



# Cattle Manager

## & Cattle Focus

### Getting Start Guide



# Contents

|  |           |
|--|-----------|
| <b>Section 1: Getting Started .....</b>          | <b>4</b>  |
| Training .....                                   | 4         |
| Help Notes.....                                  | 4         |
| Farmplan Support Line – 01594 545022 .....       | 4         |
| Farmplan Website – www.farmplan.co.uk .....      | 5         |
| Farmplan Messages .....                          | 5         |
| Program Updates .....                            | 5         |
| <b>Section 2: Installation Instructions.....</b> | <b>6</b>  |
| <b>Section 3: Security and Licensing.....</b>    | <b>7</b>  |
| To Licence Your Program via the Internet .....   | 7         |
| To Licence Your Data Manually.....               | 8         |
| Licence Messages.....                            | 8         |
| To Renew Your Licence .....                      | 8         |
| Messaging .....                                  | 9         |
| <b>Section 4: The Home Page.....</b>             | <b>10</b> |
| <b>Section 5: Animal Records.....</b>            | <b>11</b> |
| Cattle Inspector.....                            | 11        |
| Animal Record Card .....                         | 12        |
| Filters – Selecting Animals .....                | 13        |
| <b>Section 6: Create your own Business .....</b> | <b>14</b> |
| New Dataset.....                                 | 15        |
| Business Setup .....                             | 15        |
| My Holdings .....                                | 18        |
| Holding Numbers .....                            | 19        |
| Other Setup Options .....                        | 21        |
| Traders .....                                    | 22        |
| Other Locations.....                             | 23        |
| Cattle Breeds.....                               | 24        |
| Herd Setup .....                                 | 25        |
| <b>Section 8: Program Options.....</b>           | <b>31</b> |
| Automatic Backup.....                            | 31        |
| Barcode Scanner .....                            | 32        |
| Electronic Weigher.....                          | 32        |

|  |           |
|--|-----------|
| Stick Readers.....                             | 33        |
| Other Options .....                            | 33        |
| <b>Section 9: Recording Entries .....</b>      | <b>34</b> |
| Breeding records.....                          | 34        |
| Put to Sire.....                               | 34        |
| Services .....                                 | 35        |
| PD/Scan Results .....                          | 35        |
| Recording Births of Homebred Animals.....      | 36        |
| Calving 'Wizard' .....                         | 36        |
| Calvings – Enter Individually .....            | 40        |
| Animal Transfers .....                         | 41        |
| Purchases .....                                | 42        |
| Sales .....                                    | 44        |
| Planned Sales .....                            | 46        |
| Movements Between Holdings.....                | 48        |
| On Farm Movements .....                        | 48        |
| <b>Section 10: Using CTS Web Services.....</b> | <b>49</b> |
| CTS Web Service Updater .....                  | 49        |
| BCMS Cross Checker .....                       | 50        |
| Cattle Passports Received/Returned .....       | 51        |
| <b>Section 11: ScotMoves.....</b>              | <b>52</b> |
| Overview .....                                 | 52        |
| ScotMoves – Getting Started.....               | 52        |
| Movements between Holdings.....                | 53        |
| Other Movements.....                           | 54        |
| Multiple Main Holdings.....                    | 54        |
| <b>Section 12: Reports .....</b>               | <b>55</b> |
| Select the Report .....                        | 55        |
| <b>Section 13: Backup &amp; Restore .....</b>  | <b>56</b> |
| Local Backups.....                             | 56        |
| Private Web Backups .....                      | 57        |
| Other Web Backups .....                        | 58        |
| Third Party Slots .....                        | 59        |
| Restoring Cattle Manager Data.....             | 59        |

## Section 1: Getting Started

This “Quick Start Guide” is designed as an initial getting started guide to the Farmplan Cattle Manager/Focus 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 instructions, we have a number of other solutions to help you get the most out of the program.

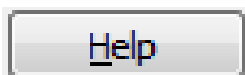
### Training

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.

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.

### 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 – Cattle Manager/Focus Help**.

### 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](mailto:support@farmplan.co.uk) and we will respond as soon as possible. Our email box is checked regularly throughout the working day.

## **Farmplan Website – [www.farmplan.co.uk](http://www.farmplan.co.uk)**

Keep an eye on our website for news and answers to frequently asked questions. Click on the 'Farmplan 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, a new licence or changes in legislation, so make sure that our emails are not blocked as spam. See [Page 9](#).

## **Program Updates**

New versions are released at intervals during the year containing changes and enhancements to the program. You will receive a notification when you go into the program to tell you that a new version is available with a prompt to download it.

If you are not ready to do an update – for example if you would like to make a backup of your data first, you will have the option to do it later but we do recommend that you always load the latest program as soon as possible.

## 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 **Cattle Software** in the Support area of the Farmplan website ([www.farmplan.co.uk](http://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, you will see a confirmation message. Click on '**OK**'. You can now use the program.

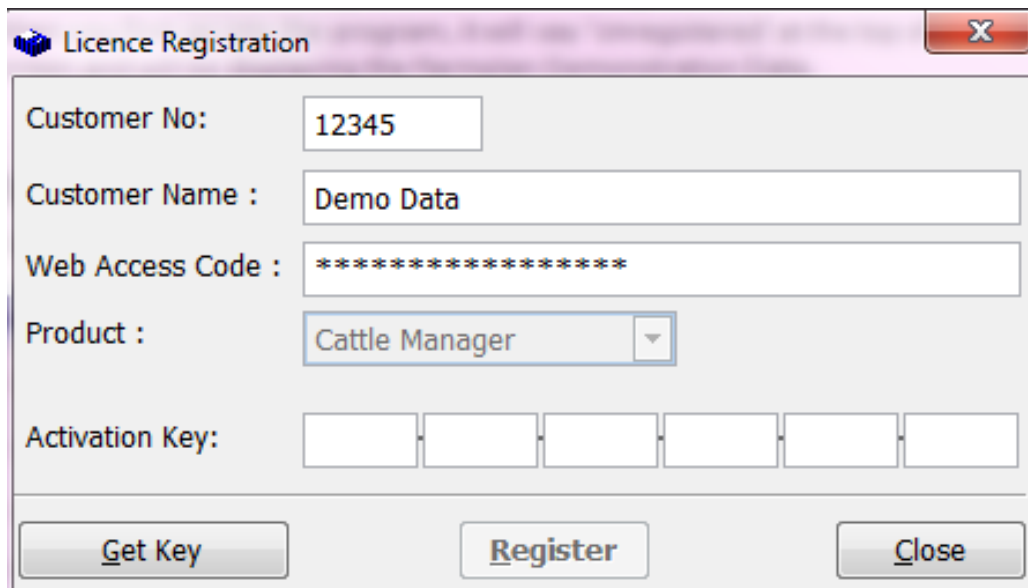
If you have any problems installing the program, please read the document available from the **Download** screen by following the link called '**Having Problems Installing?**' for more details.

## 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 Program via the Internet

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



The screenshot shows a 'Licence Registration' dialog box with the following fields and values:

- Customer No: 12345
- Customer Name: Demo Data
- Web Access Code: \*\*\*\*\*
- Product: Cattle Manager
- Activation Key: (Six empty boxes)

Buttons at the bottom: Get Key, Register, Close.

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 **Cattle 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.

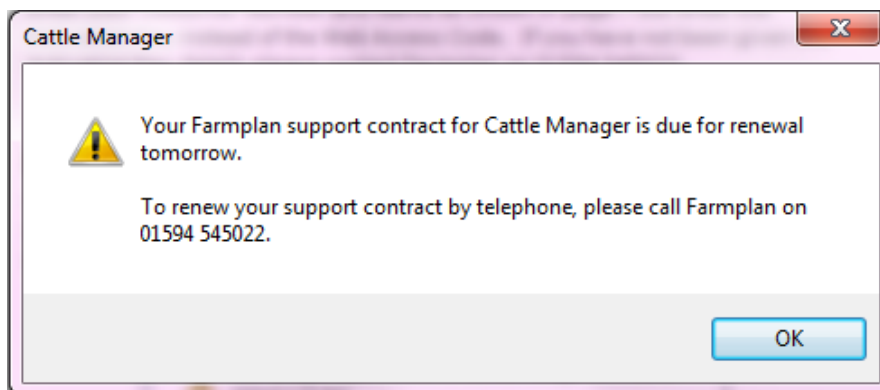
## To Licence Your Data Manually

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 internet access on this computer please contact Farmplan a few days after payment and we will give you the new Activation Key to be entered manually.

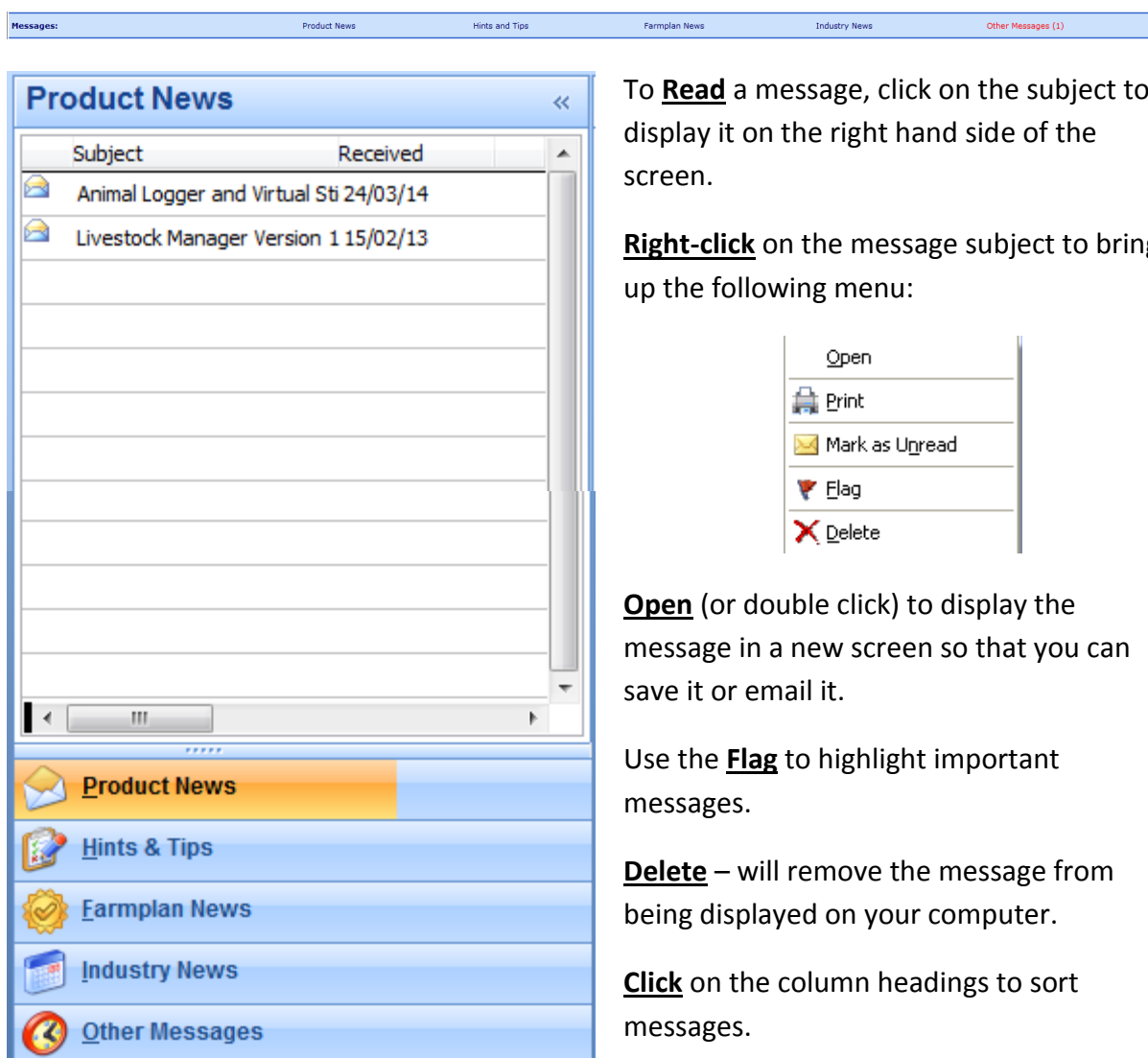
**NB** If your support contract has expired and you have not yet entered your updated licence details, **you will still be able to continue to use this version of the program** but you will not be able to load any future updates of Cattle Manager until it has been re-activated. **Please note** that you 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. In addition, we pass on handy hints and tips, warn you of important news such as BCMS information or remind you of local training seminars.

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:



The screenshot shows the Farmplan messaging interface. At the top, there is a navigation bar with tabs for 'Product News', 'Hints and Tips', 'Farmplan News', 'Industry News', and 'Other Messages (1)'. The main content area is titled 'Product News' and contains a table with two columns: 'Subject' and 'Received'. The table lists two messages: 'Animal Logger and Virtual Sti 24/03/14' and 'Livestock Manager Version 1 15/02/13'. Below the table is a navigation pane with five categories: 'Product News' (selected), 'Hints & Tips', 'Farmplan News', 'Industry News', and 'Other Messages'. To the right of the screenshot, a context menu is shown with the following options: 'Open', 'Print', 'Mark as Unread', 'Flag', and 'Delete'.

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
- Print
- Mark as Unread
- Flag
- Delete

**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.

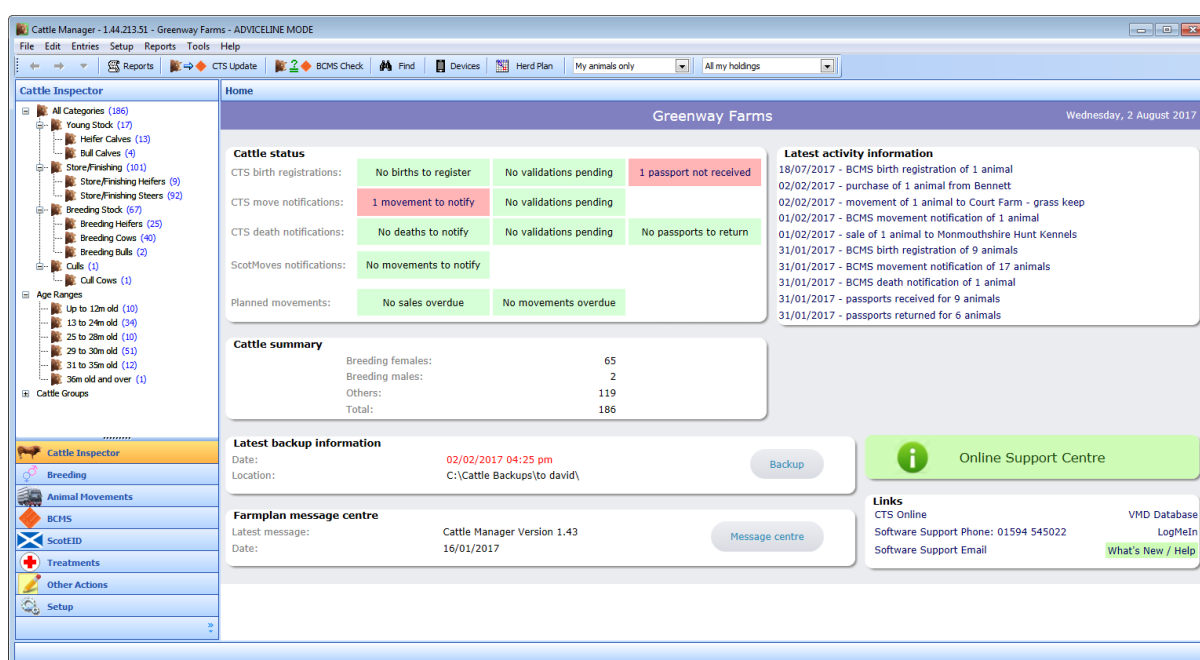
**Delete** – will remove the message from being displayed on your computer.

**Click** on the column headings to sort messages.

## Section 4: The Home Page

The **Home Page** provides you with easy navigation through the program. From the Home Page you can click on any of the options from the side bar on the front screen and they will take you to the relevant section.

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 Title Bar** along the top will tell you that you are using Cattle Manager/Focus and the current versions. It will also show your business name
- **The Menu Bar**, which is situated below the title bar, will offer drop down menus all giving a number of options
- **The Side Bar** along the left of the screen provides a quick way of recording and accessing records.
- **Status** – outstanding actions such as notifications waiting to go to BCMS will be showing in red on the Home Page.
- **Latest activity information** – a list of the most recent significant entries including movements and treatments.
- **The Tool Bar** situated below the menu bar provides further options, including the Report Library and BCMS Cross Checker.

## Section 5: Animal Records

An animal record card is held for every cow. It shows all its details including its current status, life history, breeding and medical records.

### Cattle Inspector

To access an individual record card go to the **Cattle Inspector** from the side bar.

Clicking on any option will display all the relevant animals within the main screen on the right.

For example click on All Categories to see all animals or narrow the search by clicking on Breeding Cows to just see those animals.

The lists can be further filtered using the drop down list boxes at the top of the screen:

Individual animals can be searched by tag number using the Find button:

**Cattle Inspector**

- All Categories (174)
  - Young Stock (32)
    - Heifer Calves (14)
    - Steer Calves (7)
    - Bull Calves (11)
  - Store/Finishing (82)
    - Store/Finishing Heifers (20)
    - Store/Finishing Steers (50)
    - Store/Finishing Bulls (12)
  - Breeding Stock (60)
    - Breeding Heifers (17)
    - Breeding Cows (40)
    - Breeding Bulls (3)
- Age Ranges
  - Up to 12m old (32)
  - 13 to 18m old (13)
  - 19 to 28m old (69)
- Cattle Groups
  - Herds
  - Batches

| FA | Official tag     | M. tag | Age ∟ | Category | Breed | Location                         |
|----|------------------|--------|-------|----------|-------|----------------------------------|
| ✓  | UK 123456 455556 | 455556 | 11 d  | S Calf   | AA    | Greenway Farms                   |
| ✓  | UK 123456 245691 | 91     | 4 m   | H Calf   | AA    | Plan Farm, Upper Field           |
| ✓  | UK 123456 345692 |        | 4 m   | H Calf   | AA    | Plan Farm, Upper Field           |
| ✓  | UK 123456 145690 |        | 7 m   | H Calf   | AA    | Greenway Farms, Sheds - Greenway |
| ✓  | UK 222222 376001 |        | 7 m   | H Calf   | CHX   | Bullers Farm. EID - Bullers      |

The list of animals can be sorted by clicking on each column heading. Unregistered animals are shown in red. To view the individual **Animal Record Card** double click on the relevant animal.

To add or remove columns RIGHT click on the column headings to change the column selections.

## Animal Record Card

Double click on any individual animal to view its detailed record card:

Click on the **Edit** button to view or edit general details about this animal e.g. name, ID, notes etc.

Use the find button and filters to look for specific animals.

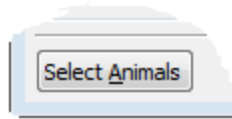
The Animal Record Card is divided into a series of tabs, which can be viewed by clicking on them.

- **Current Status** – General details about this animal included what holding it is currently on and its current TB and Farm Assurance status.
- **Life History** – Full details of the changes from birth or purchase to the point of sale/disposal including purchases, movements and sales.
- **Parents and Progeny** - Dam and Sire details including birth, genetic and foster dams plus any progeny of their own.
- **Breeding** –List of calving details. New births, services, put to sire records and PD results can be entered directly from this option.
- **Medical History** – All drug treatments and health actions.
- **Weighings** – All recorded weights.
- **Costings** – From purchase price to sale including drugs/feed etc.
- **Previous Movements** – Lifetime movement history according to BCMS

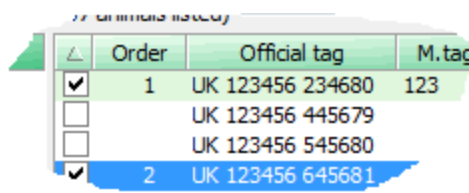
## Filters – Selecting Animals

Throughout the program you will be given the option to pick animals from a list for selection, for example in movements, treatments and reports.

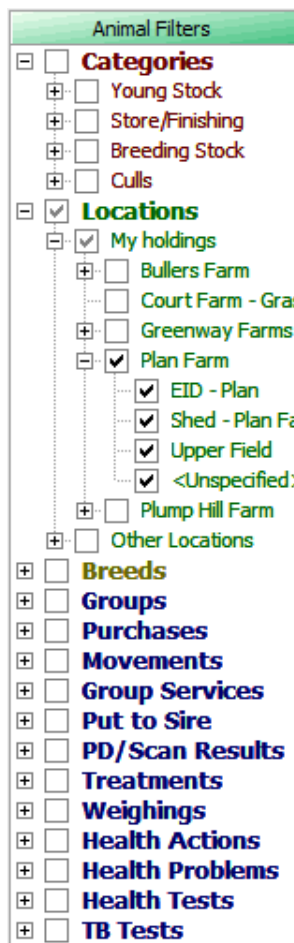
In any relevant entry screen, you will see a button at the bottom of the screen to select animals:



This will take you to a list of animals – tick the ones that you wish to include by clicking in the box to the left of the line.



|                                     | Order | Official tag     | M. tag |
|-------------------------------------|-------|------------------|--------|
| <input checked="" type="checkbox"/> | 1     | UK 123456 234680 | 123    |
| <input type="checkbox"/>            |       | UK 123456 445679 |        |
| <input type="checkbox"/>            |       | UK 123456 545680 |        |
| <input checked="" type="checkbox"/> | 2     | UK 123456 645681 |        |



The left hand side of the screen will show a series of filters. To narrow your search pick the category you wish to search on and click in the boxes to pick them.

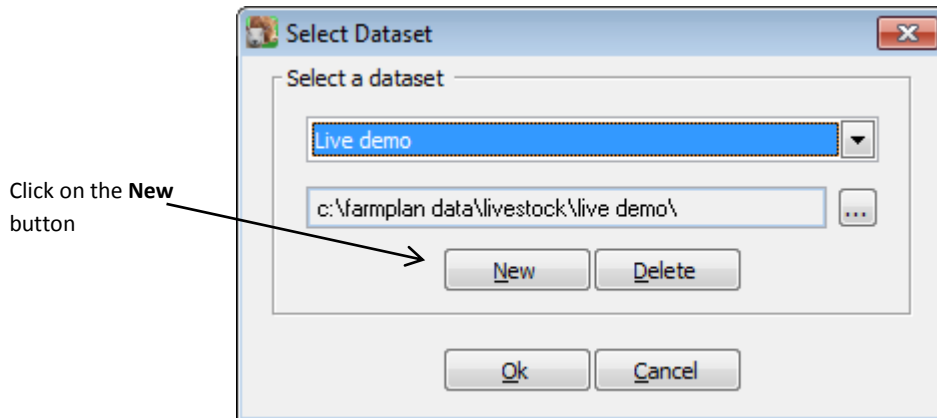
Click on the + sign to expand the choices.

The exact filters available will depend on the option that you are using. The blue categories are only displayed if you click on **Advanced** at the top of the entry screen and are not available in Cattle Focus.

To exclude animals from the selection list RIGHT click on the category heading. This will allow you to pick all animals except for the ones selected.

## Section 6: Create your own Business

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



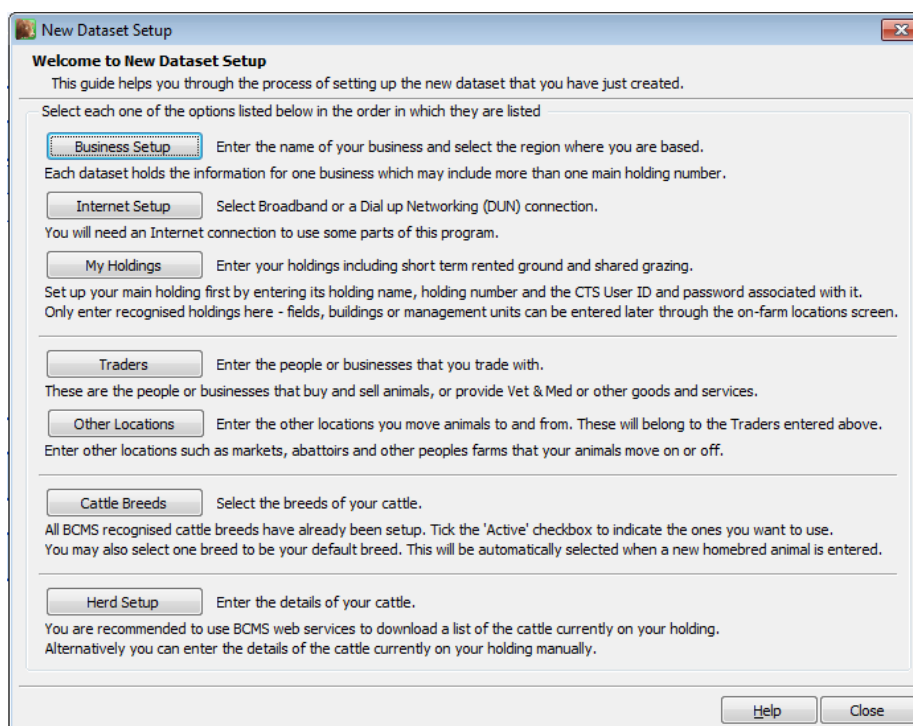
- Demonstration Farm will clear from the dialog box. Key in your business name as you would like to see it on your Home Page in the white space provided.
- Click on **Create**. You will see a message stating that a new dataset is about to be created and asking you to confirm that you wish to proceed. 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 **New Dataset Setup** window will now open.

## New Dataset

The New Dataset Setup window has been designed to help guide you through the process of setting up after you have just created a new dataset. It lists in order, the essential sections of the program that need filling in before you can commence the entry of actions and movements that have taken place.

It is recommended that users work through the setup in the given order to ensure that subsequent data entry is straightforward.

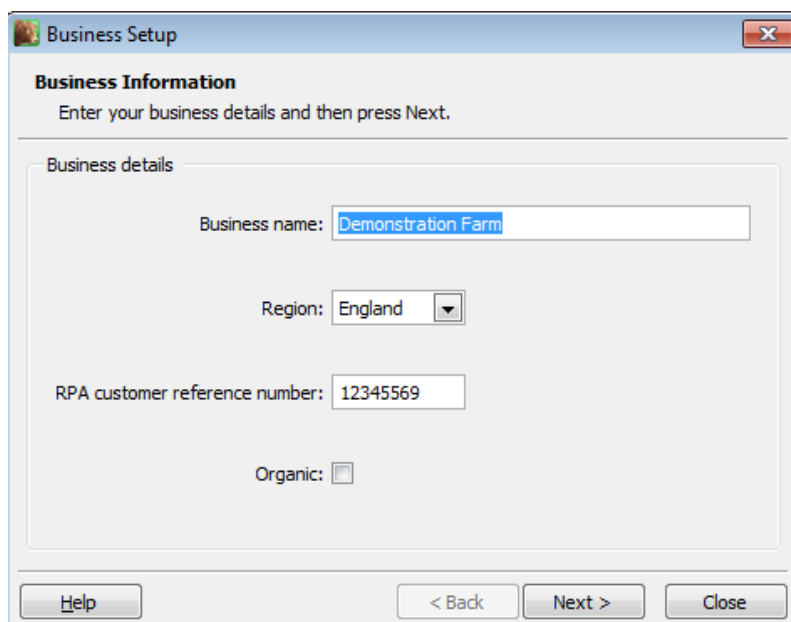
The New Dataset Window will continue to pop up every time you start the program until you have entered a main holding number within the Business Setup option. This option is also available by selecting **Setup – New Dataset Setup**.



## Business Setup

The Business Setup option comprises of a series of windows, in which you are required to enter details of the business and if applicable details of the Farm Assurance Scheme to which you belong. These details will then be included in reports and listings throughout the program.

## Business Information



The screenshot shows a window titled "Business Setup" with a sub-header "Business Information". Below the sub-header is the instruction "Enter your business details and then press Next." The main area is labeled "Business details" and contains the following fields:

- Business name:
- Region:  (dropdown menu)
- RPA customer reference number:
- Organic:

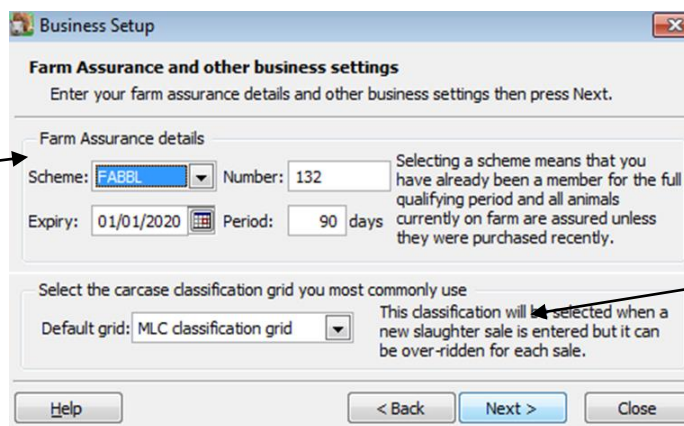
At the bottom of the window are four buttons: "Help", "< Back", "Next >", and "Close".

Enter details into the appropriate boxes. This can be done quickly by pressing either the Tab key or the Enter key on your keyboard to move from box to box.

Click on **Next** to go to the following screen.

## Farm Assurance and Other Business Settings

**Farm Assurance Details:** For users registered with a quality assurance scheme, the details record the scheme number and expiry date and also the number of days you have been within this scheme. This will then show within the animal's record card and when entering planned sales, if they are farm assured.



The screenshot shows a window titled "Business Setup" with a sub-header "Farm Assurance and other business settings". Below the sub-header is the instruction "Enter your farm assurance details and other business settings then press Next." The main area is labeled "Farm Assurance details" and contains the following fields:

- Scheme:  (dropdown menu) Number:
- Expiry:  (calendar icon) Period:  days

Below these fields is a section titled "Select the carcass classification grid you most commonly use" with a dropdown menu showing "MLC classification grid". To the right of this dropdown is the text: "This classification will be selected when a new slaughter sale is entered but it can be over-ridden for each sale."

At the bottom of the window are four buttons: "Help", "< Back", "Next >", and "Close".

**Default Classification Grid:** Select the deadweight classification grid you want the program to default to when entering a new slaughter sale.

Click on **Next** to go to the following screen.



## Address and Contact Information

**Business Setup**

**Address and Contact Information**  
Enter your address and contact details and then press Finish.

Address details

Address: Farmplan Farm  
The Field  
Ross-on-Wye  
Hereford

Post Code: HR9 5BP

Other contact details

Telephone: 01594 545011  
Fax: 01594 545012  
e-mail: support@farmplan.co.uk

Help < Back Finish Cancel

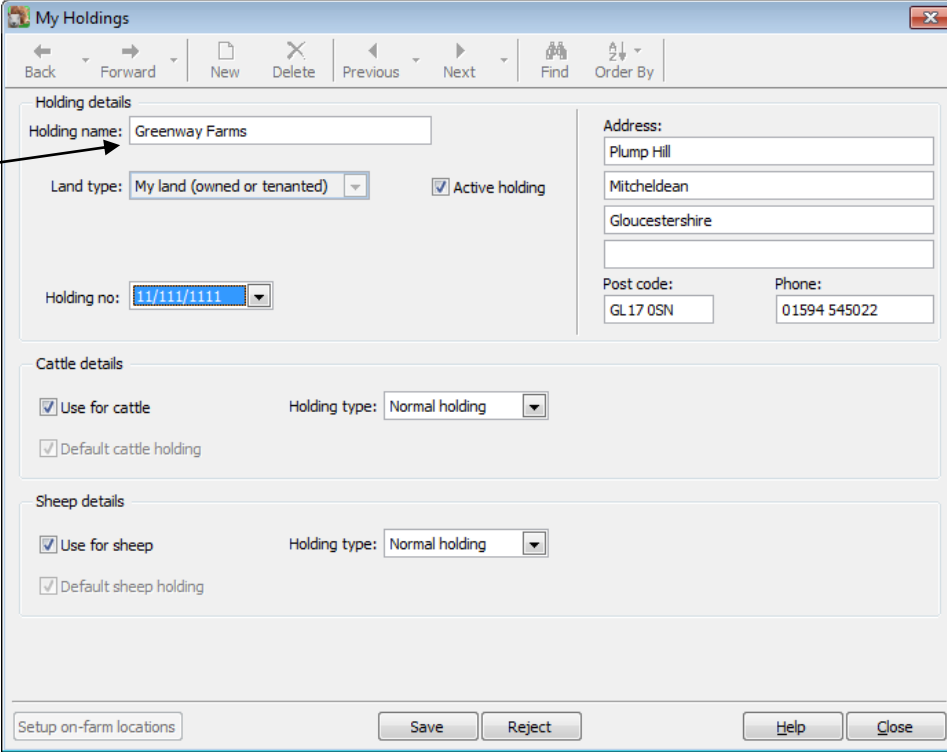
Enter your business address, postcode and contact numbers here. Once entered the details will appear on various reports and listings.

Remember to click on **Finish** to save the details entered.

## My Holdings

These are the main holding(s) that are owned by you or you have responsibility for their welfare and notifications. Each holding can be added by clicking on the 'New' button.

Click on **New** to add further holdings



The screenshot shows a window titled "My Holdings" with a toolbar containing buttons for Back, Forward, New, Delete, Previous, Next, Find, and Order By. The form is divided into three sections:

- Holding details:** Includes fields for Holding name (Greenway Farms), Land type (My land (owned or tenanted)), Active holding (checked), Holding no. (11/111/1111), Address (Plump Hill, Mitcheldean, Gloucestershire), Post code (GL17 0SN), and Phone (01594 545022).
- Cattle details:** Includes Use for cattle (checked), Default cattle holding (checked), and Holding type (Normal holding).
- Sheep details:** Includes Use for sheep (checked), Default sheep holding (checked), and Holding type (Normal holding).

Buttons at the bottom include Setup on-farm locations, Save, Reject, Help, and Close.

**Holding Name:** Enter the name you would like to see within the program. The holding name is the one to be used on movement documents and holding reports.

**Land type:** Is this land under your permanent control i.e. owned or tenanted for >1 year or are you using it temporarily i.e. < 1 year?

**Belongs to:** If this is temporary land, you will be asked who it belongs to i.e. the trader

**Holding Number:** The CPH number of this holding – either your own CPH or, in the case of temporary land, may be a temporary CPH or the landowners.

**Holding Type:** Historically some holdings could be linked to a main holding. This concept no longer applies so this option should be set to Normal holding.

**NB -** To add new criteria such as **Holding Number** or **Traders**, RIGHT click on the selection box where you will be given the option to set up the details required.

## Holding Numbers

Holding numbers can be set up or edited through the option **Setup – Holdings, Traders and Locations – Holding Numbers** or by RIGHT clicking on the Holding Number selection box in any relevant screen.

The screenshot shows a software window titled "Holding Numbers" with a toolbar at the top containing icons for Back, Forward, New, Delete, Previous, Next, Find, and Order By. The main area is divided into sections:

- Holding number details:** Includes fields for "Holding no:" (22/222/2222), "Sub location:" (empty), "Active holding no" (checked), "Ownership:" (My holding number), and "Period of use:" (Permanent (a year or more)).
- Other details:** Includes checkboxes for "Notify CTS movements" (checked), "Notify sheep movements" (checked), and "Scottish Beef Scheme" (unchecked). It also has "Herd mark:" and "Flock mark:" dropdown menus, both set to 123456.
- CTS details:** Includes "CTS User ID:" (222-222-222), "CTS password:" (\*\*\*\*\*), "Postal holding no:" (22/222/2222), and "Postal sub location:" (empty).
- ScotMoves details:** Includes "ScotMoves type:" (Not applicable).

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

**Ownership:** Is this your Holding Number or does it belong to another Trader?

**Period of Use:** Is this under your control for > 1 year or are you using it temporarily (a tCPH) for < 1 year?

**Other Trader** - Does holding number belongs to someone else - for example one of your suppliers or the Vet? You will be ask to select the trader that it belongs to – right click to add new ones.

**CTS User ID and Password:** This is a 9-digit user ID and 7-character password which is supplied by BCMS for use on your own holdings. These are not the same as the log in details that you would use directly on their website, so if necessary, explain that you are using a software package. These need to be entered to allow you to connect to CTS to send notifications using the software and to do a cross check and download animal information from BCMS.

**Notify CTS Movements:** Any qualifying movements, for example those between 2 holdings with different holding numbers, will be notified to CTS. You are normally only responsible for your half of the movement so this is not applicable if the holding belongs to another trader unless you have permission to make notifications on their behalf.

**Herd Mark:** A 6-digit herd number which should be entered when tagging homebred animals. This will automatically be populated when you add a calving with the next consecutive animal number.

**Scottish Beef Scheme:** This is relevant if you wish to use the program to determine which animals are eligible for the Scottish Beef Scheme - i.e. born on a Scottish holding.

**ScotMoves details:** If this holding is in Scotland, is it a **Main Holding** or an **Additional Holding**? Any movements between associated holdings will be reported to ScotMoves rather than CTS. If this is applicable, enter your ScotEID User ID and password against the Main Holding. **NB** – you will also need to link any additional holdings with their main holding in the option **Setup – My Holdings**.



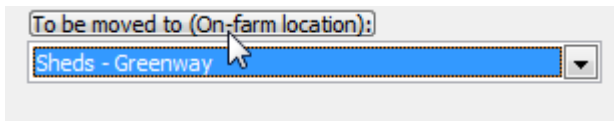
The image shows a screenshot of a web form with two dropdown menus. The first dropdown is labeled 'Holding no:' and contains the value '66/014/0112'. The second dropdown is labeled 'ScotMoves main holding no:' and contains the value '66/014/0110'. Both dropdowns have a small downward-pointing arrow on the right side of the input box.

Additional holdings do not normally have their own CTS details. See [Page 52](#)

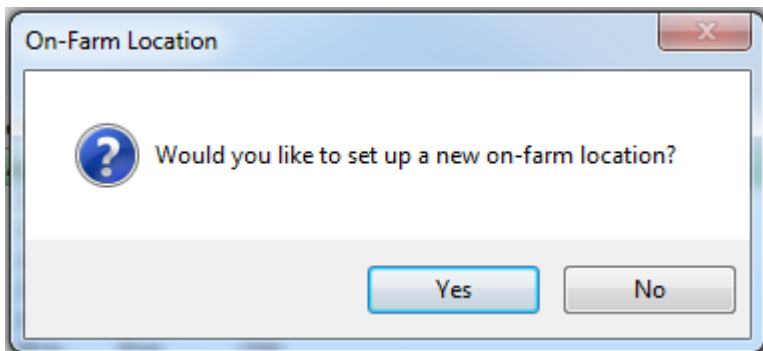
## Other Setup Options

If you wish, you can work your way through the other options and create any other items that you might require – for example, you will need to have details of any **traders** and their **holding details**. You will also need **hauliers** and their **vehicles** including your own when you are entering movements.

However, you can create any that you need as you go along in each entry screen so it is not necessary to do them all now. To avoid having to go out of a data entry window to set up a new option in a drop down list, you can set them up as you need them.



The heading will become raised and appear with a white background. Click with the mouse and you will be asked if you would like to set up a new entry. Clicking **Yes** will open the appropriate dialog box to enter the details.



Alternatively, RIGHT click with your mouse in the empty space and click on **New...** to enter the setup dialog box.

## Traders

Traders are people or companies dealt with when moving animals or when purchasing feed and veterinary medicines, for example animal suppliers or feed suppliers.

New traders can be setup by selecting **Setup** from the list bar followed by **Traders** and **New**. They can also be setup from the **Menu bar** by selecting **Setup** followed by **Holdings, Traders and Locations** and selecting **Traders**.

Click on **New** to use this window

Tick the box(es) to show the trader type. They will appear as a trader for the boxes you select, for example, if you tick haulier they will only be displayed as a potential haulier and won't be displayed as a livestock supplier.

Once satisfied that the details you have entered are correct, click on **Save**.

## Other Locations

Other Locations are places where you move your animals to or from, sell animals to or purchase animals from, for example, grass keep, abattoirs and markets.

New 'other' locations can be setup by selecting **Setup** from the list bar followed by **Other Locations** and **New**.

They can also be setup from the **Menu bar** by selecting **Setup** followed by **Holdings, Traders and Locations** and selecting **Other Locations**.

Click on **New** to add further other locations

**Other Locations**

Back Forward New Delete Previous Next

**Location details**

Location name: Monmouthshire Hunt Kennels

Location type: Land  Active location

Belongs to: Monmouthshire Hunt Kennels

Holding no: 32/164/6466

Address: Ross Road  
Monmouth

Post code: NP45 7YJ Phone: 01534 562532

**Other details**

Use for cattle

Use for sheep

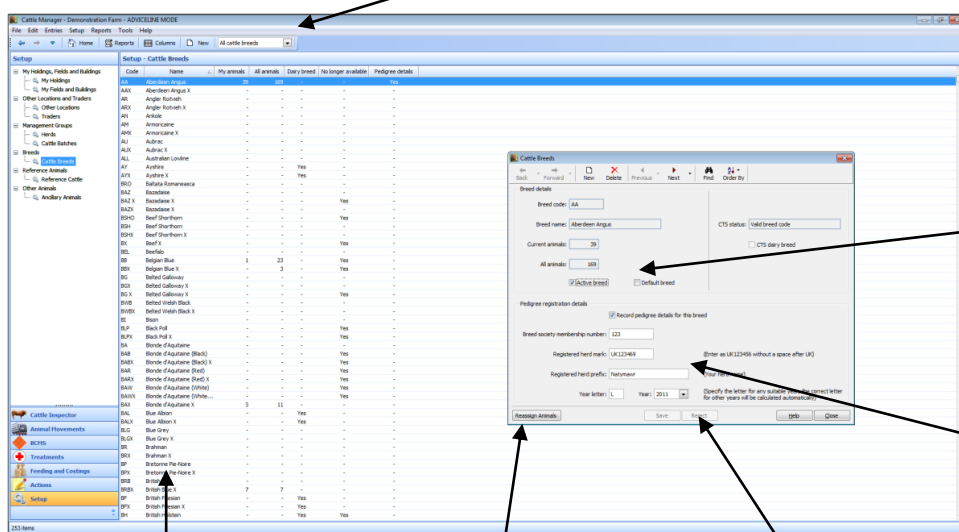
Save Reject Help Close

Enter all the relevant information and once satisfied that the details you have entered are correct, click on **Save**.

## Cattle Breeds

All of the breed codes available for use with CTS Online have already been entered into the program. You just need to mark the ones you will use as active.

1. This option is only available by accessing Cattle Breeds from the List Bar. The drop down list allows you to view **All cattle breeds** or **Active cattle breeds only**.



3. In the dialog box which opens, click in the **Active Breed** tick box.

If you are recording pedigree details for the breed this box needs to be ticked and the information filled in.

2. Double click on the breed you wish to include in the list of breeds for your holding.

Click on **Reassign Animals** if you have previously entered animals with a particular breed then decide to change it.

4. Click **Save** to keep the details of the breed you have just activated.

There may be multiple breed codes showing for one breed. Please check that the breed is a valid breed code and that you are using the correct breed code for your animals.

The pedigree registration option is not valid for all breeds so if this is greyed out, it is not currently available.

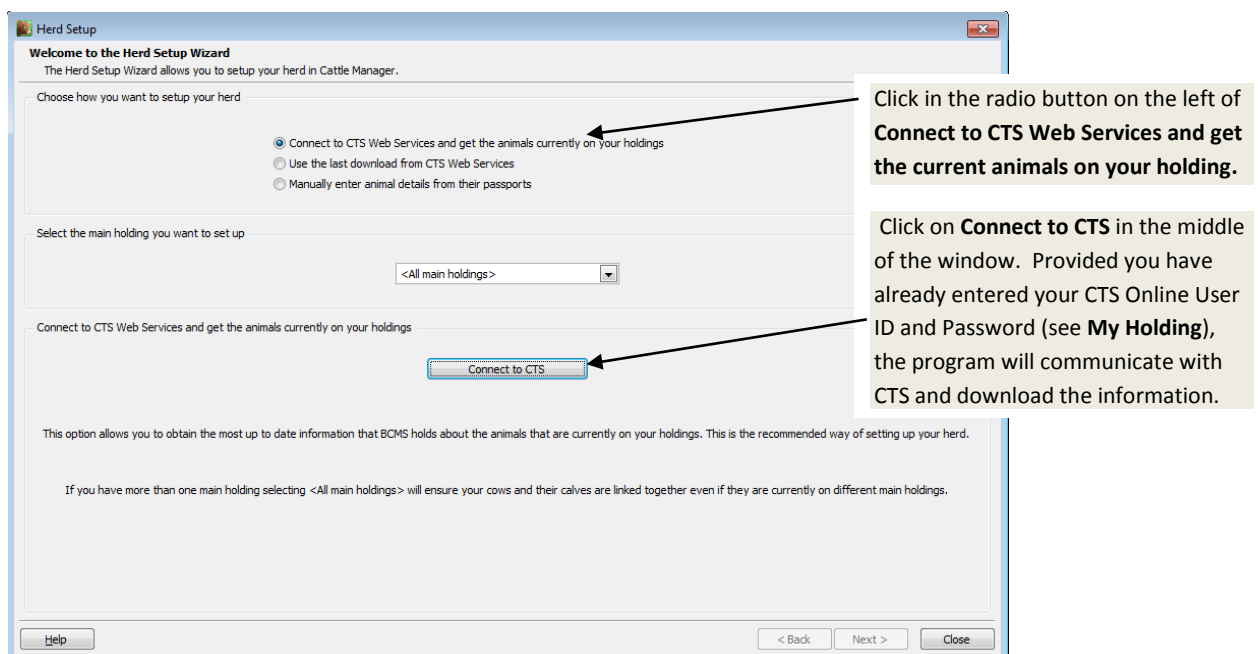


## Herd Setup

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

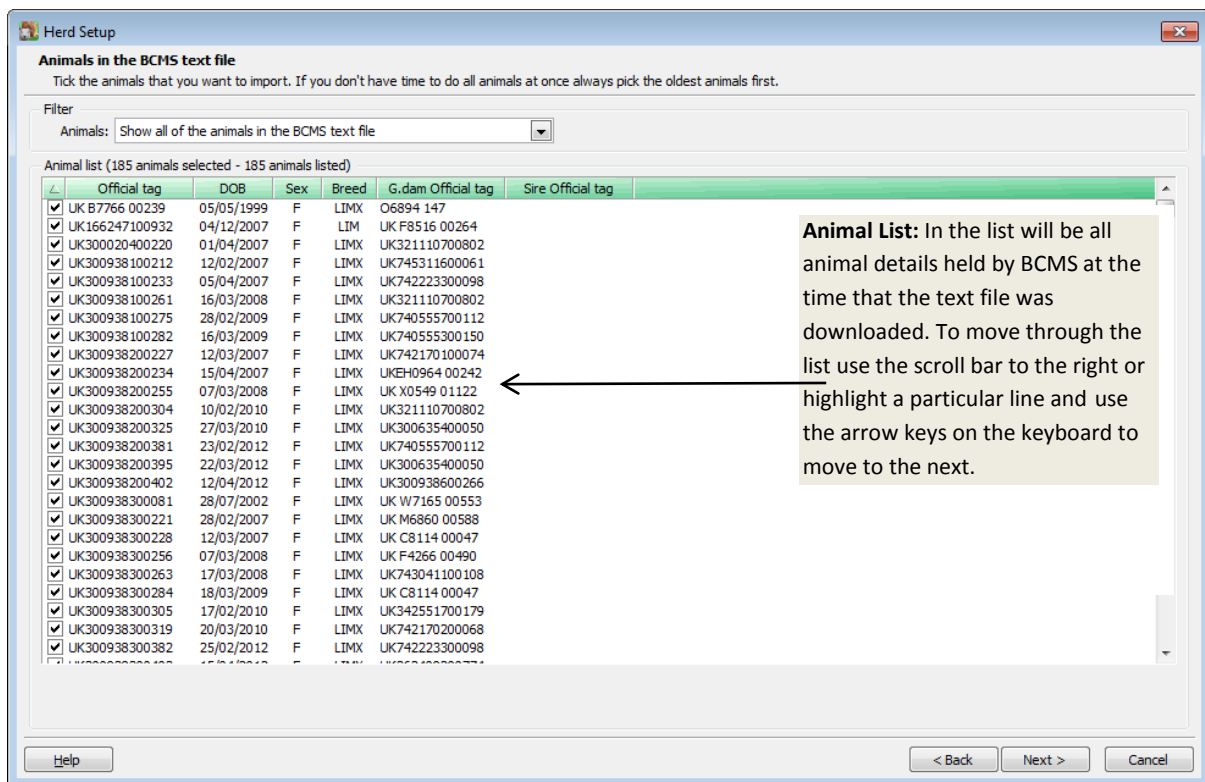
- **Connect to CTS Web Services and get the current animals on holding** - Using this option allows you to connect to CTS and download the latest information from BCMS into the program. (Recommended).
- **Use the last download from CTS Web Services** - Use this option if you have previously connected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

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



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

## Animals in BCMS Text File



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

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

## Enter Basic Animal Details

Highlight the animal that needs to be altered.

The screenshot shows the 'Herd Setup' application window with the 'Enter Basic Animal Details' dialog open. The dialog has a title bar 'Herd Setup' and a subtitle 'Enter Basic Animal Details'. Below the subtitle is the instruction: 'To change any of the details, select the record, change it and then press Update.' The main area is titled 'Animal list (185 animals listed)' and contains a table with columns: Official tag, DOB, Age, Category, Breed, M. tag, and Name. The first row is highlighted in blue. Below the table is a note: 'You can select more than one of the animals in the list and then enter the details for all of the selected animals.' The bottom section is titled 'Basic animal details' and contains several input fields: 'Official tag: (GB)' with a dropdown and text boxes, 'Date of birth:' with a date picker, 'Age:' with a dropdown, 'Animal category:' with a dropdown, and 'Breed:' with a dropdown. There are also 'Mgmt tag:' and 'Name:' text boxes. At the bottom right are 'Update' and 'Cancel' buttons. At the bottom left are 'Help' and 'Tell Me More' buttons. At the bottom center are '< Back', 'Next >', and 'Close' buttons.

| Official tag     | DOB        | Age  | Category     | Breed | M. tag | Name |
|------------------|------------|------|--------------|-------|--------|------|
| UK 166247 100932 | 04/12/2007 | 7 y  | Breeding Cow | LIM   |        |      |
| UK 300020 400220 | 01/04/2007 | 8 y  | Breeding Cow | LIMX  |        |      |
| UK 300938 300081 | 28/07/2002 | 12 y | Breeding Cow | LIMX  |        |      |
| UK 300938 700211 | 10/02/2007 | 8 y  | Breeding Cow | LIMX  |        |      |
| UK 300938 100212 | 12/02/2007 | 8 y  | Breeding Cow | LIMX  |        |      |
| UK 300938 400215 | 15/02/2007 | 8 y  | Breeding Cow | LIMX  |        |      |
| UK 300938 500216 | 17/02/2007 | 8 y  | Breeding Cow | LIMX  |        |      |
| UK 300938 600217 | 17/02/2007 | 8 y  | Breeding Cow | LIMX  |        |      |
| UK 300938 300221 | 28/02/2007 | 8 y  | Breeding Cow | LIMX  |        |      |
| UK 300938 400222 | 05/03/2007 | 8 y  | Breeding Cow | LIMX  |        |      |
| UK 300938 500223 | 05/03/2007 | 8 y  | Breeding Cow | LIMX  |        |      |
| UK 300938 200227 | 12/03/2007 | 8 y  | Breeding Cow | LIMX  |        |      |
| UK 300938 300228 | 12/03/2007 | 8 y  | Breeding Cow | LIMX  |        |      |
| UK 300938 600231 | 28/03/2007 | 8 y  | Breeding Cow | LIMX  |        |      |
| UK 300938 100233 | 05/04/2007 | 8 y  | Breeding Cow | LIMX  |        |      |
| UK 300938 200234 | 15/04/2007 | 8 y  | Breeding Cow | LIMX  |        |      |
| UK 300938 500244 | 05/02/2008 | 7 y  | Breeding Cow | LIMX  |        |      |
| UK 300938 700246 | 14/02/2008 | 7 y  | Breeding Cow | LIMX  |        |      |
| UK 300938 400250 | 24/02/2008 | 7 y  | Breeding Cow | LIMX  |        |      |

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

Click on **Update** to save the details.

**Cancel** will remove anything you have just added.

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

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

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

## Enter Dam and Sire Details

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

Select an animal in the list.

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

On the next screen, select a dam or sire from the lists provided or enter the details of an animal not already in the dataset by clicking on **New**.

Once highlighted, Click on **OK** to accept the selected parent.

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

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

## Enter Management Groups and Other Details

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

| Official tag | M.tag  | Age | Herd | Batch |
|--------------|--------|-----|------|-------|
| UK 123456    | 435466 | 3 y |      |       |

You can select more than one of the animals in the list and then enter the details for all of the selected animals.

Management groups and other details

Herd: Aberdeen Angus

Batch: GROUP A COWS

Colour: Black

Notes: blind in left eye

Update Cancel

Help < Back Next > Cancel

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

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

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

## Initial On Farm Details

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

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

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

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

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

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

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

## Animal Details that will be created

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

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

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

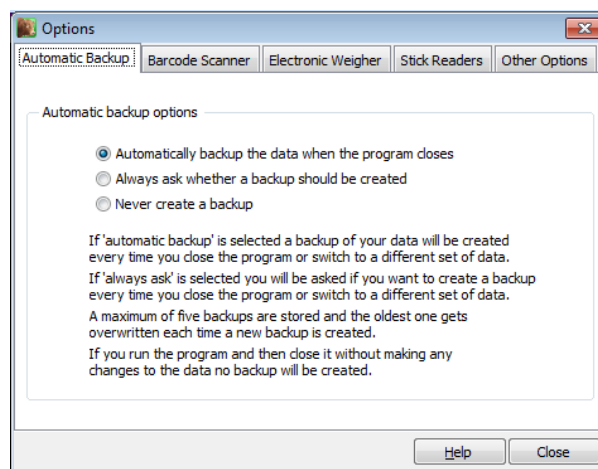
## Section 8: Program Options

There are a number of optional settings in Cattle Manager that will affect the way your program will run. These can be found by clicking on the **Tools** Menu and selecting **Options**.

**NB** some options are not available with Cattle Focus.

### Automatic Backup

By default Cattle Manager will automatically back up your data when the program is closed. A maximum of five backups are stored before the oldest backup gets overwritten. If the program is run without making any changes to the data no backup will be created.



To change this option:

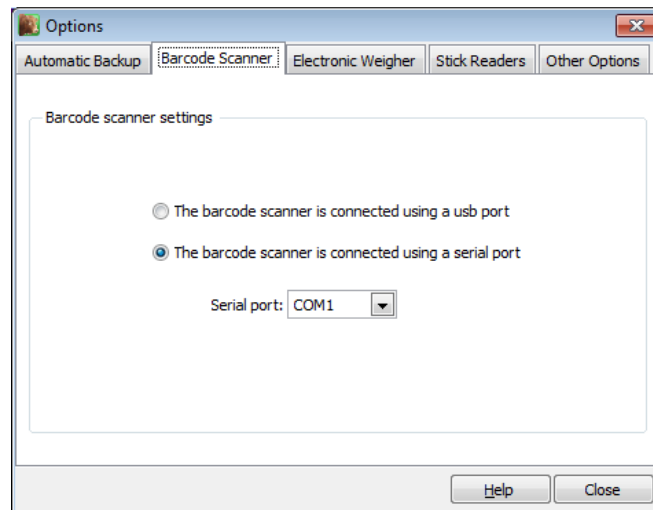
- **Automatically backup the data when the program closes** a backup of your data will be created every time you close the program or switch to a different dataset.
- **Always ask whether a backup should be created** - you will be asked if you want to create a backup every time you close the program or switch to a different dataset.
- **Never create a backup** an automatic backup is not made when exiting the program.

It is advisable to have the prompt set to automatically back up the data when the program closes so that this backup is available to restore should there be any problem with the backup made from the **File** menu.

**NB** - These should not be relied on as your only backup option. Please see [page 56](#) for further guidance of backing up your Cattle Manager data.

## Barcode Scanner

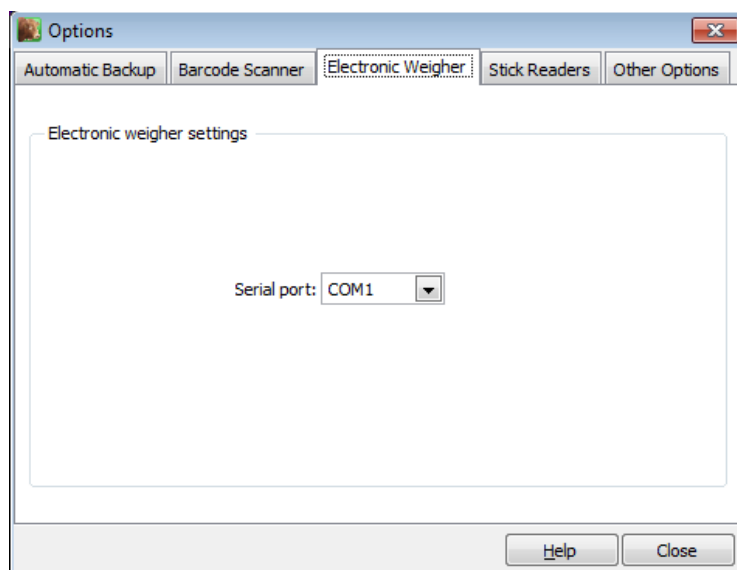
A Barcode Scanner may be connected to your computer using a **USB port** or a **serial port**. Click the button to select the connection used. If using a serial port, users must then select which COM port is being used from the drop down list.



## Electronic Weigher

A Tru-Test Electronic Weigher can be connected using a serial port. Users must select which COM port is being used to allow the data to be imported into Cattle Manager.

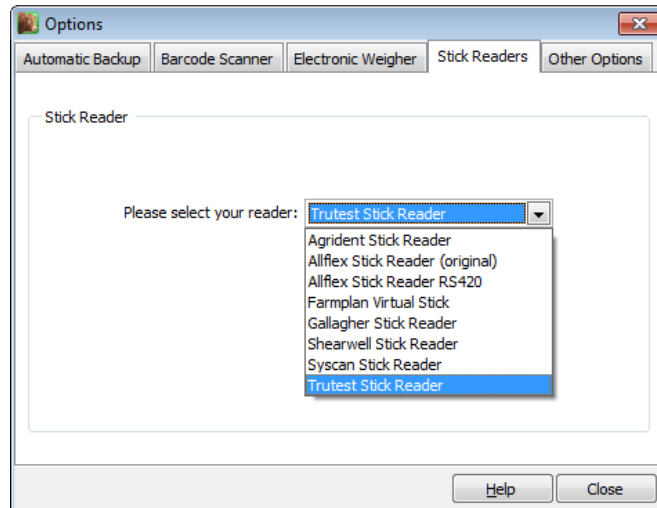
(Weighing is not available with Cattle Focus)





## Stick Readers

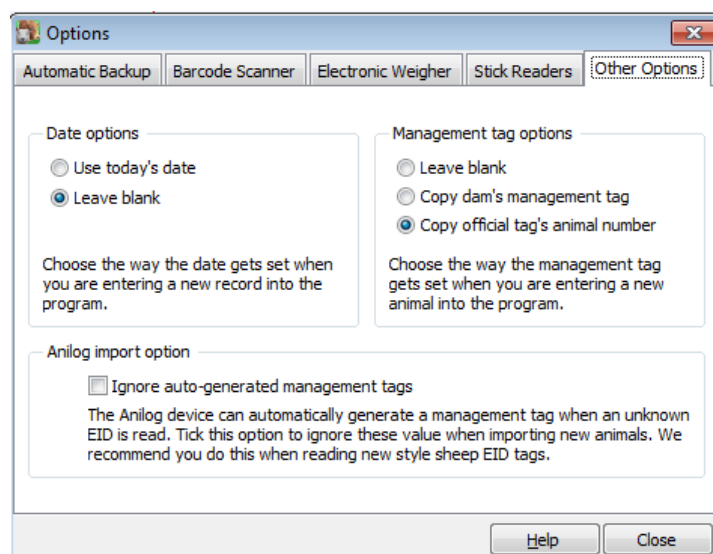
If a Stick Reader is to be used with Cattle Manager to import read EID tags, the make of Stick Reader being used must be selected from the drop down list.



## Other Options

Here you can select different ways to auto-populate the management tag details of a new calf.

You can also select to leave the date blank; this will mean that no date will be preselected in a data entry screen.



## Section 9: Recording Entries

Once the framework of the Cattle Manager program has been defined and all your cattle have been created, you are ready to start entering any actions that take place such as calvings and movements.

### Breeding records

If you have breeding stock it is necessary to enter birth records in order to create the progeny and update the dam's record. Other options, such as recording services or the dates animals are turned out with a sire are optional and will depend on your particular circumstances, however will increase the amount of detail available to you.

The current status of each breeding animal can be seen from the **Breeding** section of the **Side Bar**.

Picking the appropriate option from the side bar will list all associated records in the main body of the screen.

Breeding > Current Status > Current Herd Status

| Official tag     | M. tag | Age  | Category | Breed | Location                      | Last calved | Days since calved | Status                                     | Date due   | Days until due |
|------------------|--------|------|----------|-------|-------------------------------|-------------|-------------------|--|------------|----------------|
| UK 123456 234680 | 123    | 5 y  | Cow      | SM    | Greenway Farms, Sheds - Gr... | 17/05/2015  | 262               | With bull since 01/09/2015, may be in calf | 10/06/2016 | 128            |
| UK 123456 445679 |        | 13 m | B Heifer | AA    | Bullers Farm, South Field     |             |                   | Served 02/08/2015, may be in calf          | 11/05/2016 | 00             |
| UK 234525 635636 |        | 3 y  | Cow      | SM    | Bullers Farm, South Field     | 25/08/2015  | 162               | With bull since 01/01/2016, may be in calf | 10/10/2016 |                |

### Put to Sire

Use this option to record the dates that groups of animals are turned out with the bull.

Forward | New

Put to bull details

Put to sire group name:  
Rick - autumn calvers

Use the same dates for all animals

Start date and time: 01/01/2016 2:30 pm  
Finish date and time: 30/03/2016 2:30 pm

Sires selected

| Official tag     | M. tag | Name | Pedigree name    |
|------------------|--------|------|------------------|
| UK 723779 400535 | 3093   | Rick | Rhosilli Ricardo |

Cattle details (13 animals listed)

| Official tag     | M. tag | Age | Category | Breed | Start      | Finish     |
|------------------|--------|-----|----------|-------|------------|------------|
| UK 234525 635636 |        | 3 y | Cow      | SM    | 01/01/2016 | 30/03/2016 |
| UK 234525 536566 |        | 3 y | Cow      | SM    | 01/01/2016 | 30/03/2016 |
| UK 234525 236647 |        | 3 y | Cow      | SM    | 01/01/2016 | 30/03/2016 |
|                  |        | 3 y | Cow      | CHX   | 01/01/2016 | 30/03/2016 |
|                  |        |     | Cow      | AA    | 01/01/2016 |            |

## Services

Alternatively use this option directly for a known service with a precise date – for example by AI. For one particular animal this accessed via the **Breeding** section of the **Animal Record Card**.

Service details  
Date of service:  
03/02/2016  By AI

Sire details  
Official tag: UK 963852 674749  
Mgmt tag: HER 444  
Name: Alton Henry

To enter a service record to a number of animals on the same day, using the same bull use the option **Entries – Group Services**.

## PD/Scan Results

To confirm the pregnancy and number of embryos use the **PD/Scan** option. The number of days or months in calf can be selected for individual or groups of animals. Alternatively the due date can be based on a known service date.

PD/Scan Results

Animal details (13 animals listed)

| Order | Official tag     | M.tag | Age  | Category | Breed | No of calves | Days in calf |
|-------|------------------|-------|------|----------|-------|--------------|--------------|
| -     | UK 234525 537343 |       | 3 y  | Cow      | CHX   | 1            | 96           |
| -     | UK 341240 100974 | 3485  | 5 y  | Cow      | CH    | 0            | -            |
| -     | UK 344332 500708 | 3304  | 5 y  | Cow      | CH    | 1            | 114          |
| -     | UK 658256 323369 | 369   | 22 m | B Heifer | HE    | 1            | 133          |
| -     | UK 658256 423370 | 370   | 22 m | B Heifer | HE    | 1            | 195          |
| -     | UK 658256 523371 | 371   | 22 m | B Heifer | HE    | 1            | 256          |
| -     | UK 658256 623372 | 372   | 22 m | B Heifer | HE    | 1            | 252          |
| -     | UK 721857 300365 | 3476  | 4 y  | Cow      | CHX   | 1            | 111          |
| -     | UK 722185 601087 | 3402  | 5 y  | Cow      | CHX   | 1            | 163          |
| -     | UK 723779 300653 | 3117  | 21 m | B Heifer | AA    | 1            | 111          |
| -     | UK 723779 500662 | 3272  | 21 m | B Heifer | AA    | 2            | 164          |
| -     | UK 723779 200666 | 3314  | 20 m | B Heifer | CH    | 2            | 164          |
| -     | UK 723779 300667 | 3166  | 18 m | B Heifer | CH    | 2            | 164          |

You can select more than one record and enter the details for all of them.  
Any animals that are shown in red have given birth since being scanned and their scanning details can no longer be altered.

PD/scan details

Number of calves: Single

Number of days in calf: 133

Select a service or the number of months in calf:

| Served         | Date Due   | Days in calf |
|----------------|------------|--------------|
| 01/09/2015     | 10/06/2016 | 133          |
| Months in calf |            |              |
| 1 month        | 20/09/2016 | ~31          |
| 2 months       | 21/08/2016 | ~92          |
| 3 months       | 21/07/2016 | ~92          |
| 4 months       | 21/06/2016 | ~122         |
| 5 months       | 21/05/2016 | ~153         |
| 6 months       | 20/04/2016 | ~184         |
| 7 months       | 21/03/2016 | ~214         |
| 8 months       | 19/02/2016 | ~245         |

You can set the number of days from

Tell Me More OK Cancel Update Cancel Help

(This option is not available with Cattle Focus).

## Recording Births of Homebred Animals

This option is used for entering the details of newborn calves. A record card for the new animal is created within the program and the dam's record card is updated to show the calving.

Births can either be recorded using a 'wizard process' similar to the one you used to download animals from BCMS see [Page 30](#). Alternatively you can enter the birth details directly from the dam's animal record card – see [Page 39](#).

## Calving 'Wizard'

To enter the birth of homebred calves, click on the **Entries Menu** and select **Calvings**.

Details of the births can now be entered in a series of screens, similar to those seen in the initial Herd Setup.

## Enter Basic Animal Details

Calvings

**Enter Basic Animal Details**  
Press New to create an animal record, enter the animal details and then press Update.

Animal list (1 animal listed)

| Official tag     | DOB        | Age | Category    | Breed | M.tag | Born at        | Birth wt |
|------------------|------------|-----|-------------|-------|-------|----------------|----------|
| UK 123456 245691 | 02/08/2017 | 1 d | Heifer Calf | AA    |       | Greenway Farms | 45.0 Kg  |

Click on the **New** button.

New Copy Delete

You can select more than one of the animals in the list and then enter the details for all of the selected animals.

Basic animal details

Official tag: (GB) UK 123456 245691 Date of birth: 02/08/2017 Age: 1 d Animal category: Heifer Calf Breed: Aberdeen Angus Birth wt: 45.00 Kg

Mgmt tag: Name: Born at (holding): Greenway Farms Born at (On-farm location): Sheds - Greenway

Relative size: Medium Vigour: Vigorous

Update Cancel

Help Tell Me More < Back Next > Close

Click **Update** to save the information you have just recorded. Repeat this process again if you wish to record further births. On clicking **Update** the **Next** button will become available so that you can go to the next step

- Your next available ear tag number will already be filled in if you entered your registered herd number in the **Holding Setup**. It is however possible to overwrite any numbers given by clicking into the cell to select the number offered and simply keying in the required number.
- When selecting a breed, the appropriate breed should be available from the drop down list. If the breed required is not included in this list, right click in the drop down box and choose **Show all breeds**. Any breed that gets used will automatically

be added to your active breeds and will be included in the drop down list when you save.

Any errors in completing stage one will cause a warning message to appear and will prevent you going to the next stage.

To deal with errors:

- ✓ Highlight the line that is showing in red in the list by clicking on it.
- ✓ Read the error message at the bottom of the screen.
- ✓ Correct the problem that has been identified.
- ✓ Click on **Update** to save the amendments made.

Click **Next** to move forward to the next dialog box.

## Enter Dam and Sire Details

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

1. Select an animal in the list.

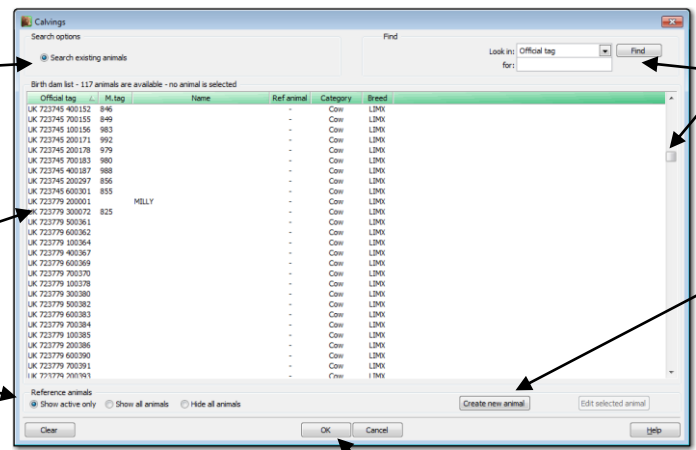
2. Click on the appropriate square button with three dots in it to create a link with the calf's dam or sire details.

3. After selecting the Sire/Dam you will be able to enter the ease of calving and dam docility from drop down lists.

If service details or put to sire records have been entered the program will offer suggestions for the sire based on dates.

After selecting to link to the Dam/Sire the window below will be displayed. This will allow you to allocate parents. Either select one from a list or enter a new one as a reference animal.

1. Click on the radio button by **Search existing animals** to make sure it is selected.



2. Find the calf's dam from the list, by either using the search options or scrolling through the list.

3. Highlight the animal

You can select whether you see or hide reference animals from the list of available dams

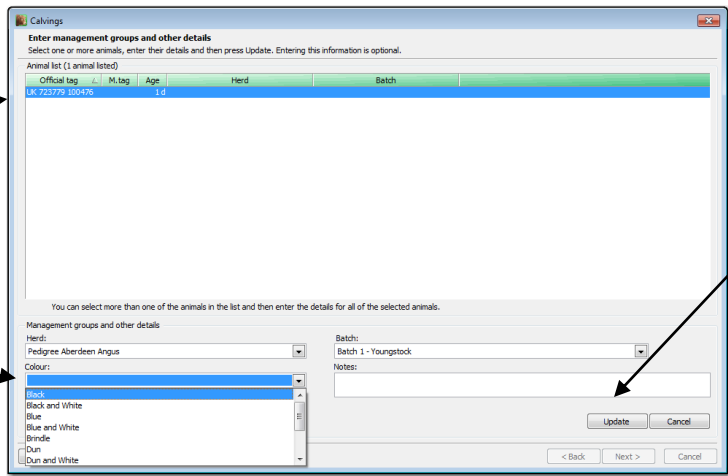
Click on **Create New Animal** to create a reference animal – i.e. an animal that you do not own. For more details please refer to the **Help** option within the program.

4. Click on OK to accept the selected animal.

## Enter Management Group and Other Details

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

1. Select the animal you wish to add details to



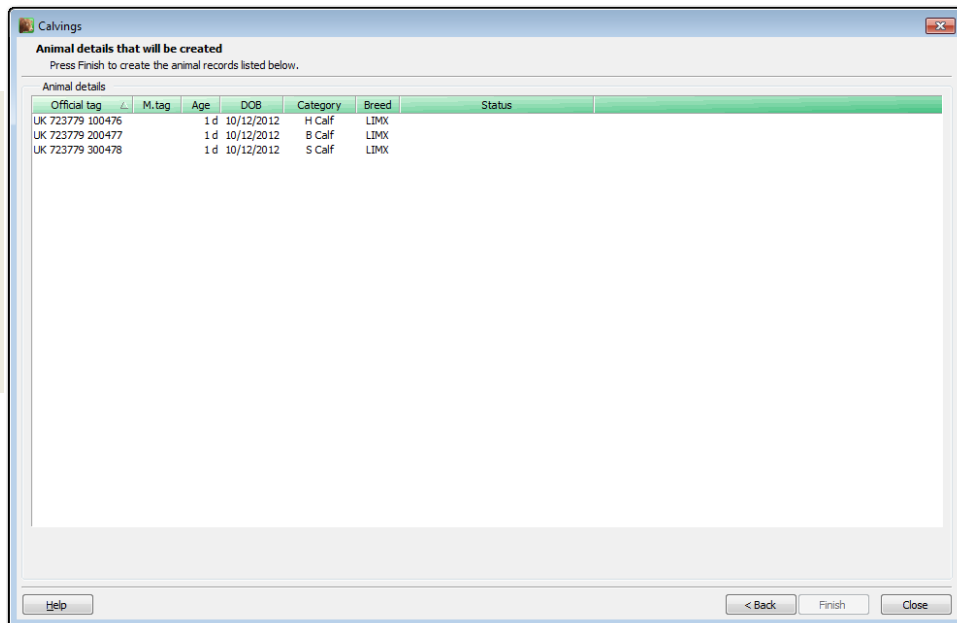
2. Select the relevant information from the drop down boxes

3. When you have selected the information press **Update**, you will then get the option to select the next animal or press **Next** to proceed

## Animal details that will be created

The final screen lists the animals that are about to have records created.

1. Check the animal's details are correct



Calvings

**Animal details that will be created**  
Press Finish to create the animal records listed below.

Animal details

| Official tag     | M.tag | Age | DOB        | Category | Breed | Status |
|------------------|-------|-----|------------|----------|-------|--------|
| UK 723779 100476 |       | 1 d | 10/12/2012 | H Calf   | LIMX  |        |
| UK 723779 200477 |       | 1 d | 10/12/2012 | B Calf   | LIMX  |        |
| UK 723779 300478 |       | 1 d | 10/12/2012 | S Calf   | LIMX  |        |

Help < Back Finish Close

2. Click on **Finish** to confirm the details shown and create Animal Records Cards

## Calvings – Enter Individually

Alternatively, individual calving details may be entered directly via the dam's Animal Record Card.

| Last calved | Days since calved | Status                        | Due        | Days until due | Services | PD/Scans |
|-------------|-------------------|-------------------------------|------------|----------------|----------|----------|
| 13/01/2015  | 386               | Scanned in calf on 12/01/2016 | 11/05/2016 | 98             | 1        | 1        |

**New calving**

Go to the **Breeding** tab and click on **New Calving** to complete the details. A new record card will be created for the calf showing this animal as its dam.

**Enter Birth**  
Update the details and then press Save or Reject to return to animal card.

**Animal details**  
Official tag: UK 234525 635636 | Mgmt tag: | Date of birth: 09/01/2013 | Age: 4 y | Category: Breeding Cow | Breed: Simmental  
FA: Yes | Name: | Pedigree name: Woodcroft Jemima | Pedigree no: 987879

**Birth details**  
Date of birth: 02/08/2017 | Type of birth: Calved | Birth ease: 1 - Unassisted birth | Dam docility: 1 - Docile

**Sire details**  
Official tag: UK 723779 400535 | Mgmt tag: 3093 | Name: Rick | Dam's location: Holding: Bulls Farm | On-farm location: South Field

**Notes**

**Calves**

| Official tag     | M. tag | Category    | Breed | Status |
|------------------|--------|-------------|-------|--------|
| UK 123456 345692 |        | Heifer Calf | CHX   |        |

Stillborn: None | Died before identified: None

**Calf details**  
Official tag: (GB) UK 123456 345692 | Mgmt tag: | Age: 1 d | Animal category: Heifer Calf | Breed: Charolais X | Birth wt: 45.0 Kg | Relative size: 2 - Medium | Vigour: 3 - Vigorous  
Name: | Pedigree name: | Pedigree no: | Colour:

Save Reject Help

Non-viable calves can be added using the 'Dead Calf' option.



# Animal Transfers

Animal Transfers allows you to update the category of an animal. For example, a heifer calf can be changed to a breeding heifer if she is to be kept and used for breeding. A steer calf can be changed to a store/finishing steer if he is to be reared for finishing.

## From the Side Bar

Select **Other Actions** and click on **Cattle Transfers**.

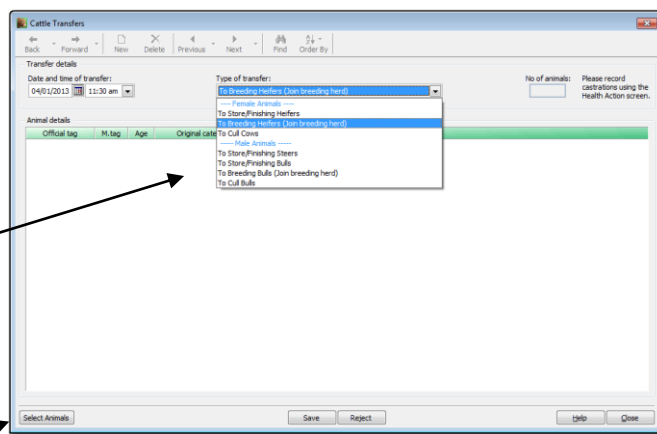
Click on the **New** button on the **Main Screen Toolbar**.

## From the Drop Down menus

Click on the **Entries Menu** and select **Other Actions** followed by **Cattle Transfers**.

1. Enter the **Date and time of transfer**

2. Choose the **Type of transfer:** from the drop down menu

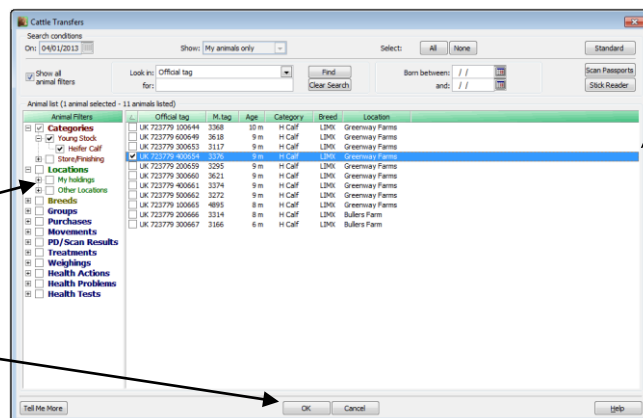


To transfer a Bull calf to a Steer category, you must first record a castration using the health action screen

3. Click on the **Select Animals** button and choose the appropriate animals from the list in the next window

You can use the filter option to select animals from a particular category or group. See [Page 13](#).

2. Click on the **OK** button to return to the previous screen.



1. Click in the small square box on the left of the animal's details. A tick will appear in the box. (To deselect an incorrectly selected animal, click again in the box on the left of its details.)

The program will automatically update certain animal categories when actions that involve a category change occur, for example, if you enter a calving against a heifer she will be transferred to breeding cows.

## Purchases

This option allows you to enter the details of animals that have been purchased. This includes the re-purchase of an animal, which is entered in exactly the same way. The program creates a record card for the new animal or updates the existing record card of a re-purchased animal. These animals will be added to the **Notifiable Movement** list on your **Home Page** so that you are reminded to send off the necessary movement records. The animal list, movement record and all related reports will be updated.

### From the Side Bar

Select **Animal Movements** and click on **Purchases**

Click on the **New** button on the **Main Screen** **Toolbar**

### From the Drop Down menus

Click on the **Entries** Menu and select **Animal Movements** followed by **Purchases**

Complete each box on this screen – remember that you can set up new traders/vehicles etc by RIGHT clicking on the selection box.

The screenshot shows the 'Purchases' window with the following fields and data:

- Date and time of purchase:** 12/08/2014 12:00 am
- Purchased from (Owner/Mkt):** Bob Jones & Co
- No of animals:** 11
- Total cost:** £11,275.00
- Haulier/Vehicle:** M Chandler - GL17 0SN
- Moved from (Holding/Mkt):** Carmarthen Market
- Moved to (Holding):** Greenway Farms
- Moved to (On-farm location):** Sheds
- Moved at the time of purchase

**Table of Purchase details (11 purchase details listed):**

| Official Identity | Mtag | Age  | Category  | Breed | Lot no | Price    | Weight |
|-------------------|------|------|-----------|-------|--------|----------|--------|
| UK 742718 100610  |      | 15 m | S/F Steer | CHX   |        | £1025.00 |        |
| UK 746169         |      |      |           |       |        |          |        |
| UK 746169         |      |      |           |       |        |          |        |
| UK 748813         |      |      |           |       |        |          |        |
| UK 748813         |      |      |           |       |        |          |        |
| UK 748813         |      |      |           |       |        |          |        |
| UK 748813         |      |      |           |       |        |          |        |
| UK 748813         |      |      |           |       |        |          |        |
| UK 748813         |      |      |           |       |        |          |        |
| UK 748813 2020/0  |      | 14 m | S/F Steer | CHX   |        | £1025.00 |        |
| UK 748813 102090  |      | 13 m | S/F Steer | CHX   |        | £1025.00 |        |

Buttons at the bottom: Enter Animals, Save, Reject, Help, Close.

If the animals are already on the holding and not moving at the time of purchase, remove the tick from **Moved at time of purchase**.

**No. of animals:** and **Total cost:** will be completed automatically once the details of the purchase have been entered.

Click on the **Enter Animals** button and move to the next screen.

The purchase screens follow same format as the initial herd setup screens – see [page 30](#) for full details.

- **Enter Basic Animal Details** – click on the new button to enter the details of each animal. Alternatively use the Scan Passports button to use a bar code scanner to read the details directly from the animals' passports.
- **Enter Dam and Sire Details** – if required you can select dam and sire details, creating reference animals for animals that you do not own. However, you can also download sire and dam details from BCMS automatically once they have been notified of the change of ownership. See the **Tools** menu.
- **Enter Management Group and Other Details** – allocate a herd/batch and/or any notes.
- **Purchase Details** – enter details of the cost of the animals on the final screen plus any farm assurance details and the date of their last TB test, if known.

When you have reached the last screen just click on 'Finish' to save the purchase record. It can now be submitted to BCMS – see [page 49](#).

## Sales

Once animals have been sold they will then be included in the **Notifiable Movement** list on your **Home Page** (if moved at the time of sale). Their records are still available to view or report on by using the filters to see 'all animals', not just 'your' animals.

Selecting the **Sold for slaughter box** (*not available in Cattle Focus*) will give you the option of the classification grid used by the abattoir for you to record the grade details. The program will also update all the relevant movement record list reports.

### From the Side Bar

Select **Animal Movements** and click on **Sales**.

Click on the **New** button on the **Main Screen Toolbar**.

### From the Drop Down menus

Click on the **Entries Menu** and select **Animal Movements** followed by **Sales** and select **New**.

Complete each box on this screen – remember that you can set up new traders/vehicles etc by RIGHT clicking on the selection box.

The screenshot shows the 'Sales' window with the following details:

- Cattle sale details:**
  - Date and time of sale: 26/08/2014 4:30 pm
  - Sold to (Owner/Mkt/Abbr): Dawn Meats
  - No of animals: 11
  - Total amount: £9,773.70
  - Haulier/Vehicle: L Davies - UNKNOWN
  - Moved to (Holding/Mkt/Abbr): Dawn Meats
  - Conformation classification grid: MLC classification grid
  - Moved at the time of sale
  - Sold for slaughter
- Sale details (11 sale details listed):**

| Order | Official identity | Age  | Category  | Breed | Lot no | Price    | Live Wt | Dead Wt | KO % | Conf |
|-------|-------------------|------|-----------|-------|--------|----------|---------|---------|------|------|
| -     | UK 304111 300379  | 23 m | S/F Steer | CH    | 1860   | £855.29  | 562 Kg  | 276 Kg  | 49%  | P+4L |
| -     | UK 701518 201245  | 24 m | S/F Steer | CHX   | 1852   | £985.25  | 582 Kg  | 294 Kg  | 51%  | O+3  |
| -     | UK 722529 300407  | 24 m | S/F Steer | CHX   | 1862   | £845.06  | 520 Kg  | 273 Kg  | 53%  | -O4L |
| -     | UK 723779 200337  | 7 y  | S/F Steer | CHX   | 1851   | £682.50  | 532 Kg  | 273 Kg  | 51%  | O+1  |
| -     | UK 741680 100382  | 25 m | S/F Steer | CHX   | 1859   | £1014.25 | 564 Kg  | 288 Kg  | 51%  | O+3  |
| -     | UK 741891 200217  | 26 m | S/F Steer | CH    | 1858   | £899.93  | 556 Kg  | 290 Kg  | 52%  | O+4L |
| -     | UK 741891 700222  | 25 m | S/F Steer | CH    | 1855   | £889.70  | 576 Kg  | 287 Kg  | 50%  | O+4L |
| -     | UK 741891 100223  | 25 m | S/F Steer | CH    | 1857   | £927.83  | 561 Kg  | 299 Kg  | 53%  | O+3  |
| -     | UK 742526 700428  | 25 m | S/F Steer | CHX   | 1853   | £1001.00 | 620 Kg  | 312 Kg  | 50%  | R+4L |
| -     | UK 743524 700296  | 25 m | S/F Steer | CHX   | 1856   | £950.00  | 540 Kg  | 276 Kg  | 51%  | O+3  |
| -     | UK 744697 700071  | 24 m | S/F Steer | CH    | 1862   | £722.89  | 500 Kg  | 249 Kg  | 50%  | O+3  |

Buttons at the bottom: Select Animals, Edit Animals, Save, Reject, Help, Close.

Selecting the **Sold for slaughter box** (*not available in Cattle Focus*) will give you the option of the classification grid used by the abattoir for you to record the grade details. The program will also

Click on the **Select Animals** button to move to the next window where you can select the animals that have been sold. See [Page 13](#).

## Price/Slaughter Details

If you wish to record the outcome of the sale, click on the **Edit Animals** button and enter the **Sale Details** in the boxes provided. This is done by highlighting an animal in the list and completing the sales details for each animal and then clicking **Update** and **OK**.

The screenshot shows a window titled 'Sales' with a sub-header 'Animal details (8 animals listed)'. Below this is a table with the following columns: Order, Official tag, Age, Category, Breed, Lot no, Price, Live Wt, Dead Wt, KO %, and Grade. The table contains 8 rows of data. The fifth row is highlighted in blue. Below the table is a section for 'Sale details' with various input fields and buttons.

| Order | Official tag     | Age  | Category   | Breed | Lot no | Price    | Live Wt | Dead Wt | KO % | Grade |
|-------|------------------|------|------------|-------|--------|----------|---------|---------|------|-------|
| -     | UK 727152 500149 | 32 m | S/F Steer  | CHX   |        | £940.80  | 582 Kg  | 294 Kg  | 51%  | O+3   |
| -     | UK 723779 400633 | 26 m | S/F Steer  | AA    |        | £989.00  | 532 Kg  | 273 Kg  | 51%  | O+4L  |
| -     | UK 235235 245235 | 26 m | S/F Heifer | AAX   |        | £952.00  | 512 Kg  | 250 Kg  | 49%  | -03   |
| -     | UK 723779 300639 | 25 m | S/F Heifer | CHX   |        | £940.80  | 582 Kg  | 294 Kg  | 51%  | O+3   |
| -     | UK 235235 627354 | 32 m | S/F Heifer | AAX   |        | £989.00  | 532 Kg  | 273 Kg  | 51%  | O+4L  |
| -     | UK 235235 535424 | 33 m | S/F Heifer | AAX   |        | £1045.00 | 562 Kg  | 276 Kg  | 49%  | P+4L  |
| -     | UK 235235 535235 | 31 m | S/F Heifer | AAX   |        | £952.00  | 512 Kg  | 250 Kg  | 49%  | -03   |
| -     | UK 235235 735545 | 28 m | S/F Heifer | AAX   |        | £989.00  | 532 Kg  | 273 Kg  | 51%  | O+4L  |

Below the table, there is a section for 'Sale details' with the following fields and buttons:

- Lot no:
- Price:
- Live Wt:
- Dead Wt:
- KO %:
- Conformation:
- Fatness:
- Batch:
- Reason for Sale:
- Notes:
- Buttons: Update, Cancel, OK, Cancel, Help, Tell Me More

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

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

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

**Cull Reason** – if this is the sale of breeding animal, you can select a cull reason from the 'Reason for Sale' list. Leave this as 'Not Applicable' for other animals.

**Slaughter details** - if applicable, these can be added for each animal or imported from a file supplied by many of the main abattoirs – see **File – Import**.

When you return to the **Home Page** you will then see there are **Cattle Movement Notifications** waiting to be sent to BCMS.

## Planned Sales

The results of a sale can only be entered once the sale has taken place. However, it is possible to prepare for a sale by using the Planned Sale option. This has the advantage of enabling you to print off a Transport Form and/or Market Declaration prior to the sale.

### From the Side Bar

Select **Animal Movements** and click on **Planned Sales**.

Click on the **New** button on the **Main Screen Toolbar**.

### From the Drop Down menus

Click on the **Entries** Menu and select **Animal Movements** followed by **Planned Sales**

## Prior to the Sale

Enter the sale in exactly the same way as the Sale details above, with a date or time in the future.

When you select the animals for the sale you will be able to see which animals are ineligible for sale, for example not farm assured, in a drug withdrawal period, how many days since the last TB test and if there are any movements onto this holding in the last 6 days.

The screenshot shows the 'Planned Sales' window with the following details:

- Search conditions:** On: 20/04/2015, Show: My animals only, Select: All, None, Advanced.
- Animal list (10 animals selected - 207 animals listed):**

| Animal Filters  | FA | TB  | W | Official tag     | M.tag | Age  | Category  | Breed | Location       | FA Days | FA Date    |
|-----------------|----|-----|---|------------------|-------|------|-----------|-------|----------------|---------|------------|
| Categories      | ✓  | 4   | ✓ | UK 303205 301437 |       | 29 m | S/F Steer | CH    | Greenway Farms |         | 24/12/2013 |
| Young Stock     | ✓  | 4   | ✓ | UK 303533 600290 |       | 23 m | S/F Steer | CHX   | Plan Farm      |         | 17/03/2014 |
| Store/Finishing | ✓  | 4   | ✓ | UK 304111 300386 |       | 28 m | S/F Steer | CH    | Greenway Farms |         | 24/12/2013 |
| Breeding Stock  | ✓  | 4   | ✓ | UK 304863 300616 |       | 24 m | S/F Steer | CHX   | Plan Farm      |         | 17/03/2014 |
| Culls           | ✓  | 4   | ✓ | UK 304863 700620 |       | 24 m | S/F Steer | CHX   | Plan Farm      |         | 17/03/2014 |
| Locations       | ✓  | 4   | ✓ | UK 304863 700641 |       | 23 m | S/F Steer | CHX   | Plan Farm      |         | 17/03/2014 |
| My holdings     | ✓  | 4   | ✓ | UK 304863 500653 |       | 23 m | S/F Steer | CHX   | Plan Farm      |         | 17/03/2014 |
| Other Locations | ✓  | 261 | ✓ | UK 304863 700655 |       | 23 m | S/F Steer | CHX   | Bullers Farm   |         | 17/03/2014 |
| Breeds          | ✓  | 4   | ✓ | UK 304863 700662 |       | 23 m | S/F Steer | CHX   | Plan Farm      |         | 17/03/2014 |
|                 | ✓  | 4   | ✓ | UK 305938 400583 |       | 27 m | S/F Steer | CH    | Plan Farm      |         | 17/03/2014 |
|                 | ✓  | 261 | ✓ | UK 320835 702394 |       | 4 y  | Cow       | CH    | Bullers Farm   |         | 27/08/2012 |
|                 | ✓  | 261 | ✓ | UK 320835 602428 |       | 4 y  | Cow       | CH    | Greenway Farms |         | 27/08/2012 |
|                 | ✓  | 261 | ✓ | UK 320835 502448 |       | 4 y  | Cow       | CH    | Plan Farm      |         | 27/08/2012 |
|                 | ✓  | 261 | ✓ | UK 320835 102451 | 3377  | 4 y  | Cow       | CH    | Plan Farm      |         | 27/08/2012 |
|                 | ✓  | 261 | ✓ | UK 320835 102465 | 3078  | 4 y  | Cow       | CH    | Greenway Farms |         | 08/10/2014 |
|                 | ✓  | 261 | ✓ | UK 320835 302488 | 3418  | 4 y  | Cow       | CH    | Bullers Farm   |         | 11/09/2012 |
|                 | ✓  | 261 | ✓ | UK 320835 702513 | 3192  | 4 y  | Cow       | CH    | Greenway Farms |         | 08/10/2014 |
|                 | ✓  | 261 | ✓ | UK 341240 100974 | 3485  | 4 y  | Cow       | CH    | Bullers Farm   |         | 03/09/2012 |
|                 | ✓  | 261 | ✓ | UK 344332 500708 | 3304  | 4 y  | Cow       | AA    | Greenway Farms |         | 08/10/2014 |
|                 | ✓  | 340 | ✓ | UK 589678 655224 |       | 3 y  | Cow       | AA    | Greenway Farms |         | 28/09/2014 |
|                 | ✓  | 340 | ✓ | UK 589678 482487 |       | 3 y  | Cow       | AA    | Greenway Farms |         | 28/09/2014 |
|                 | ✓  | 340 | ✓ | UK 589678 185256 |       | 3 y  | Cow       | AA    | Greenway Farms |         | 28/09/2014 |
|                 | ✓  | 256 | ✓ | UK 654654 202563 |       | 3 y  | B Heifer  | AA    | Greenway Farms |         | 01/09/2014 |
|                 | ✓  | 256 | ✓ | UK 654654 652855 |       | 3 y  | B Heifer  | AA    | Greenway Farms |         | 01/09/2014 |
|                 | ✓  | 4   | ✓ | UK 700009 101446 |       | 28 m | S/F Steer | CH    | Greenway Farms |         | 24/12/2013 |
|                 | ✓  | 261 | ✓ | UK 700598 600256 |       | 23 m | S/F Steer | CH    | Bullers Farm   |         | 17/03/2014 |
|                 | ✓  | 4   | ✓ | UK 700598 100258 |       | 23 m | S/F Steer | CH    | Plan Farm      |         | 17/03/2014 |
|                 | ✓  | 4   | ✓ | UK 701518 501255 |       | 30 m | S/F Steer | CHX   | Plan Farm      |         | 17/03/2014 |
|                 | ✓  | 4   | ✓ | UK 701518 301274 |       | 23 m | S/F Steer | CH    | Plan Farm      |         | 17/03/2014 |
- Footnote:** 'FA' - farm assured, 'TB' - no. of days since last clear TB test, 'W' - animals in a drug withdrawal period. Locations that have had a movement 'on' in the last 6 days are marked with a red arrow in the location column.

## Updating a Planned Sale

Once the planned date has passed, either reselect the Planned Sale or click on the warning link on the Homepage.

Planned movements:

1 sale is overdue

No movements overdue

Click on the **Post Sale Update** button after the date to confirm that the sale took place and, if required, edit the animals to enter the sale price and slaughter details.

The screenshot shows the 'Planned Sales' window with the following details:

- Cattle planned sale details:**
  - Date and time of sale: 01/01/2013 12:30 pm
  - To be sold to (Owner/Mkt/Abbr): Bob Jones Prytherch & Co
  - No of animals: 3
  - Haulier/Vehicle: (empty)
  - To be moved to (Holding/Mkt/Abbr): Carmarthen Market
  - Completed sale:  Updated
  - To be sold for slaughter
- Cattle details (3 animals listed):**

| Order | Official tag     | Age  | Category  | Breed | Lot no |
|-------|------------------|------|-----------|-------|--------|
| -     | UK 723779 300401 | 23 m | S/F Steer | LIMX  |        |
| -     | UK 723779 400402 | 23 m | S/F Steer | LIMX  |        |
| -     | UK 740904 700075 | 23 m | S/F Steer | LIMX  |        |

A callout box on the right side of the window points to the 'Post Sale Update' button with the text: 'Click on the Post Sale Update button.'

The program will update the planned sale to a real sale and will now be available for submission to BCMS. See [Page 49](#).

## Movements Between Holdings

Use this option to record the details of movements of animals to another location. It is similar to the **Sales** option (see [Page 44](#)) but does not trigger a change in ownership.

| From the Side Bar   | From the Drop Down menus  |
|---|---|
| Select <b>Animal Movements</b> and click on <b>Movements between Holdings</b> .<br><br>Click on the <b>New</b> button on the <b>Main Screen Toolbar</b> . | Click on the <b>Entries</b> Menu and select <b>Animal Movements</b> followed by <b>Movements between Holdings</b> |

If the movement is between two holdings with the same holding number then no notifications are due. If the holding numbers are different then a **CTS** notification is created in England and Wales. See [Page 49](#)

If the movement is between a Scottish Main Holding and an associated Additional Holding then a notification to **ScotMoves** is created. See [Page 52](#)

### Planned Movements

Planned movements are similar to planned sales – i.e. movement is entered with a future date. Once the date/time has passed it can be updated to confirm that the movement has occurred.

## On Farm Movements

If you wish you can enter the details of movements between locations on the same holding, for example the movement of animals between fields or sheds.

The program will enter this on to the animal's record card and the animal inspector report. Animals can be filtered by the on-farm location throughout the program.

| From the Side Bar  | From the Drop Down menus   |
|--|--|
| Select <b>Animal Movements</b> and click on <b>On Farm Movements</b> .<br><br>Click on the <b>New</b> button on the <b>Main Screen Toolbar</b> . | Click on the <b>Entries</b> Menu and select <b>Animal Movements</b> followed by <b>On Farm Movements</b> . |

**NB** 'On Farm movements' are not recorded in the Movement Record Register and are not notifiable.



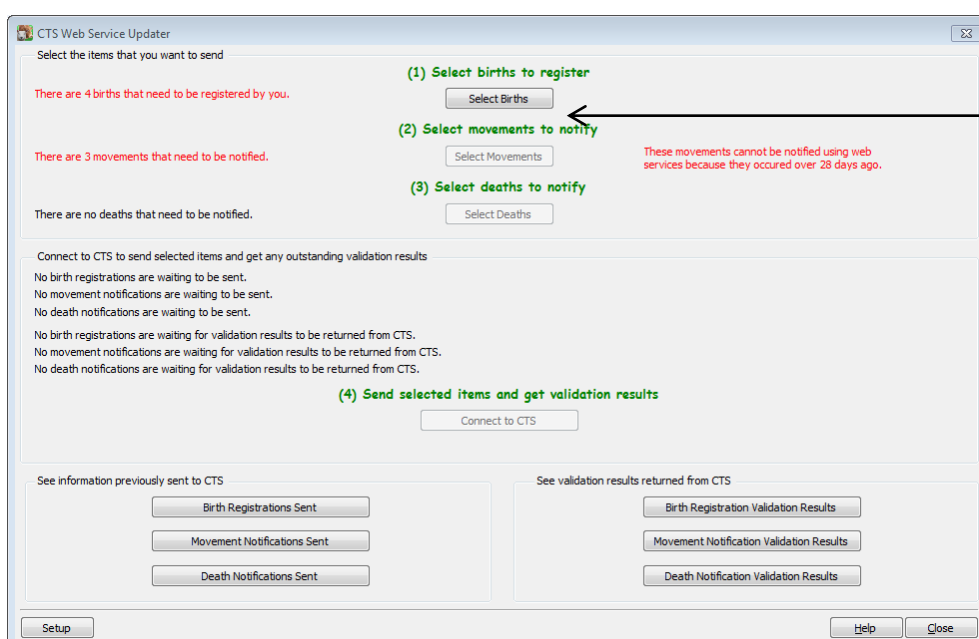
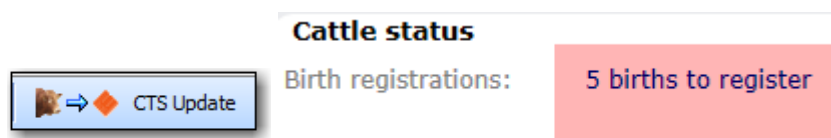
## Section 10: Using CTS Web Services

### CTS Web Service Updater

CTS Web Service Updater allows you to keep track of and select the births you wish to register in order to apply for passports and to notify movements and deaths, submitting them directly to BCMS.

Once received, CTS will process the information and return a validation result to the program, so that you can immediately see if there is a problem and deal with it. CTS Web Service validates each birth, death or movement separately, so where there is a problem with one animal this will not prevent the other animals in the batch being accepted.

To use the CTS updater, select **CTS Update** from the **Main Tool Bar** or select the red notification from the homepage.



The top of the CTS Web Service Updater window will give you details about how many births are waiting to be registered or how many movements or deaths are waiting to be notified. Click on one of these options.

Pick the type of registration that you wish to send and pick all relevant entries on the next screen.

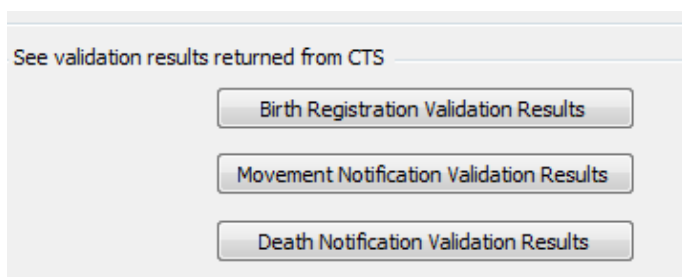
When you are ready 'Connect to CTS' to send the submission.

(4) Send selected items and get validation results

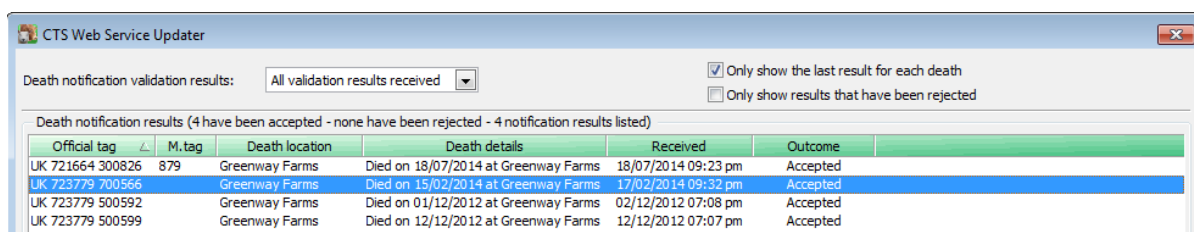
Connect to CTS

Almost immediately after sending Birth Registrations or Movement/Death Notifications **Validation Results** will be returned from BCMS.

You will need to press **Connect to CTS** again to receive these.



Check the Validation Results to check that everything went through correctly. If CTS have found any problems you will be able to see more details about it by clicking on the error.



CTS Web Service Updater

Death notification validation results: All validation results received

Only show the last result for each death  
 Only show results that have been rejected

Death notification results (4 have been accepted - none have been rejected - 4 notification results listed)

| Official tag     | M. tag | Death location | Death details                        | Received            | Outcome  |
|------------------|--------|----------------|--------------------------------------|---------------------|----------|
| UK 721664 300826 | 879    | Greenway Farms | Died on 18/07/2014 at Greenway Farms | 18/07/2014 09:23 pm | Accepted |
| UK 723779 700566 |        | Greenway Farms | Died on 15/02/2014 at Greenway Farms | 17/02/2014 09:32 pm | Accepted |
| UK 723779 500592 |        | Greenway Farms | Died on 01/12/2012 at Greenway Farms | 02/12/2012 07:08 pm | Accepted |
| UK 723779 500599 |        | Greenway Farms | Died on 12/12/2012 at Greenway Farms | 12/12/2012 07:07 pm | Accepted |

**NB** it is very important that you check that each submission has been successful as you may receive penalties if you do not correct it and resubmit it on time.

Potential problems could include:

- The dam gave birth within the last 6 months
- CTS had no record of an animal being on your holding

Correct the problem and resubmit it.

## BCMS Cross Checker

The purpose of the **BCMS Cross Checker** is to enable you to compare the animal details held by BCMS with your records in the Cattle Manager program, to ensure that both have up to date and accurate records of the animals on your holding.

You may wish to run this periodically to make sure that both sets of records are accurate – for example before an inspection.

## Cattle Passports Received/Returned

These options are used to record when you have received a passport for homebred animals you have registered and to record a passport has been returned to BCMS.

This information will be used by Cattle Manager to produce reports on the registration status of your animals.

---

### From the List Bar

Select **BCMS** and click on **Passports Received** or **Passports Returned**.

Click on the **New** button on the **Main Screen Toolbar**.

### From the Drop Down menus

Click on the **Entries** Menu and select **BCMS** and then **Cattle Passports Received** or **Cattle Passports Returned** and click **New**.

The screenshot shows a software window titled "Cattle Passports Received". At the top is a toolbar with icons for navigation and actions. Below the toolbar, the window is divided into two main sections. The upper section, "Passport received details", contains a "Date and time of receipt" field with a date picker set to 15/01/2013 and a time dropdown set to 11:45 am, and a "No of animals" input field. The lower section, "Animal details", contains a table with columns: Official tag, M.tag, Age, Category, Breed, and Location. At the bottom of the window, there are buttons for "Select Animals", "Save", "Reject", "Help", and "Close". An arrow points to the "Select Animals" button.

Click on the **Select Animals** button to move to the next dialog box and choose the animals to be included.

In the next window select the relevant animals. When you return to this screen, **Save** the entry. 'Passport Received' will be shown on the Animal's Record Card.

# Section 11: ScotMoves

## Overview

ScotMoves is an online system in Scotland that allows you to record any movements within your own business to ScotEID rather than CTS.

Movements of cattle between your main holding and any registered additional holdings in Scotland, while still remaining within your business, do not have to be reported to CTS. However, if they are not, they should be reported to ScotMoves instead. Although this is voluntary, it has a number of advantages; for example the movements do not need to be recorded on the passport, which does not have to accompany the animals.

Movements that involve holdings outside of your business such as sales and purchases are recorded through CTS in the normal way. The on farm holding register will be updated with all types of movements.

## ScotMoves – Getting Started

- Before you can use the system, check that you are registered with ScotEID. Make sure that you keep a note of your user ID/password, as you will need them in the program.
- Let ScotMoves know about any **Additional Holdings** that you may wish to move animals to, while retaining them in your ownership.
- **Holding Numbers** - ensure that you have designated the relevant holding numbers as **Main** or **Additional Holdings** and enter your ScotEID log in details in **Setup Holding Numbers**.
- Link the Additional Holdings to the Main Holding in **Setup – My Holdings**.
- Run a **CTS cross check** to ensure your records are correct with BCMS
- Run a **ScotMoves cross check** to compare your records with ScotMoves. **NB** CTS inform ScotMoves where your animals are located but will always use the default holding number rather than any additional holding numbers so there may be discrepancies which need correcting.
- If you have never used ScotMoves in any form, then run an Initial Allocation (**Entries – ScotEID – ScotMoves Movement Notification**) to place your animals on the correct holding as a one off procedure.
- If you have used ScotMoves before but it is incorrect go back to the ScotEID website and move your animals to the correct holdings so that your records agree going forward
- Remember that changes in ownership are recorded to CTS, who then update ScotMoves overnight so there may be a 24-hour delay before sales, births, purchases etc are reflected on ScotMoves.

## Movements between Holdings

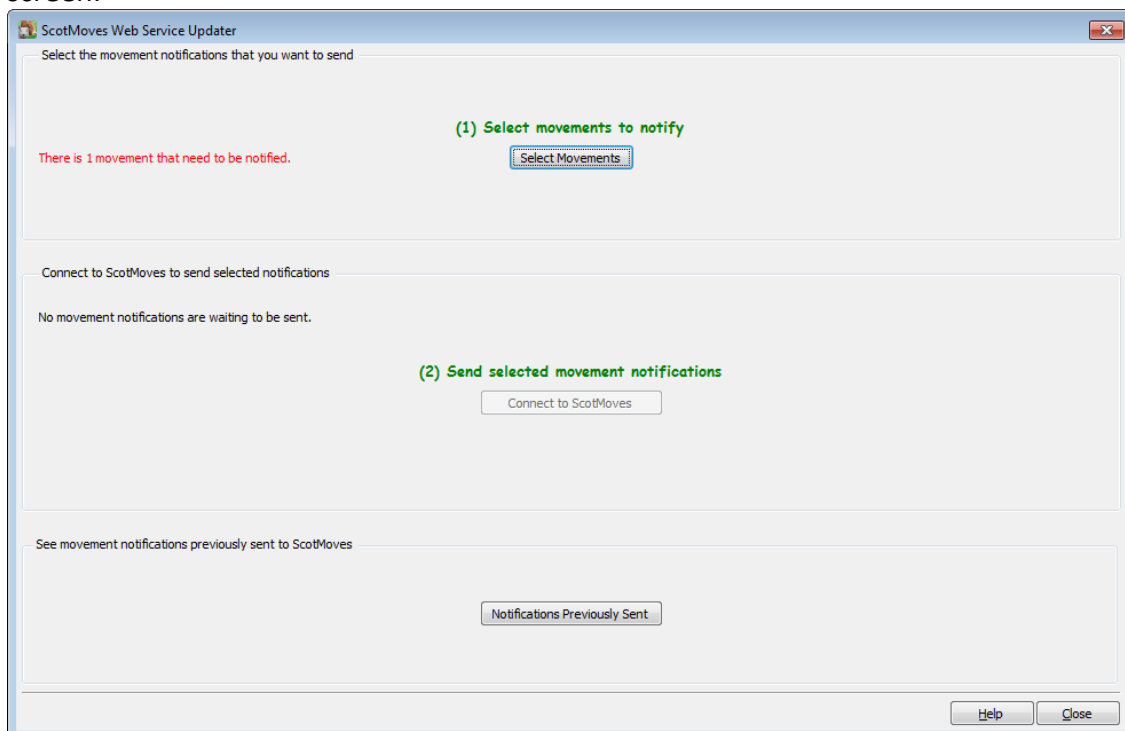
Once you have established that your data is correct and the current location of each animal agrees with the ScotMoves database, you are ready to start recording movements.

**NOTE** – The program will determine which agency should be informed and will display the relevant message on the Home Page.

You should enter each entry type as normal and the program will create a notification for either CTS or ScotMoves as necessary. Keep an eye on the Home Page for notification reminders.

Any movements between your own Scottish holdings, whether main or additional, should be notified to ScotMoves within 48 hours of the movement so that it can allocate each animal to its actual location. You will see a warning message on the Home Page.

Click on the outstanding notification to be taken to the **ScotMoves Web Service Update** screen.



- Select any movements that need to be notified
- This will allow you to **Connect to ScotMoves** so that you can send them electronically
- Details of this completed movement notification can be seen in the option **'Notifications Previously Sent'**
- The reminder will have been removed from the Home Page

## Other Movements

All other movements (e.g. sales, purchases, births, deaths etc) should be notified through CTS as normal. However, CTS only knows the main holding number, which is matched to the default ScotMoves holding as part of their overnight update. ScotMoves needs to be told the actual location of each animal. This is done as an 'allocation' by the program behind the scenes.

You do not need to do anything else. This allocation will be sent to ScotMoves automatically next time that you come into the program.

Remember that this may take 24 hours or so to allow CTS to notify ScotMoves with the appropriate details.

## Multiple Main Holdings

If you have more than one Scottish main holding i.e. each with their own individual CTS details then you will also need to give them their own ScotMoves ID and password **in Setup – My holdings**.

**Additional Holdings** – each main holding may then have additional holdings so remember to match them in the **Setup – My holdings** screen as well.

Note that in Scotland it is possible to have a location which is an additional holding to two different main holdings i.e. they are sharing it. If this is the case then each area of that additional holding must be set up as separate additional holdings so that they are treated independently.

## Section 12: Reports

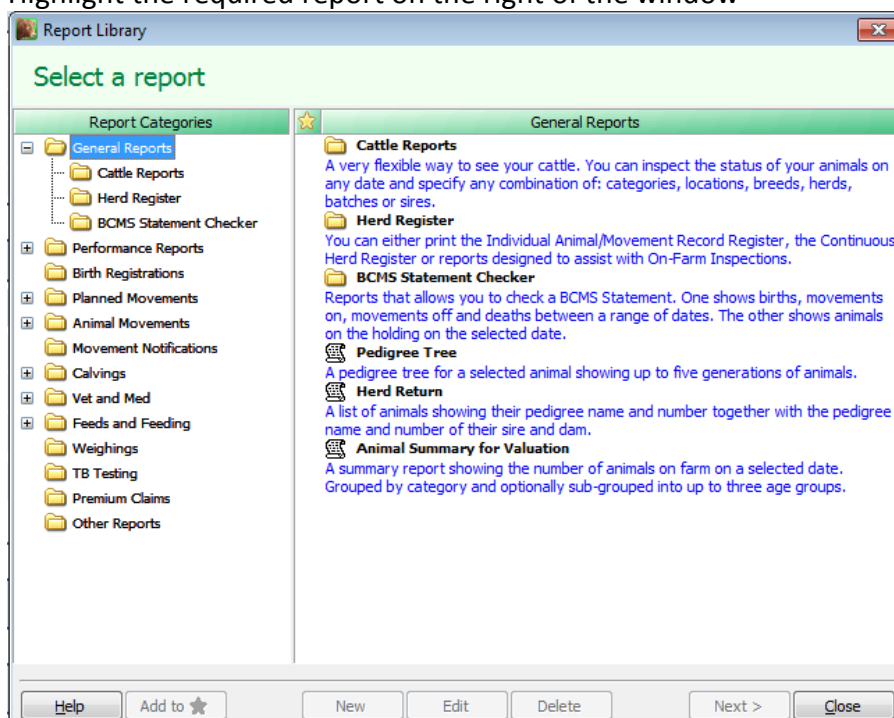
After entering information using the various data entry options available you can produce a wide range of reports. This full and comprehensive range of formal reports is contained in **The Report Library**. The options are designed to be produced using a printer – although all may be previewed on the screen and, if appropriate exported.

| From the Tool Bar   | From the Drop Down menus  |
|---|---|
| Click on <b>Reports</b> to open the <b>Report Library</b> . | Click on the <b>Reports</b> Menu and select any of the available <b>report categories</b> . |

### Select the Report

To select a report:

- Click on the folders under the **Report Categories** heading on the left of the Report Library window
- Click on the + to open a folder or - to close a folder
- Highlight the required report on the right of the window

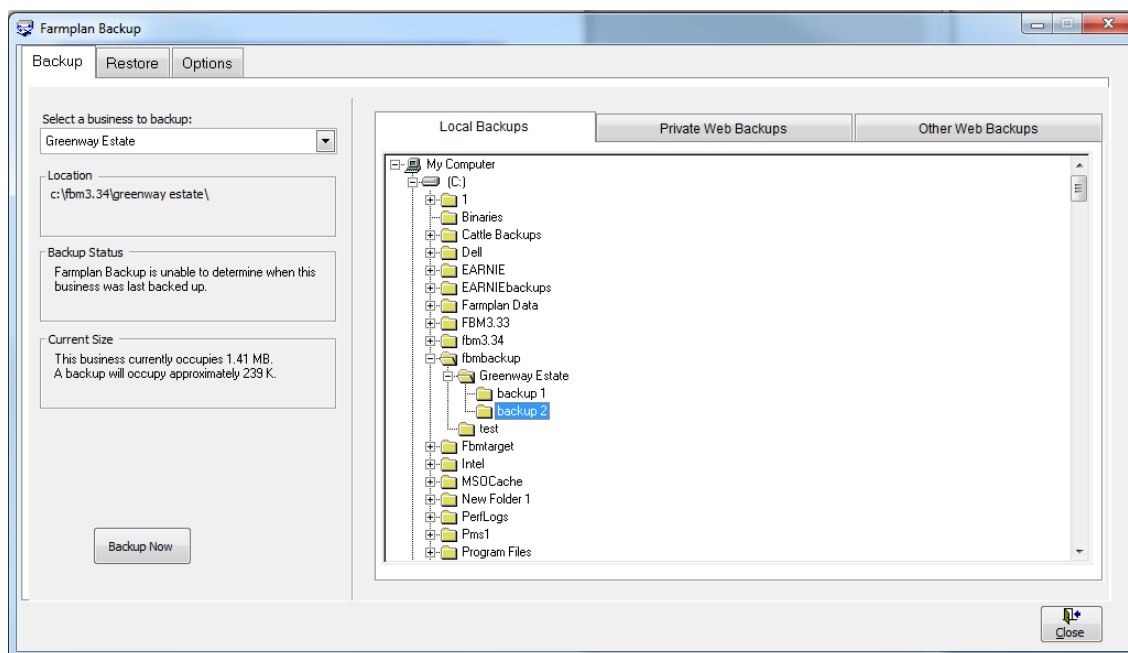


- The **Next** button will then be made available and you may click on this to move to the next stage in the creation of a report.
- The second screen will differ depending on the report chosen. However, it will usually require you to select choices from given boxes so that you can filter or order the report to your requirements.

## Section 13: Backup & 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 'April calving complete'. A date and time will be automatically added.
- Confirm that you wish to continue.



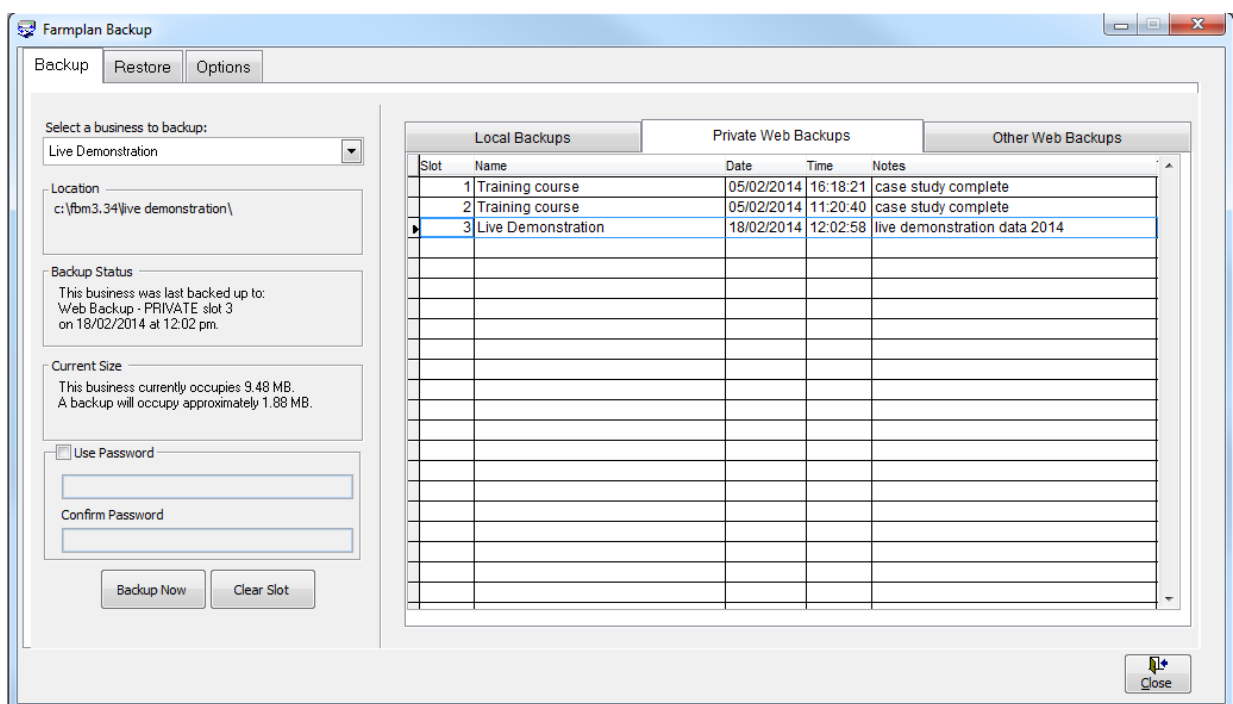
**Backups to Removable Devices** - While backups on the C: drive (the hard disk on your computer) are useful for every day backups, they could get lost or damaged if something happened to your machine. For that reason it is very important that you back up regularly onto a removable device such as a memory 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
- **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 ‘April calving complete’.
- 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 'April calving complete'. 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](mailto: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 Cattle Manager.

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

## Restoring Cattle Manager Data

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

Click on the plus sign in a 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).



Farmplan Computer Systems  
Alton House  
Alton Road  
Ross-on-Wye  
Herefordshire  
HR9 5BP

Phone: **01594 545011**

Fax: **01594 545012**

**[www.farmplan.co.uk](http://www.farmplan.co.uk)**

**[support@farmplan.co.uk](mailto:support@farmplan.co.uk)**

**Crops | Livestock | Business & Accounts | Training | IT Solutions | Support**