked the option from the Side Bar this will already be displayed.

Moved from/to – Pick from the drop down list. If you need to add a new location RIGHT click on the selection box.

Transported by/Haulier/Vehicle – These details are needed on the Movement Document.

Enter Animal Details

To enter the details of the animals in this movement pick the appropriate button from the bottom left hand corner.

Sheep can either be recorded individually, by batch/slaughter tags or, if relevant as unidentified lambs (e.g. births). Different combinations can be added to the same movement record. Details can be added manually or via a stick reader.

Individual animal details

Category	Identity type	Official identity	Year of birth	Breed
Ewes	Individually identified	UK 0 241605 01742	-	Suffolk X Mule
Ewes	Individually identified	UK 0 241605 01743	-	Suffolk X Mule
Ewes	Individually identified	UK 0 241605 01744	-	Suffolk X Mule
Ewes	Individually identified	UK 0 241605 01745	-	Suffolk X Mule
Ewes	Individually identified	UK 0 241605 01746	-	Suffolk X Mule
Ewes	Individually identified	UK 0 241605 01747	-	Suffolk X Mule
Ewes	Individually identified	UK 0 241605 01748	-	Suffolk X Mule
Ewes	Individually identified	UK 0 241605 01749	-	Suffolk X Mule
Ewes	Individually identified	UK 0 241605 01750	-	Suffolk X Mule
Ewes	Individually identified	UK 0 241605 01751	-	Suffolk X Mule
Ewes	Individually identified	UK 0 241605 01752	-	Suffolk X Mule
Ewes	Individually identified	UK 0 241605 01763	-	Suffolk X Mule

Click on the **New** button to enter the details of one animal. To enter a range of tag numbers click on the downward arrow next to the **New** button and pick **Multiple New Records**.

Complete the details of each animal, picking the selection from the drop down lists. New flock marks and breeds can also be created by RIGHT clicking on the selection box.

Remember to click on **Update** to save the details.

To change multiple records at the same time, click on the first record and hold the SHIFT key down and click on the last record.

Year of birth – if you choose the category of lambs you will also be asked for a year of birth to keep an accurate reconciliation of each years' lamb crop.

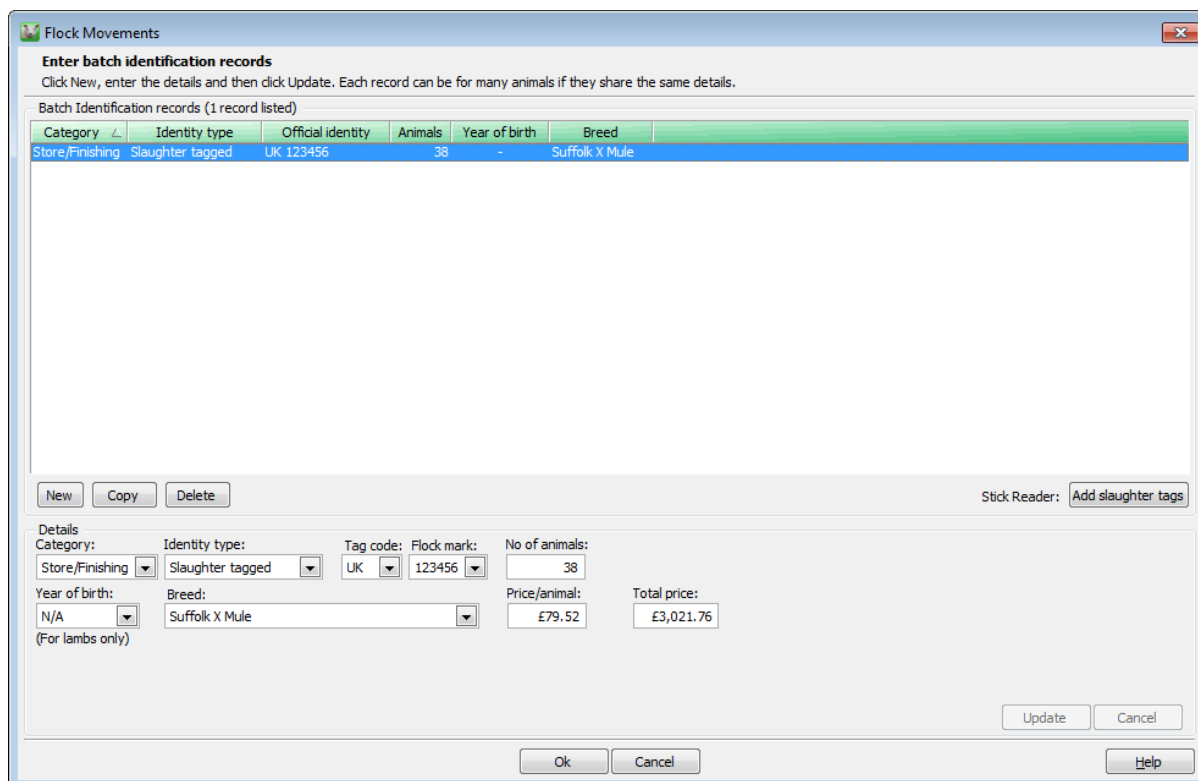
Get Individual tags - records can also be imported from a Stick Reader – see [Page 21](#).

Remember to complete any missing details in this screen as necessary.

Batch Animal Details

Use this option if the animals have slaughter tags. In addition older animals can be batched together as a total number with a particular flock mark if it is not necessary to record the ID's individually, for example if you have used a CPRC movement document or you are moving between your own holdings.

Certain actions/movements such as births and deaths allow the entry unidentified lambs.



The screenshot shows the 'Flock Movements' application window. The main title is 'Enter batch identification records'. Below the title, there is a table with the following data:

Category	Identity type	Official identity	Animals	Year of birth	Breed
Store/Finishing	Slaughter tagged	UK 123456	38	-	Suffolk X Mule

Below the table, there are buttons for 'New', 'Copy', and 'Delete'. To the right, there is a 'Stick Reader: Add slaughter tags' button. The 'Details' section contains the following fields:

Category: Store/Finishing
Identity type: Slaughter tagged
Tag code: UK
Flock mark: 123456
No of animals: 38
Year of birth: N/A
Breed: Suffolk X Mule
Price/animal: £79.52
Total price: £3,021.76

At the bottom, there are buttons for 'Update', 'Cancel', 'Ok', 'Cancel', and 'Help'.

Click on the **New** button to enter the details of a batch of animals by flock mark.

Complete the details of each animal, picking the selection from the drop down lists. New flock marks and breeds can also be created by RIGHT clicking on the selection box.

Year of birth – if you choose a category of lambs you will also be asked for a year of birth to keep an accurate reconciliation of each years' lamb crop.

Add slaughter tags - records can also be imported from a Stick Reader. [See Page 21.](#) Remember to complete any missing details in this screen as necessary.

Remember to click on **Update** to save the details.

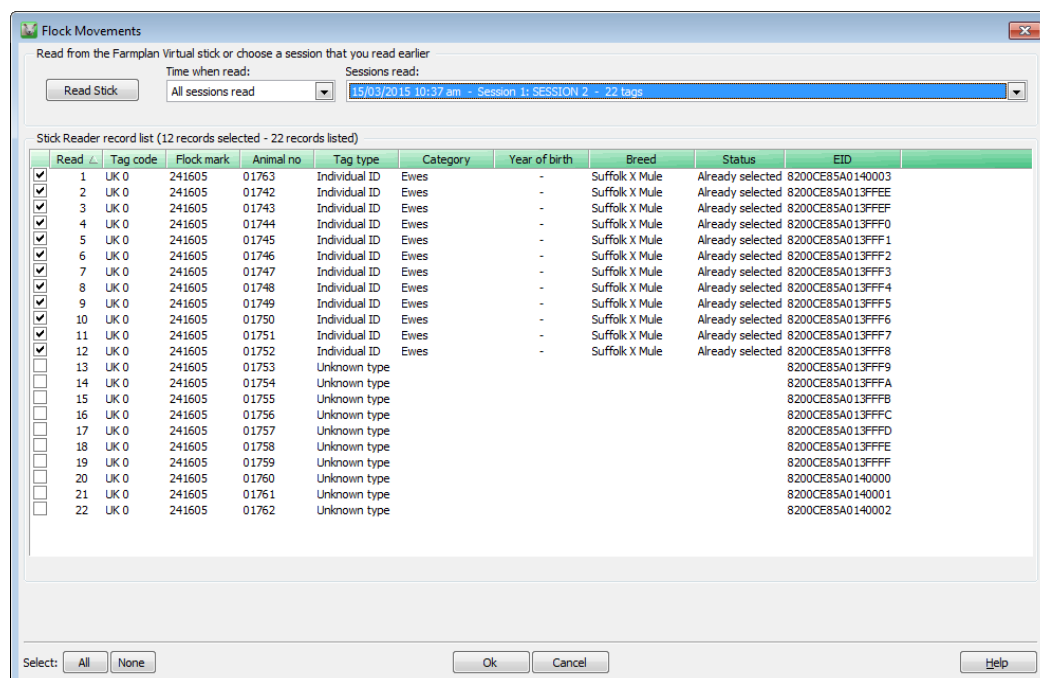
Read from Stick Reader

Electronic ear tag details that have been recorded using a Stick Reader can be imported into the program.

Before you start, ensure that you have selected the correct model of Stick Reader within the program. If you need to change the type of Stick Reader being used go to **Tools - Options - Stick Reader**.

To read a new session from your stick ensure that your Stick Reader is connected to your computer - either via a cable or a Bluetooth connection, and check that it is switched on. Click on **Read Stick**. Alternatively pick a previous session from the drop down list.

You will see all animals listed from that reading - if you wish to exclude any remove the tick from the box at the beginning of the line. Duplicates will automatically be excluded.

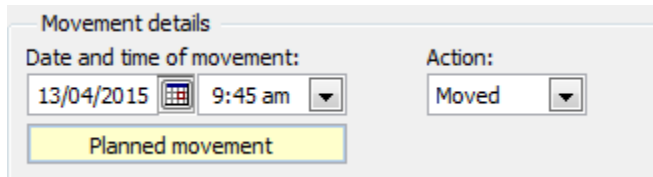


Electronic slaughter tags will normally be batched together and given a number per flock mark. They do have an individual identity and will be treated as such so take care to choose the right option. Individual slaughter tags will be marked in red if they have previously been selected as slaughter tags and vice versa.

If the ear tag has been read previously the program will already know details about this animal such as category and breed. For new tags you will need to complete the details when you have confirmed this screen and returned to the **Individual Tag** or **Batch Tag** screen.

Planned Movements

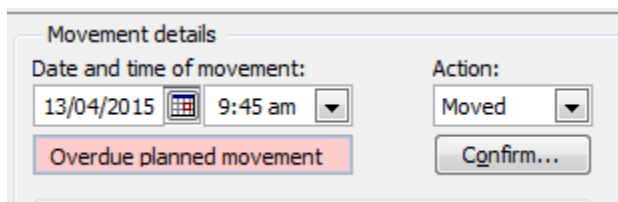
If you enter a **Sale**, **Purchase** or **Movement between Holdings** with a date in the future the program will treat it as a 'Planned Movement'.



The screenshot shows a 'Movement details' form. Under 'Date and time of movement:', the date is '13/04/2015' and the time is '9:45 am'. The 'Action:' dropdown menu is set to 'Moved'. A yellow button labeled 'Planned movement' is visible at the bottom of the form.

It will be available for printing on a Movement Document but will not update your animal numbers or be eligible for submission to ARAMS electronically.

When the date/time has passed you will see a message against this movement to say that it is overdue. Click on **Confirm** to say that it has taken place, it will be converted into an actual movement and will update all appropriate records.



The screenshot shows the same 'Movement details' form as above, but the date is now '13/04/2015' and the time is '9:45 am'. The 'Action:' dropdown menu is still 'Moved'. A red button labeled 'Overdue planned movement' is visible at the bottom left, and a 'Confirm...' button is visible at the bottom right.

Take care that you only confirm the movement if it is correct. If necessary update it with the correct figures first.

For example, if you intended to sell some animals but some return unsold, edit the sale record to show the correct number actually sold and enter an additional **Movement between Holdings** to show the unsold animals moving off your holding and then back again to reflect the fact that their ownership did not change.

Section 8: Actions

Sheep Transfers

Any lambs that you are selling, or that you still have on farm at the end of the Holding Register year, should be transferred to the next category – for example to ewe lambs (hogs) for females you intend to keep for breeding or to store/finishing if you intend to sell them.

Similarly ewe lambs should be transferred to ewes in the season when they lamb.

In order to keep your numbers straight take care that you do not sell lambs as store/finishing animals without transferring them first, otherwise you will end up with a positive number of lambs and a negative number of store/finishing animals.

The screenshot shows a software window titled "Flock Transfers" with a toolbar containing icons for Back, Forward, New, Delete, Previous, Next, Find, and Order By. The main area is titled "Transfer details" and contains the following fields:

- Date and time of transfer: 01/01/2015 10:00 am
- No of animals: 116
- From Category: Lambs
- Year of birth: 2014
- Location: Greenway Farms
- To Category: Store/Finishing
- Breed: Suffolk X Mule
- Notes: last year's lambs to sell fat

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

Identifying Animals – Tagging

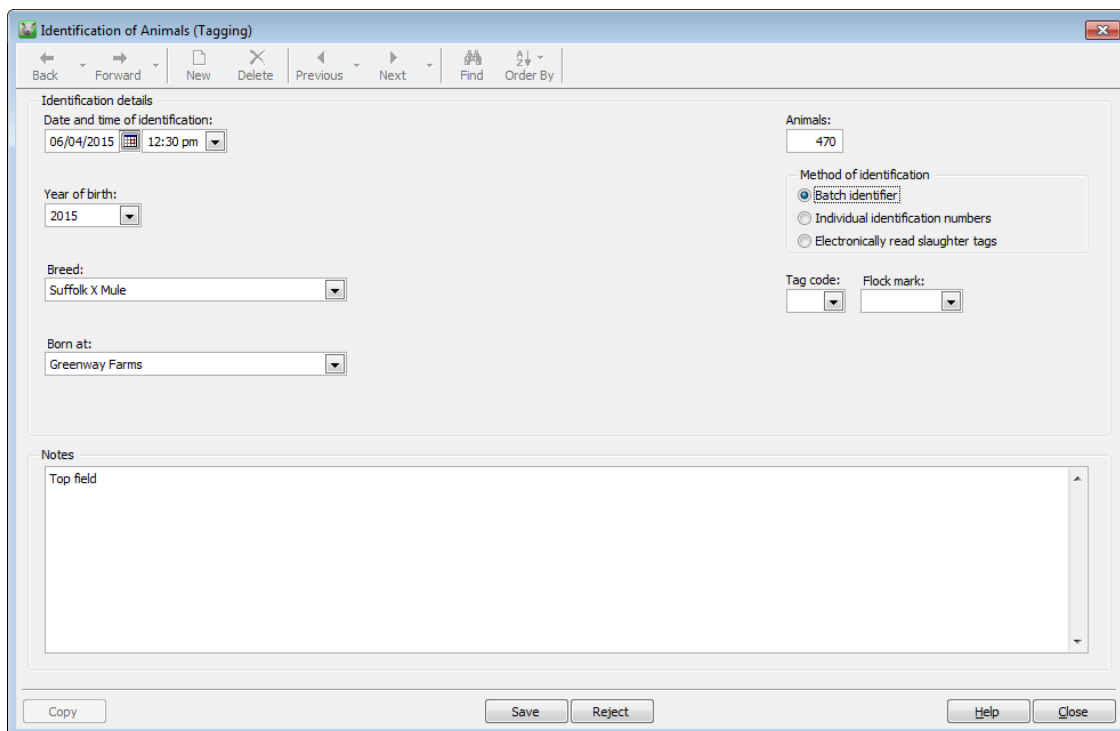
Lambs born on your holding must be identified:

- within six months of birth if the animals are housed overnight;
- within nine months of birth if the animals are not housed overnight; OR
- before the animal moves from its holding of birth, if earlier.

(Detailed rules regarding tagging vary between regions and you should consult documentation relating to your area of the UK.)

It is also a requirement that the tagging of animals must be recorded on the Holding Register. The program will display the number of each year's lamb crop on the Home Page that have been born, tagged, sold etc so that you are reminded to enter all the tagging records.

If you are recording slaughter tags use the 'Batch identifier' option and enter the total number tagged at each holding.



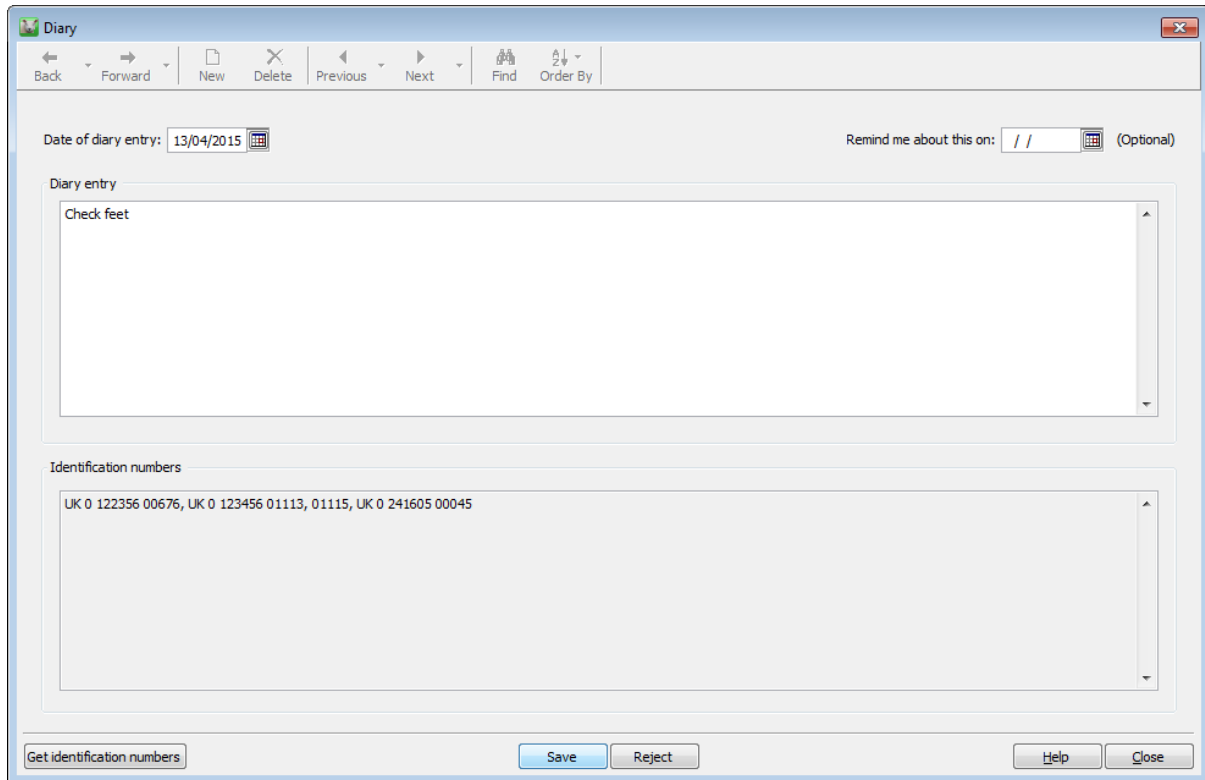
If you have used individual identification numbers pick that option and go to **Get identification numbers** which will take you to a similar screen to the Movements option.

NB - If you have to retag animals - for example, if they lose a tag go to the option **Retagging**. If upgrading slaughter tags to individual tags use the option **Upgrading**.

Diary

Flock Manager has the ability to record diary entries which can be used for keeping notes with regard to the flock e.g. date sheared, date rams put in etc. The diary can also be used as a reminder tool. By setting up diary entries with a future date, the program will use the computer date to remind you of an entry that has been made.

Individual tag details relating to the diary entry can be entered manually or imported from a stick reader.



Details may just be free typed into the diary entry section or allocated against particular animals manually or from a stick reader using the **Get identification numbers** option.

If you put a date in the reminder box, you will see this diary entry as you go into the program on that date. At that point you will be able to keep it as an ongoing reminder or remove it.

Section 9: Treatments

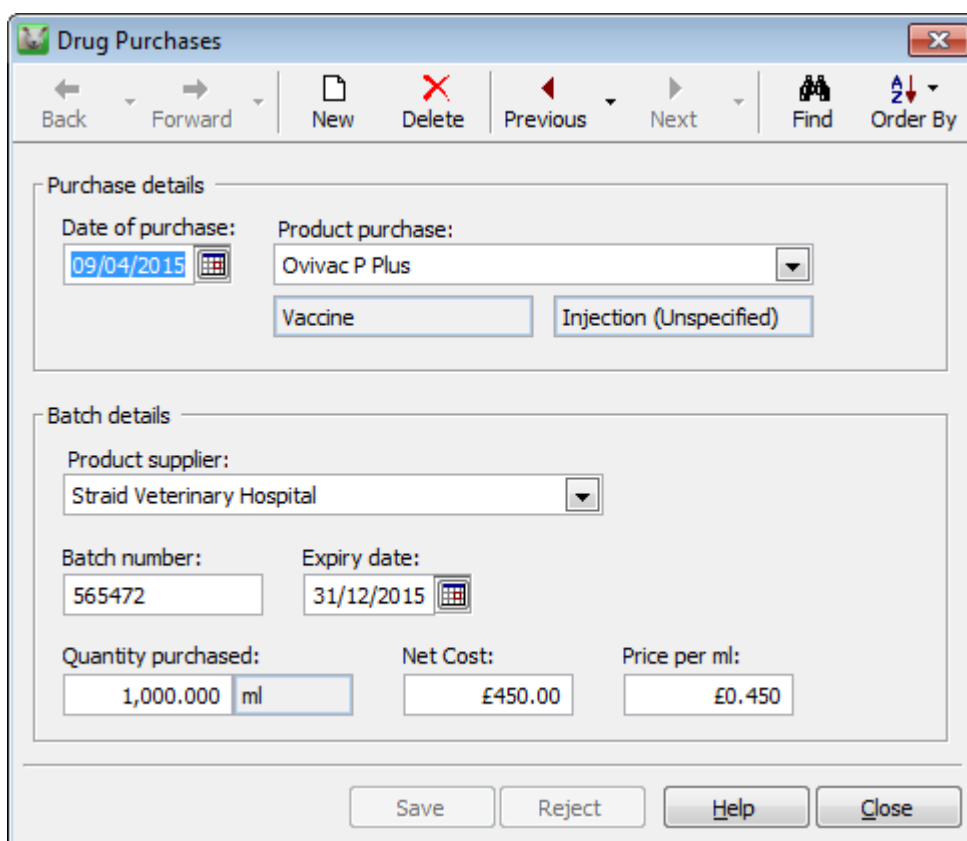
Recording all veterinary treatments to all your sheep along with purchases of drugs will allow you to keep statutory medicine book records.

The program already includes a list of commonly used drugs but it is your responsibility to check that the active ingredients and withdrawal periods are correct.

Products can be added or edited as you enter new treatments along with their purchases but you can also access them directly from the **Treatments** side bar options.

Drug Purchases

Pick the **Product** and **Product Supplier** from the drop down list or add a new one by RIGHT clicking on the selection box.



The screenshot shows a software window titled "Drug Purchases" with a toolbar at the top containing buttons for Back, Forward, New, Delete, Previous, Next, Find, and Order By. The window is divided into two main sections: "Purchase details" and "Batch details".

Purchase details:

- Date of purchase: 09/04/2015 (with a calendar icon)
- Product purchase: Ovivac P Plus (with a dropdown arrow)
- Vaccine (with a dropdown arrow)
- Injection (Unspecified) (with a dropdown arrow)

Batch details:

- Product supplier: Straid Veterinary Hospital (with a dropdown arrow)
- Batch number: 565472
- Expiry date: 31/12/2015 (with a calendar icon)
- Quantity purchased: 1,000.000 ml
- Net Cost: £450.00
- Price per ml: £0.450

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

Remember to add the correct batch number and expiry date as they will be required in the medicine book records.

Enter the quantity purchased in the same units as the application units.

Drug Treatments

To record all veterinary treatments against your sheep pick the **Drug Treatments** option from the **Treatments** section of the **Side Bar**.

The screenshot shows a software window titled 'Treatments'. The interface includes a toolbar with buttons for Back, Forward, New, Delete, Previous, Next, Find, and Order By. The main area is divided into several sections:

- Treatment details:** Product used: Scabivax Orf Vaccine Living (dropdown), Vaccine (dropdown), Other (checkbox). Date of treatment: Started: 09/04/2015 (calendar), Finished: 09/04/2015 (calendar), End of withdrawal period: 09/04/2015 (calendar). Product supplier: Straid Veterinary Hospital (dropdown). Batch Number: A345 (dropdown), Total quantity: 450.000 ml (input). Administrator: Ron Lifsey (dropdown). Reason for treatment: Orf protection (dropdown).
- Identity of animals treated:** Number of animals treated: 450 (input). Method of identification: Batch identifier, Individual identification numbers, Electronically read slaughter tags, Treatment group (selected), Treatment location, Mark (radio buttons). Treatment group: All Lambs (dropdown).
- Notes:** A text area containing 'turn out'.

At the bottom, there are buttons for Copy, Save, Reject, Help, and Close.

Treatment Details

- ***Product used**
- **Date of treatment** - enter the date on which the treatment was started. If the treatment is over several days enter the date of the last treatment.
- **End of withdrawal period** - this will be automatically calculated from the finish date using the details held against the product.
- ***Product supplier**
- ***Batch Number** - if this is a new product/purchase RIGHT click on the selection box to enter the purchase. If the batch number changes mid treatment, you should record this as a separate treatment.
- **Total Quantity** - this is the total that has been used - not the dosage rate. It will bring the usage unit (e.g. ml) through from the purchase of the product.
- ***Administrator**
- ***Reason for treatment**

*Remember to RIGHT click on the selection boxes if you need to add any new details that are not available in any drop down lists.

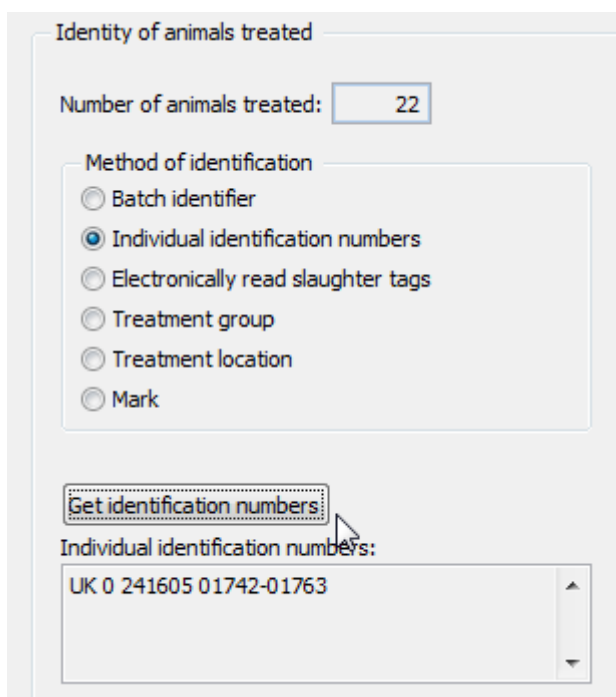
Identity of animals treated

The treatment details can either be allocated to groups of animals or individually.

Number of animals treated – enter the total number receiving this batch of drug if you are using a batch option to identify the animals.

Method of identification - instead of entering tag details you may wish to create batches of animals as a named treatment group (e.g. all lambs), location or mark (e.g. red rump). The exact options will depend on the selection made but you can add or edit new selections by RIGHT clicking on the selection box.

Individual/electronically read tags – if you pick one of these options, use **Get identification numbers** to enter the tag details manually or import them from a Stick Reader.



Identity of animals treated

Number of animals treated:

Method of identification

Batch identifier

Individual identification numbers

Electronically read slaughter tags

Treatment group

Treatment location

Mark

Individual identification numbers:

NOTE – if you have set up any new selections within these options you can view or edit them from the **Setup** menu.

Section 10: Find an Animal

This option, which is found at the top of the Home Page, will allow you to trace all actions and treatments against individually tagged animals.

Type the whole or part of the ear tag number in the search box.

Find an animal

Search for:

Animal List - 1 animal was found

Tag code	Flock mark	Animal no
UK 0	241605	01742

Life history - 5 actions were found

Date	Action	Details
01/11/2012	Identified (tagged)	UK 0 241605 01742
01/01/2013	Lost	From Greenway Farms, Plump Hill, Mitcheldean (01/234/5678)
13/04/2013	Found	Moved to Greenway Farms, Plump Hill, Mitcheldean (01/234/5678)
13/04/2014	Treated	Terramycin Aerosol Spray (Coloured) - 12345 - 1.000 ml
22/01/2015	Sold	To Kington Market, Kington

Highlight the animal from the animal list to see a list of all actions assigned to this tag.

Section 11: Reports

From the Side Bar

All of the information that is entered into the program can be viewed on screen by selecting the entry option from the Side Bar. Each entry that is made will be summarised on the right hand side of the screen of the relevant action.

There are drop down filters at the top of each screen that can be used to fine tune the details shown. For example:

Movements

These are all the entered sales in the current year:

Date	Animals	Income	Moved from	Moved to	Notes
12/03/2015	17	1292.00	Greenway Farms	Kington Market	
12/03/2015	5	437.60	Greenway Farms	Craven Arms	direct to abattoir
26/02/2015	24	1728.00	Greenway Farms	Kington Market	
05/02/2015	23	1564.00	Greenway Farms	Kington Market	
22/01/2015	12	1032.00	Greenway Farms	Kington Market	culls - not in lamb
08/01/2015	38	3021.76	Greenway Farms	Kington Market	

Flock Inspector

This shows a running total of lambs in the current year located 'Everywhere'.

Date	Action	Details	Official identity	Breed	Location	Animals	Running total
01/12/2014	On farm	On farm 01/12/2014			Everywhere	213	213
11/12/2014	Sold	Sale of 97 animals to Kington Market	UK 300984	Suffolk X Mule	Greenway Farms	97	116
01/01/2015	Transferred out	Transferred out 116 animals to Store/Finishing		Suffolk X Mule	Greenway Farms	116	0
08/03/2015	Born	Birth of 26 animals at Greenway Farms	Unidentified	Suffolk X Mule	Greenway Farms	26	26
09/03/2015	Lost	Lost 4 animals from Greenway Farms	Unidentified	Suffolk X Mule	Greenway Farms	4	22
15/03/2015	Born	Birth of 327 animals at Greenway Farms	Unidentified	Suffolk X Mule	Greenway Farms	327	349
22/03/2015	Born	Birth of 278 animals at Greenway Farms	Unidentified	Suffolk X Mule	Greenway Farms	278	627

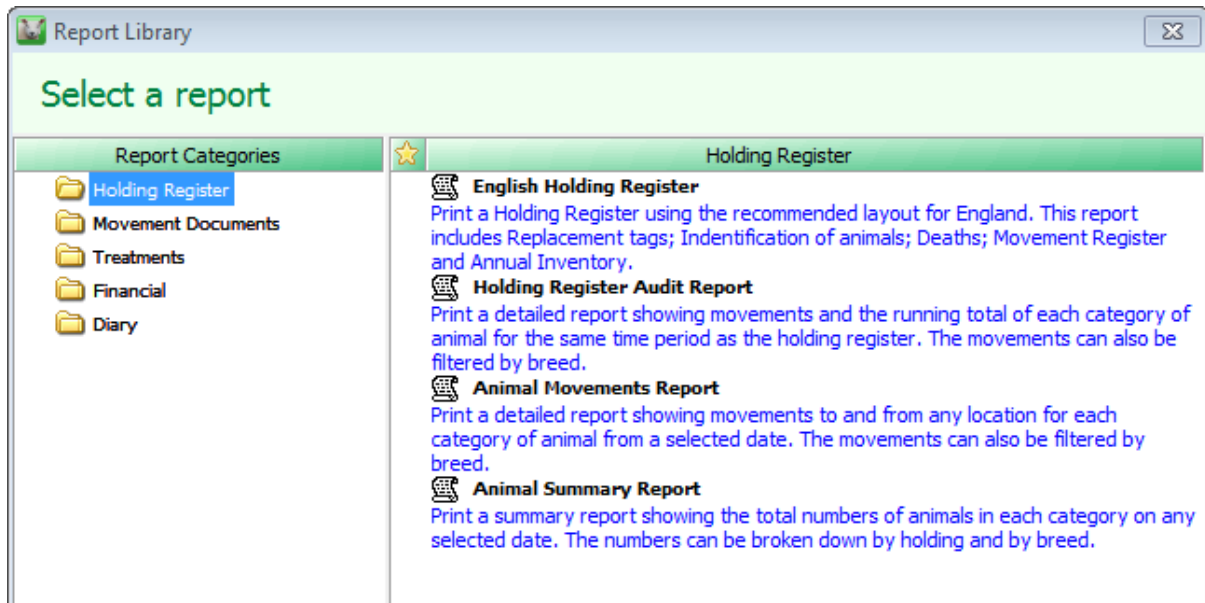
Treatments

All the drug purchases that have been made using the Flock Manager program:

Date	Product	Batch number	Quantity purchased	Expires	Product supplier
09/04/2015	Ovivac P Plus	565472	1000.000 ml	31/12/2015	Straid Veterinary Hospital
06/04/2015	Duphaphen + Strep	1	200.000 ml	30/06/2016	Arrowfield Veterinary Group
17/12/2014	Depocillin LA	24476	1000.000 ml	30/06/2016	Arrowfield Veterinary Group
10/10/2014	Alamycin LA	1	300.000 ml	30/06/2015	Arrowfield Veterinary Group
01/03/2014	Multivit	1	200.000 ml	30/06/2014	Arrowfield Veterinary Group
01/03/2014	Apralan Oral Doser	549/7	500.000 ml	30/06/2014	Arrowfield Veterinary Group
01/03/2014	Duphaphen + Strep	1235/8	200.000 ml	01/07/2015	Arrowfield Veterinary Group

Report Library

The Report Library can be accessed from the Reports Menu. Highlight the report that you wish to view by clicking on it. You may be asked to click on 'Next' to pick additional selections such as Holding. Each report can be previewed on screen or printed on paper.



Holding Register – the Holding Register reports are laid out to reflect the statutory report required for official records for each of your own holdings. The layout of the report will depend on whether you live in England, Scotland or Wales.

The additional reports audit all movements and animal numbers by breed and/or holding from specified dates to allow you to keep check of animal numbers.

Movement Documents – the statutory movement documents for both Sales and Movements. Again these will vary by region – for example the ARAMS1 form in England. You will be asked to pick the appropriate movement from a list which can be previewed or printed.

Treatment – the statutory medicine books for both NOAH and SAI/Global FABBL layouts including animals in withdrawal periods and drug purchases.

Financial – the value of animal sales, purchases and margins over a particular time period. These can be filtered by breed.

Diary – a list of entries made in the diary over a date range that can be filtered by key words.

Section 12: ARAMS – Electronic 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.

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 others 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

Alternatively the Flock Manager program can send movement details to ARAMS electronically.

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). This 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 postcode of the location are correct.

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 postcode 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. Post code not required.

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.	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 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.

*If you have already submitted a purchase from another farmer to ARAMS and an unconfirmed movement subsequently appears mark it as 'Ignore'. You will not be able to submit a purchase from a market unless you have received their unconfirmed movement and linked to it.

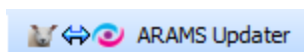
Entering a 'Purchase' or 'Movement On' entry

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.

ARAMS Updater



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.

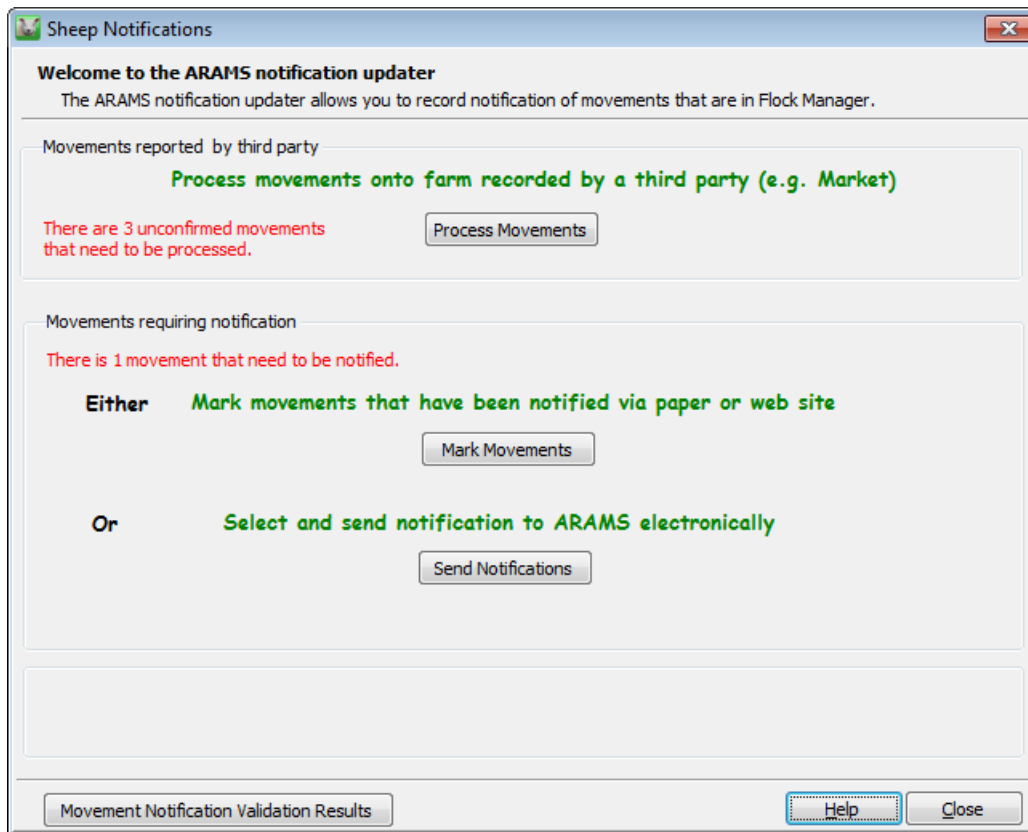
Select the option **ARAMS Updater** from the **Tool bar** at the top of the **Home Page** screen.

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**.

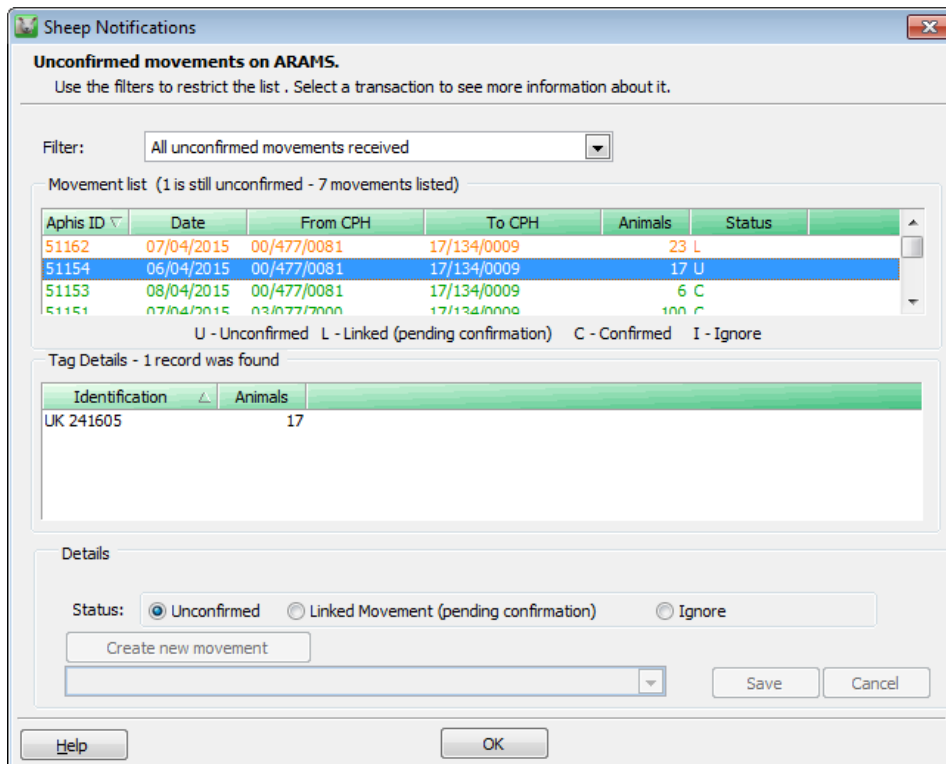


Stage 1 - Process Movements

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 shown in the window below.

To confirm a Movement On

To confirm that you have received these animals:

- Select **Linked Movement** (pending confirmation)
- 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 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

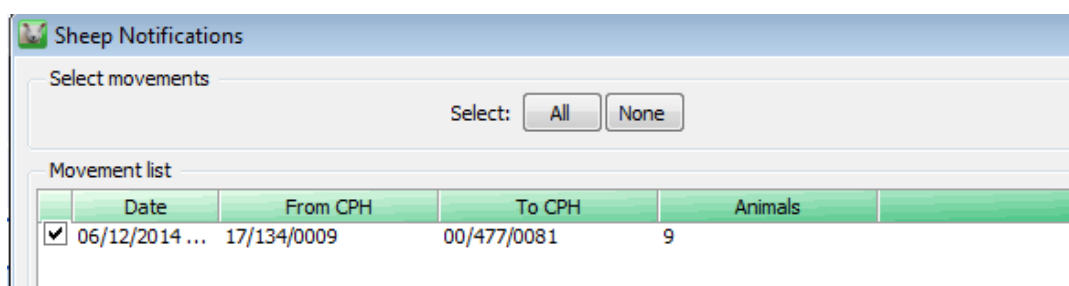
keep asking you to confirm it. If you subsequently find that it was actually your movement then you can come back to this screen and change this status.

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'. At the top, there is a section 'Select movements' with a 'Select:' label and two buttons: 'All' and 'None'. Below this is a 'Movement list' table with the following columns: 'Date', 'From CPH', 'To CPH', and 'Animals'. The first row in the table is checked and contains the following data: '06/12/2014 ...', '17/134/0009', '00/477/0081', and '9'.

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 button at the bottom of the 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



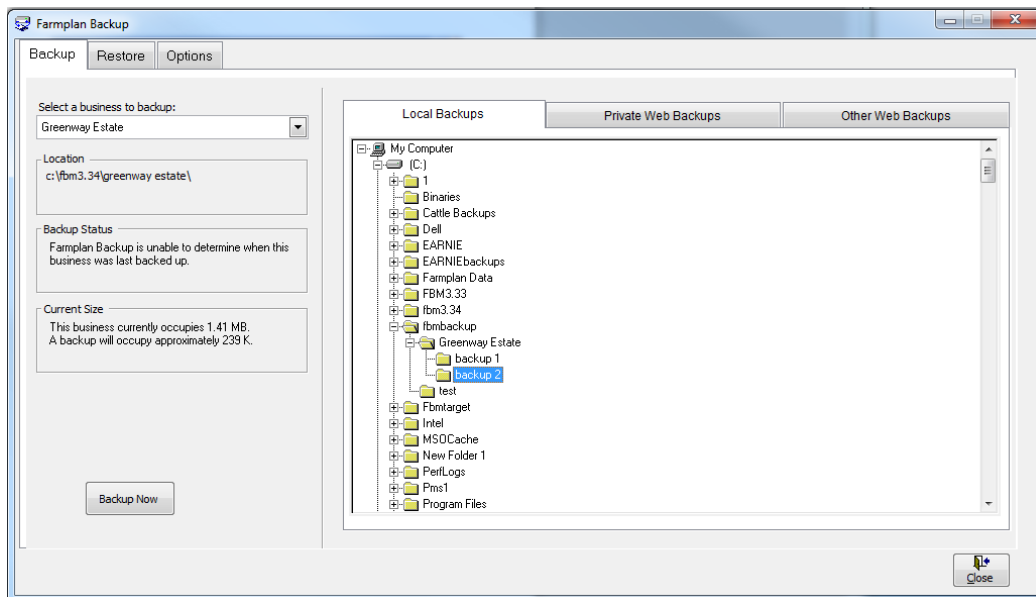
<http://www.arams.co.uk/>

The ARAMS helpline can be contacted on 0844 573 0137

Section 11: Backup and Restore

For the security of your data it is very important that you back it up after every data entry session. Each time you enter information it is saved within the computer. However it is potentially vulnerable because if the computer was to break down, even if only through a temporary power failure, that information may be irretrievably lost or damaged.

To take a copy of your data, take the option **File – Backup**.



Local Backups

This allows you to make a copy of your data to be kept in your own office – either on your computer or a removable device such as a memory stick.

- On the left hand side of the screen check that the correct business is displayed.
- On the right hand side of the screen browse to the location where you wish to make the backup. To expand the tree view click on the +.
- To create more folders on your C:drive or memory stick, right click on the folder and select the option to create a new sub-folder.
- Highlight the folder that you wish to make the backup in and click on **Backup Now**.
- Enter notes to help identify this backup in the future – for example 'All lambing recorded'. A date and time will be automatically added.
- Confirm that you wish to continue.

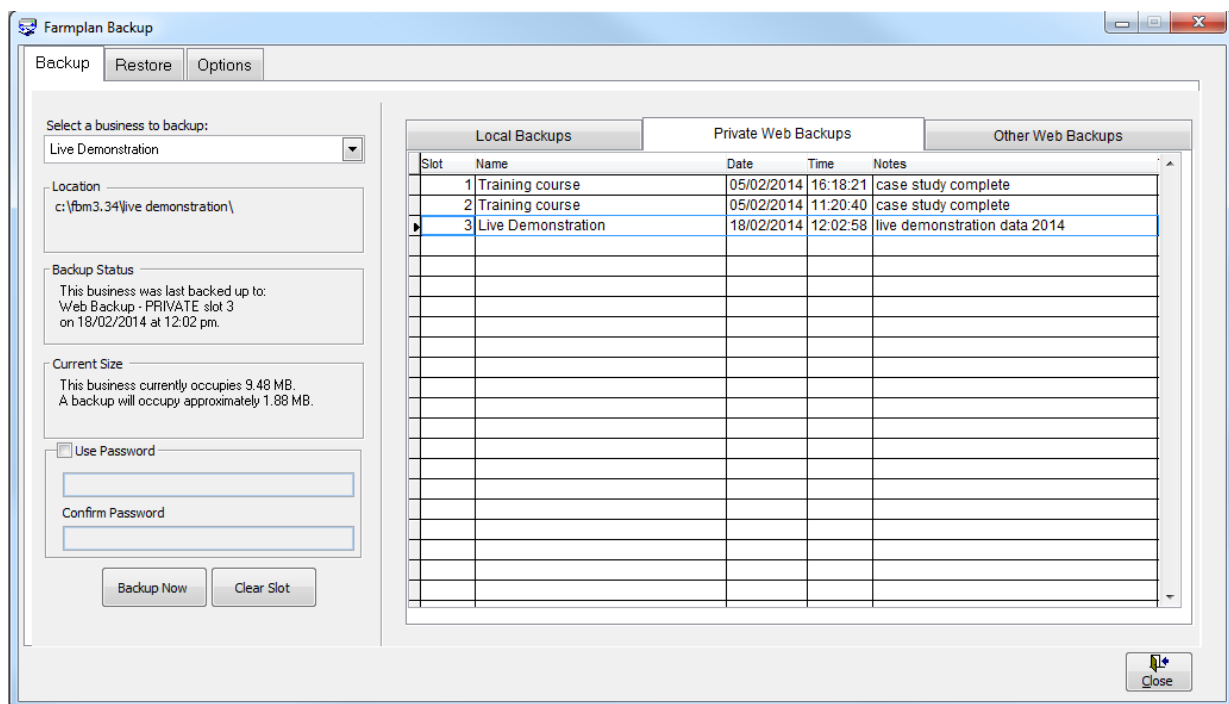
Backups to Removable Devices - While backups on the C: drive (the hard disk on your computer) are useful for every day backups, they could get lost or damaged if something happened to your machine. For that reason it is very important that you back up regularly onto a removable device such as a memory stick which can be stored away from your computer. Plug one into your computer before you go into the Backup option and it will appear under a different letter on the right hand side – for example you may see something like **Removable Disk E:**

Rotation of Backups - Keep a minimum of 2 backups at different stages in time on different sources. We suggest making sub-folders and use them to rotate your backups at different stages in time.

NEVER just rely on one backup – for example a single memory stick, which could get lost or broken.

Private Web Backups

This is the ability to back up your data to a remote web server across the Internet. The web server is maintained by our parent company, RBI, and provides a secure location for backups away from your own office environment. The backup can be restored to any computer with Internet access regardless of its location, providing it has been registered with your licence details and web access code – subject to your Farmplan licence agreement.



A **password** provides additional security so that even if someone has your licence details, they cannot restore your data without entering the password.

NB – Farmplan do not have access to the password. Therefore it is very important that you keep a record of the password used.

You are provided with **10 free Private slots** which are available providing your support contract is up to date. More slots are available for a nominal annual fee – for more details please contact Farmplan’s Software Support on 01594 545022.

- On the left hand side of the screen check that the correct business is displayed.
- Select the tab called **Private Web Backups**.
- Highlight the slot that you wish to use by clicking on it (if there is more than one available).
- Password (optional) – Other users can only access your private backups if they are using a computer with exactly the same licence details – i.e. other members of your organisation who also have a valid licence. However, if you wish, you can also password your backups so that no-one else can restore them without it. Put a tick in the box ‘Use Password’ and enter the password in both boxes.
- Click on **Backup Now**.
- Enter notes to identify this backup in the future – for example ‘All lambing recorded’.
- Confirm that you wish to continue.

Please Note – you are transferring data across the Internet so the time taken to make a backup will depend on the size of your data and the speed of your Internet connection.

Other Web Backups

This tab allows you to make Web backups which are available to Farmplan Support staff or authorised third party consultants.

Support Slot - You are allocated **ONE free Support Slot** which can only be accessed by yourself or a member of Farmplan staff.

If you contact us with a query, we may ask you to back up a copy of your data to this slot so that we can restore it immediately for investigation – a much quicker and more straightforward method than attaching it to an email.

- On the left hand side of the screen check that the correct business is displayed.

- Select the tab called **Other Web Backups**.
- Highlight the support slot that you wish to use by clicking on it (if there is more than one available).
- Password (optional) – Other users can only access your support backups if they are using a computer with exactly the same licence details – i.e. other members of your organisation OR an employee of Farmplan. However, if you wish, you can also password your backups so that no-one else can use them if they do not know that password. Put a tick in the box 'Use Password' and enter the password in both boxes.
- Click on **Backup Now**.
- Enter notes to help identify this backup in the future – for example 'All lambing recorded'. If you have been asked to make this backup by a Farmplan member of staff you may be given a reference number to quote.
- If necessary, please notify Farmplan (support@farmplan.co.uk) to confirm that the backup is now available. Don't forget to tell us the password if you have used one.

Third Party Slots

In addition we can supply you with **Third Party Slots** – these can be used to supply a backup of your data to an outside consultant who wishes to interrogate it using Flock Manager.

You would make a backup to a 3rd party slot and provide your consultant with your **Customer Number** and a **3rd party access code** – supplied by Farmplan. The 3rd party user enters these when restoring your data. He will then be able to see all of your 3rd party slots. Again you can use passwords in order to provide additional security.

Restoring Flock Manager Data

Open up Flock Manager and, from the Home Page, click on the **File menu** and select **Restore**.

Click on the plus sign in the box to the left of the drive on which your data is saved. Open the Backup folder where you last backed up your data and click on your data file so that it is selected.

On the right side of the dialog box under **Select Destination**, click in **Select a Dataset to be Overwritten** and click on **Restore Now** in the bottom right of the dialog box (please note that this will overwrite the data which is shown below in the drop down box).

The program will tell you that your data is being restored and confirm when this has been completed successfully. Click on **Close**.



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