



Sheep Manager

Getting Start Guide



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Section 1: Getting Started

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

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

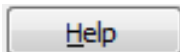
Training

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 – Sheep Manager 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 and we will respond as soon as possible. Our email box is checked regularly throughout the working day.

Farmplan Website – 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, new updates to the program or changes in legislation, so make sure that our emails are not blocked as spam. See [Page 10](#).

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 **Sheep Software** in the Support area of the Farmplan website (www.farmplan.co.uk). You will need your email address and customer number.
- Follow the on-screen instructions to 'Download Program Now'. The exact procedure will vary according to the version of Windows and browser that you use but just follow the instructions on the screen. You will download a file called setup.exe, supplied by Reed Business Information (our parent company), which should then be 'Run'.
- If Windows SmartScreen (a warning message) appears to block the installation, click on More Information and then Run Anyway.
- A black box will appear on your screen during the installation. Ignore it – it will disappear when the installation is complete.
- When the installation is complete 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:

- Customer No: 12345
- Customer Name: Greenway Farms - specimen
- Web Access Code: *****
- Product: Sheep Manager (dropdown menu)
- Activation Key: [] [] [] [] [] []

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 **Sheep 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.

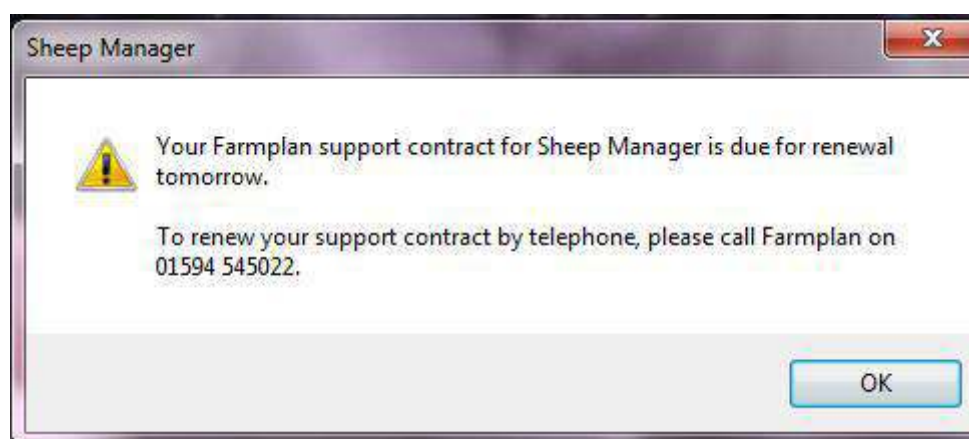
To Licence Your Data Manually

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

Enter your Customer Number and Name as shown on [Page 8](#) but enter the Activation Key instead of the Web Access Code. If you have not been given the Activation Key details please contact Farmplan on 01594 545022.

Licence Messages

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



To Renew Your Licence

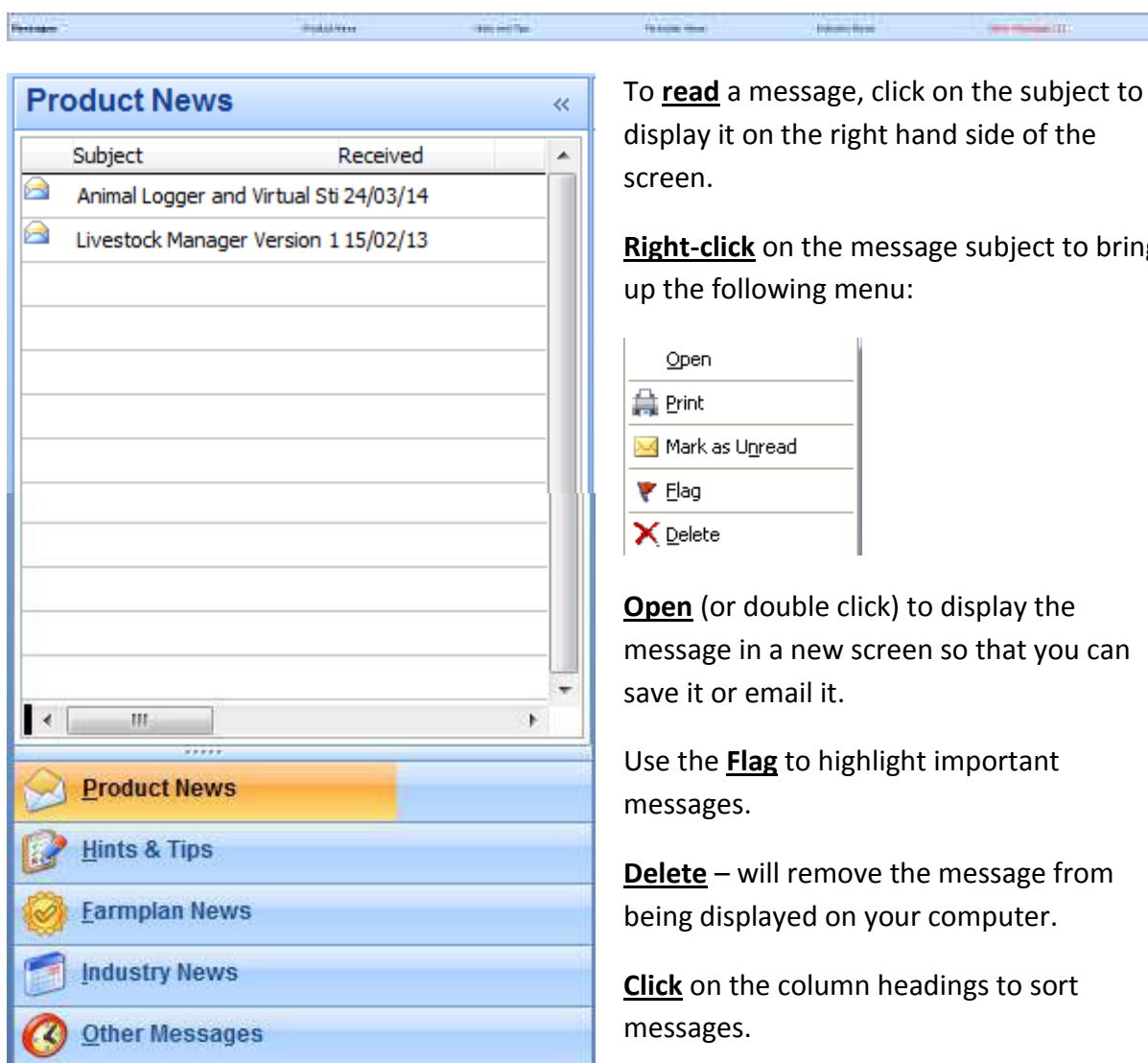
Once your support contract has been renewed, we will send you an electronic message to tell you that your new Activation Key is ready. Go back to the option **File – Licence** and just click on '**Get Key**'. If you do not have an internet access on this computer please contact Farmplan a few days after 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 Sheep 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 and 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 several tabs: "Messages", "Product News", "Hints and Tips", "Farmplan News", "Industry News", and "Other Messages". Below this is a "Product News" window with a table of messages. The table has two columns: "Subject" and "Received". The messages listed are:

| Subject | Received |
|-------------------------------|----------|
| Animal Logger and Virtual Sti | 24/03/14 |
| Livestock Manager Version 1 | 15/02/13 |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Below the table is a navigation pane with five categories: "Product News" (highlighted), "Hints & Tips", "Farmplan News", "Industry News", and "Other Messages".

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

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

- Open
- 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 Sheep Manager and will 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 movements that need to be notified, 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.

Section 5: Animal Records

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

Sheep Inspector - Individually Identified (green)

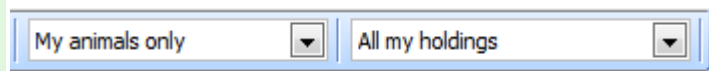
To access an individual record card go to the **Sheep Inspector** from the side bar.



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 Ewes** to just see those animals.

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



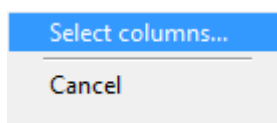
Individual animals can be searched for by tag number using the **Find** button:



| Official tag | M. tag | Age | Category | Breed | Location |
|-------------------|--------|------|----------|-------|----------------------------------|
| UK 0 123456 00014 | | 24 m | Ewe | CH | Greenway Farm, Upper Brook Field |
| UK 0 123456 00151 | 151 | 31 m | Ewe | LL | Greenway Farm |
| UK 0 320895 00001 | | 3 y | Ewe | CH | Greenway Farm |
| UK 0 320895 00004 | | 3 y | Ewe | CH | Greenway Farm |
| UK 0 320895 00005 | | 3 y | Ewe | CH | Greenway Farm |

The list of animals can be sorted by clicking on each column heading. 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 - Individual

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.

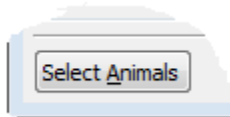
The Animal Record Card is divided into a series of tabs which can be viewed by clicking on them.

- **Current Status** – General details about this animal included what holding it is currently on.
- **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 lambing 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.

Filters – Selecting Individually Tagged Animals

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

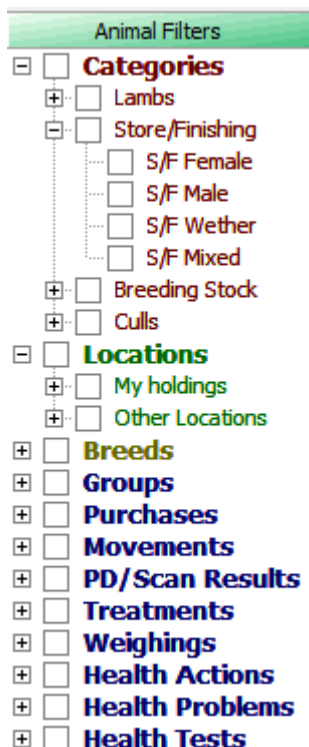
In any relevant entry screen you will see a button at the bottom of the screen to select animals:



Animals listed)

| | Order | W | Official tag | M. tag | Age | Category | Breed | Lo. |
|-------------------------------------|-------|---|-------------------|--------|------|----------|-------|-------|
| <input checked="" type="checkbox"/> | - | | UK O 123456 00032 | | 7 m | W Lamb | CH | Green |
| <input checked="" type="checkbox"/> | - | | UK O 123456 00037 | | 8 m | W Lamb | CH | Green |
| <input checked="" type="checkbox"/> | - | | UK O 123456 00039 | | 8 m | W Lamb | CH | Green |
| <input checked="" type="checkbox"/> | - | | UK O 123456 00048 | | 8 m | W Lamb | CH | Green |
| <input checked="" type="checkbox"/> | - | | UK O 123456 00054 | | 8 m | W Lamb | CH | Green |
| <input checked="" type="checkbox"/> | - | | UK O 123456 00061 | | 8 m | W Lamb | CH | Green |
| | | | UK O 103635 00008 | | 30 m | Ram | CH | Green |

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.



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 in. The blue categories are only displayed if you click on **Advanced** at the top of the entry.

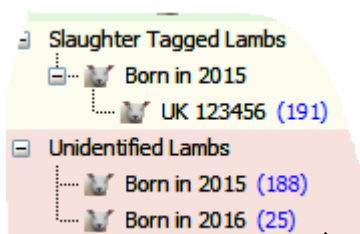
To exclude animals from the selection list RIGHT click on the category heading. This will allow you to pick all animals except for the ones selected.

Sheep Inspector - Slaughter Tagged and Unidentified Lambs

When lambs are born you can either allocate them an individual tag which will immediately give them a unique identity within the program including their own record card, or leave them in a batch of unidentified lambs which may subsequently be allocated an individual tag or slaughter tag.

See [Page 35](#) for more details about entering lambing details and [Page 53](#) for more details about tagging.

To view a running total of slaughter tagged and unidentified lambs go the **Sheep Inspector** from the Side Bar.



Slaughter tagged and unidentified lambs do not have an individual record card. Instead they are grouped by flock mark (slaughter tagged lambs) and the year of birth.

Clicking on any option will display a running total of the animals in that category in the main screen on the right.

| Sheep Inspector > Unidentified Lambs > Born in 2015 | | | | | |
|---|------------------------------|---|----------------------------------|---------|---------------|
| Date | Action | Details | Location | Animals | Running total |
| 15/04/2015 | Unident birth (group) | Unidentified births of 160 animals at Greenway Farms, The Meadows | Greenway Farms, The Meadows | 160 | 160 |
| 15/04/2015 | Unident birth (group) | Unidentified births of 237 animals at Greenway Farms, Sheds - Greenway | Greenway Farms, Sheds - Greenway | 237 | 397 |
| 15/04/2015 | Unident birth (group) | Unidentified births of 49 animals at Bullers Farm, Upper Brook Field | Bullers Farm, Upper Brook Field | 49 | 446 |
| 25/04/2015 | Death | Death of 5 animals at Greenway Farms, Sheds - Greenway | Greenway Farms, Sheds - Greenway | 5 | 441 |
| 30/04/2015 | On-farm move off | On-farm move off 232 animals from Greenway Farms, Sheds - Greenway | Greenway Farms, Sheds - Greenway | 232 | 209 |
| 30/04/2015 | On-farm move on | On-farm move on 232 animals to Greenway Farms, Battledown | Greenway Farms, Battledown | 232 | 441 |
| 30/07/2015 | Death | Death of 2 animals at Greenway Farms, Battledown | Greenway Farms, Battledown | 2 | 439 |
| 30/08/2015 | Lost | Lost 2 animals from Greenway Farms, Battledown | Greenway Farms, Battledown | 2 | 437 |
| 01/09/2015 | Slaughter tag identification | Slaughter tagged 238 animals as UK 123456 at Greenway Farms, Battled... | Greenway Farms, Battledown | 238 | 209 |
| 05/09/2015 | Individual identification | Individually tagged 21 animals at Bullers Farm, South Field | Bullers Farm, South Field | 21 | 188 |

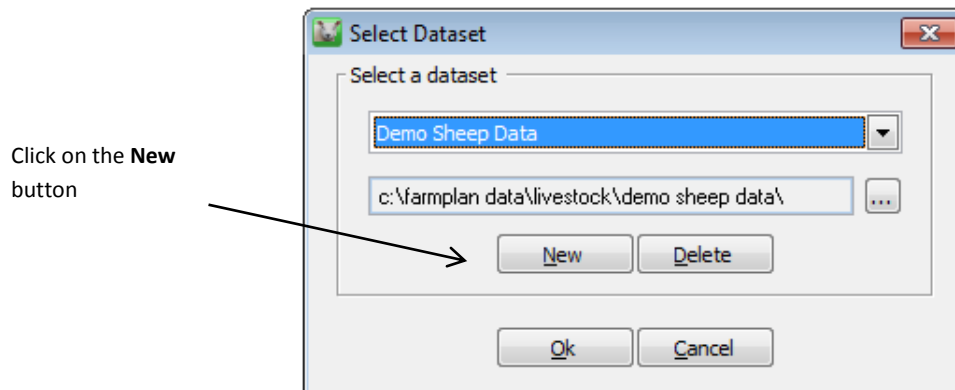
Again the list can be filtered by Holding using the button at the top of the screen:



Individual actions can be viewed in detail by double clicking on the relevant line.

Section 6: Create your own Business

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



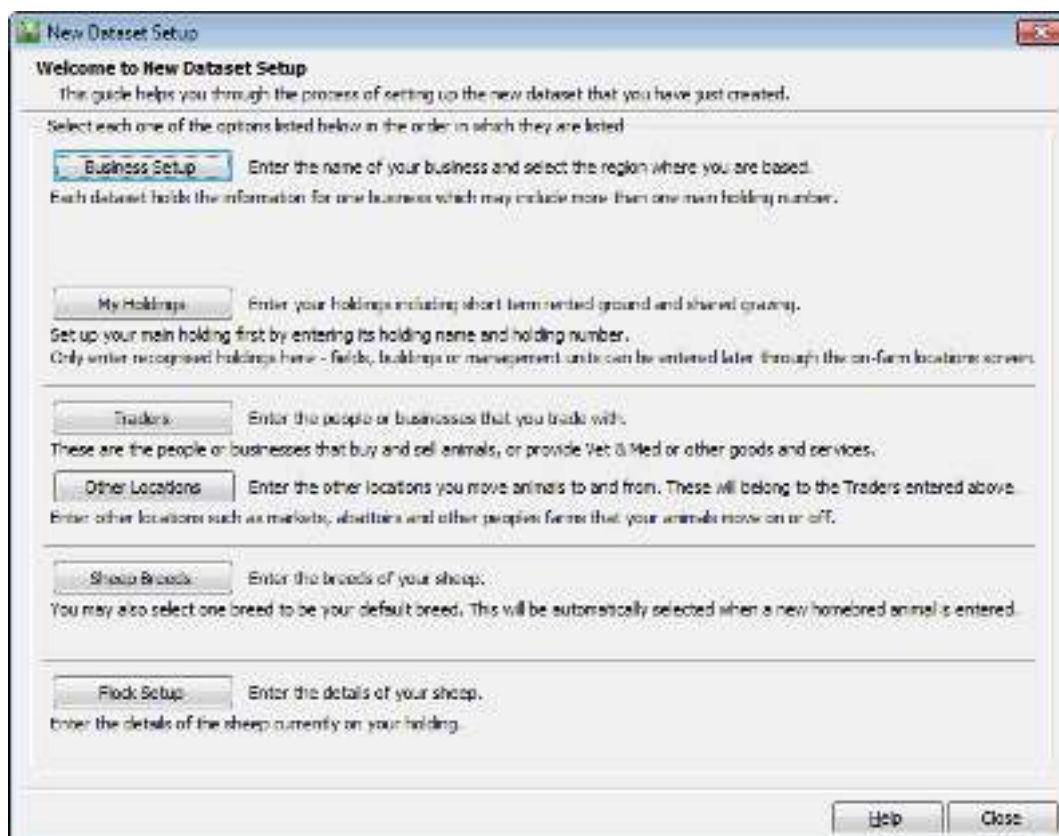
- Demonstration Farm will clear from the dialog box. Key in your business name as you would like to see it on your Home Page in the white space provided.
- Click on **Create**. You will see a message stating that a new dataset is about to be created and asking you to confirm that you wish to proceed. 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 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 titled "Business details" and contains the following fields:

- Business name: Demo Sheep Farm
- Region: England (dropdown menu)
- RPA customer reference number: (empty text box)
- 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

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 titled "Farm Assurance details" and contains the following fields:

- Scheme: None (dropdown menu)
- Number: (empty text box)
- Expiry: / / (calendar icon)
- Period: (empty text box) days

Below these fields is a section titled "Average lambing date" with the following fields:

- Day: 15 (dropdown menu)
- Month: March (dropdown menu)

There are two explanatory text blocks on the right side of the form:

- One for the Farm Assurance details: "Selecting a scheme means that you have already been a member for the full qualifying period and all cattle currently on farm are assured unless they were purchased recently."
- One for the Average lambing date: "Select a day and month in the middle of your lambing period. This will be used as the default date of birth for unidentified and slaughter tagged lambs."

Average Lambing Date: If you are going to initially record lambs as unidentified, it is not necessary to give their exact birth date. Pick an average date and the program will use it as the default for all unidentified lambing and slaughter tagged lamb records.

Fill in the relevant information and click on **Next** to go to the following screen.

Address and Contact Information

The screenshot shows a 'Business Setup' dialog box with the following content:

Business Setup [Close]

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

Holding Name: Enter the name you would like to see within the program. The holding name 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 number.

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 the 'Holding Numbers' window with the following details:

- Holding number details:**
 - Holding no: 22/333/4444
 - Sub location: []
 - Active holding no:
 - Ownership: My holding number
 - Period of use: Permanent (a year or more)
- Other details:**
 - Notify cattle movements:
 - Notify sheep movements:
 - Scottish holding no:
- CTS details:**
 - CTS User ID: - -
 - CTS password: []
 - Postal holding no: / /
 - Postal sub location: []
- Herd mark:** []
- Flock mark:** 123456

Buttons at the bottom: Save, Reject, Help, 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.

Notify Sheep Movements: Any qualifying movements, for example those between 2 holdings with different holding numbers, will generate a warning on the Home Page to remind you notify them.

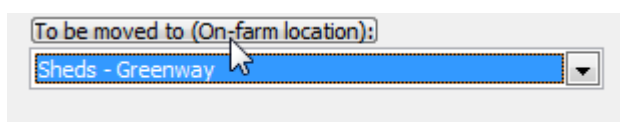
Flock Mark: A 6-digit number which should be entered when tagging homebred animals. This will automatically be populated when you add a lambing with the next consecutive animal number.

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 **hauliars** 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.

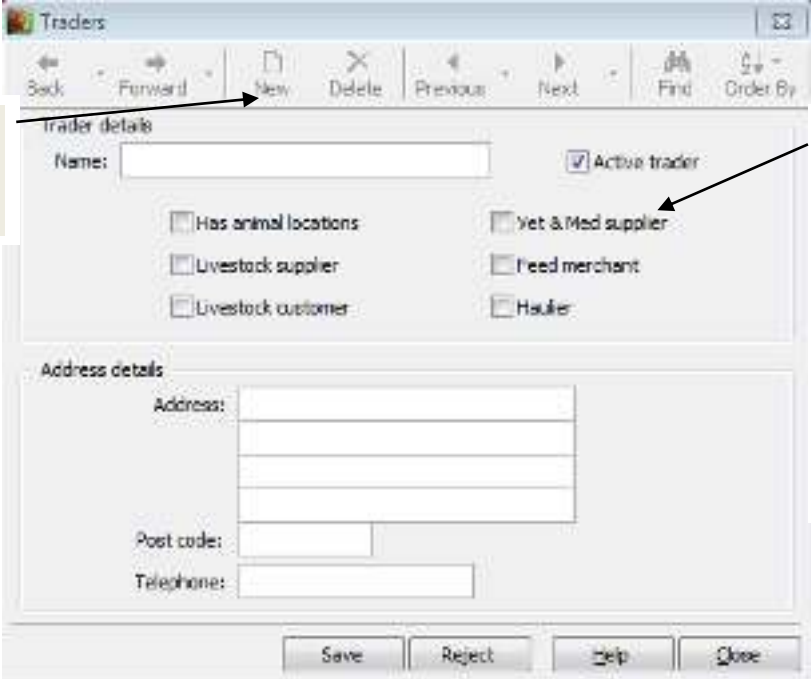


Alternatively, RIGHT click with your mouse in the empty space and click on **New...** to enter the setup dialog box.

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**.



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

Trader details:

- Name: [Text input field]
- Active trader
- Has animal locations
- Livestock supplier
- Livestock customer
- Vet & Med supplier
- Feed merchant
- Haulier

Address details:

- Address: [Text input field]
- Post code: [Text input field]
- Telephone: [Text input field]

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

Callout 1 (left): "Click on **New** to use this window" with an arrow pointing to the New button in the toolbar.

Callout 2 (right): "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." with an arrow pointing to the "Haulier" checkbox.

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

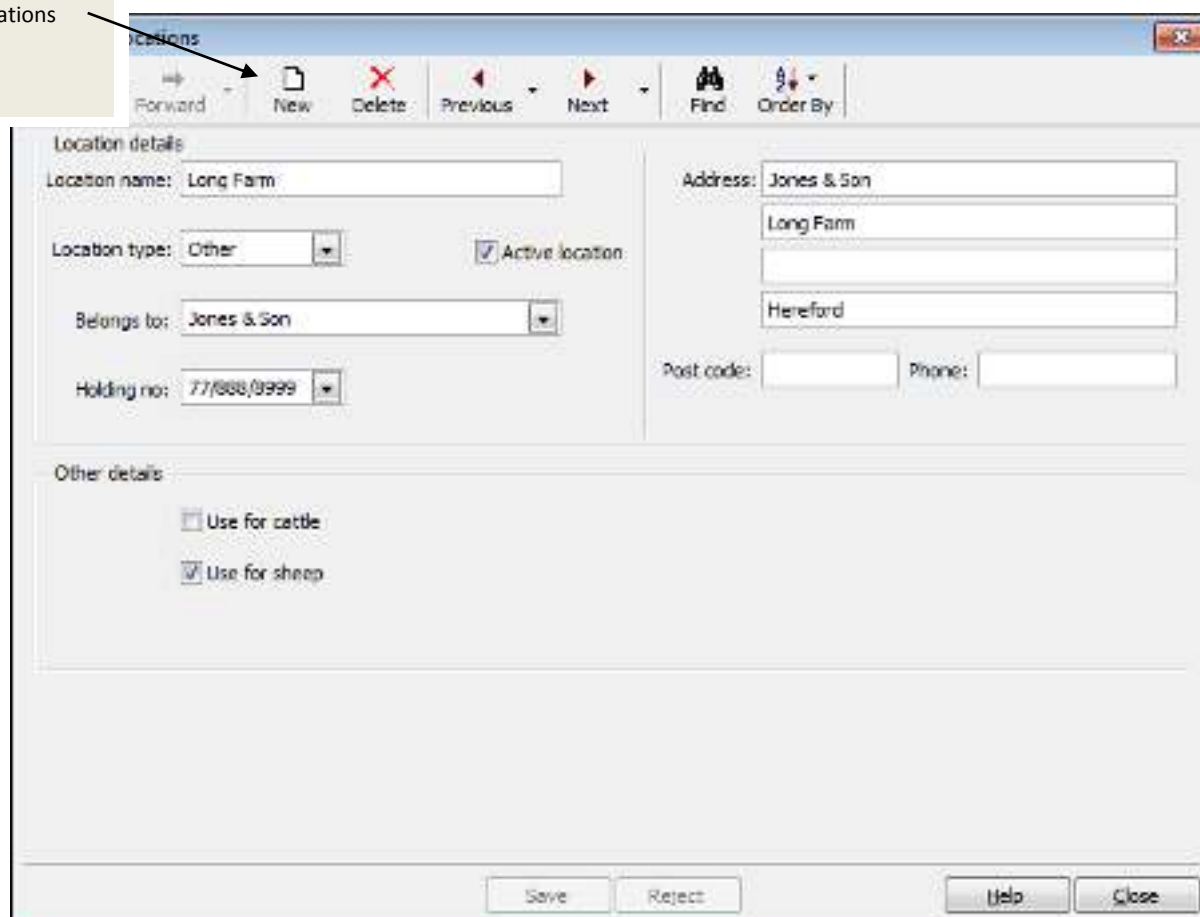
Other Locations

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



The screenshot shows the 'Locations' application window. The 'New' button in the toolbar is highlighted with a callout box. The form contains the following fields:

- Location details:**
 - Location name: Long Farm
 - Location type: Other (dropdown menu)
 - Active location:
 - Belongs to: Jones & Son (dropdown menu)
 - Holding no: 77/888/9999 (dropdown menu)
- Address:**
 - Address: Jones & Son
 - Long Farm
 - Hereford
 - Post code: [] Phone: []
- Other details:**
 - Use for cattle
 - Use for sheep

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

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

Sheep Breeds

All breeds and breed codes used in Sheep Manager are created by the user. They can be created in any entry screen by RIGHT clicking on the selection box.

Alternatively:

| From the List Bar | From the Drop Down menus |
|--|---|
| Select Setup and click on Sheep Breeds . | Click on the Setup Menu and select Sheep Breeds . |
| Click on the New button on the Main Screen Toolbar . | |

Enter your own **Breed code:** and **Breed name:**

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

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

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

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

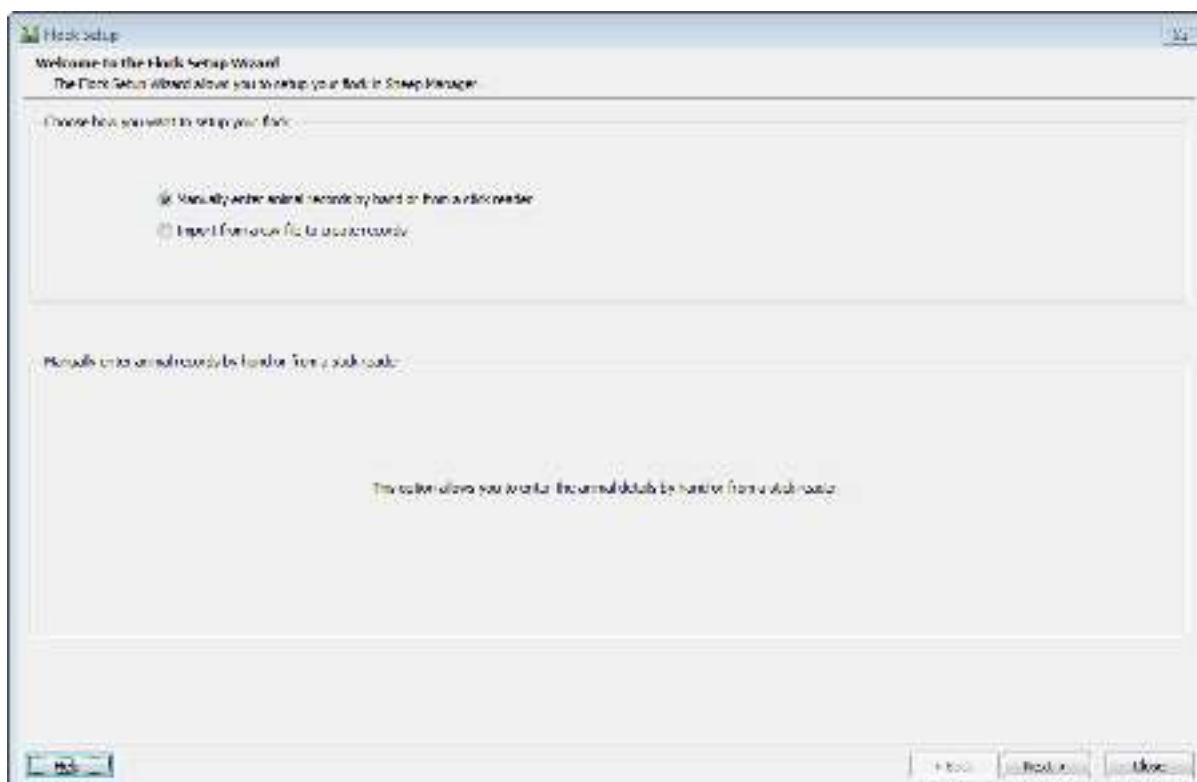
Flock Setup

The Flock Setup Wizard comprises of a series of windows to guide you through the necessary steps to make the setting up of your individually identified animals as quick and straightforward as possible.

NB Existing slaughter tagged and unidentified lamb numbers should be entered as births (see [Page 42](#)) and tagged as necessary (see [Page 53](#)).

Individual sheep records can either be:

- Typed in manually
- Imported from a stick reader
- Imported from an existing csv file – this needs to be in the correct format but full details can be found in the program’s **Help** option. You will be asked to browse to the file before you continue with the next step.

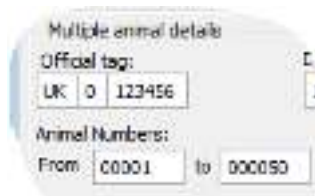


You do not have to set up all animals at once. It can be done in stages as you are ready; for example using the Stick Reader to bring in different batches of animals.

Once you have selected the correct option from this screen, click on **Next** to continue and complete any missing details. You will be given the chance to import any stick reader sessions on the next screen.

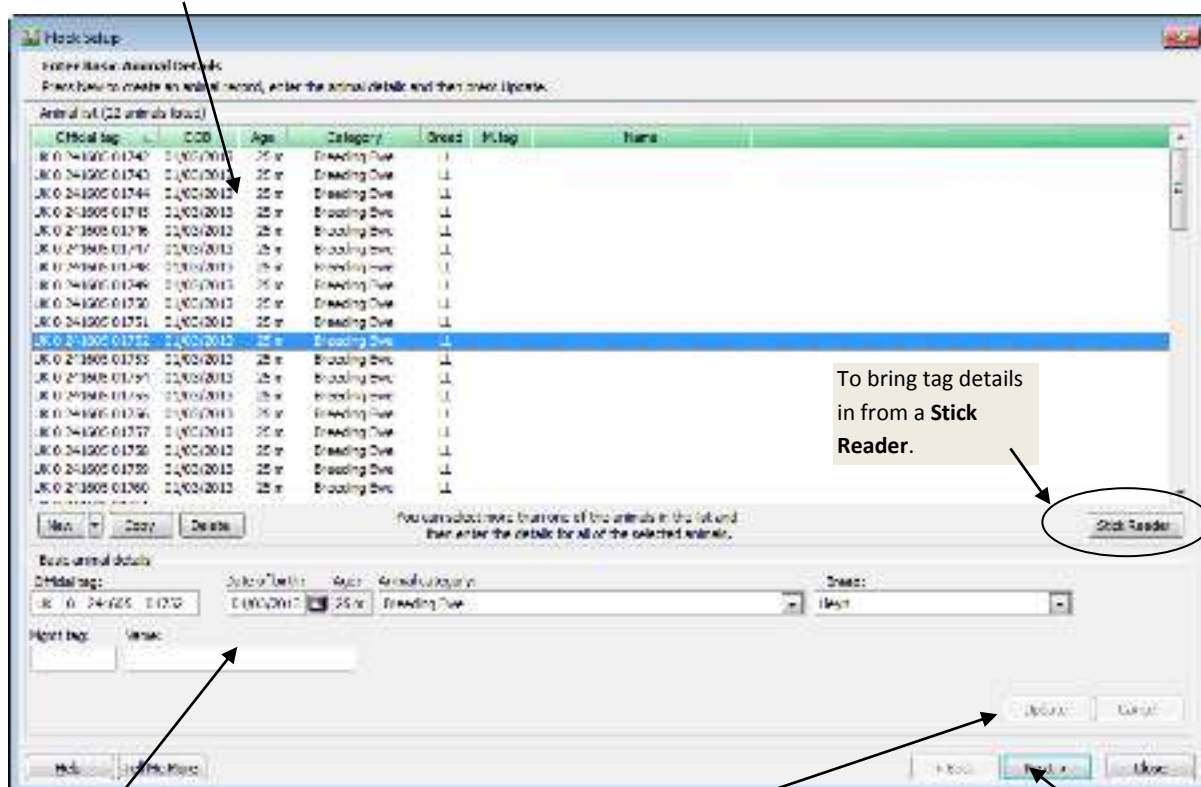
Enter Basic Animal Details - Manually

- **Single Animal** - click on **New** to add an individual animal record and complete the details at the bottom of the screen.
- **Multiple Animals** – click on the downward arrow next to the New button to add multiple records. This will allow you to enter a range of tag numbers.



Multiple Amendments – To change a block of records at the same time (for example to say they are all ewes), 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.

Highlight the animal that needs to be altered.



To bring tag details in from a **Stick Reader**.

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

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

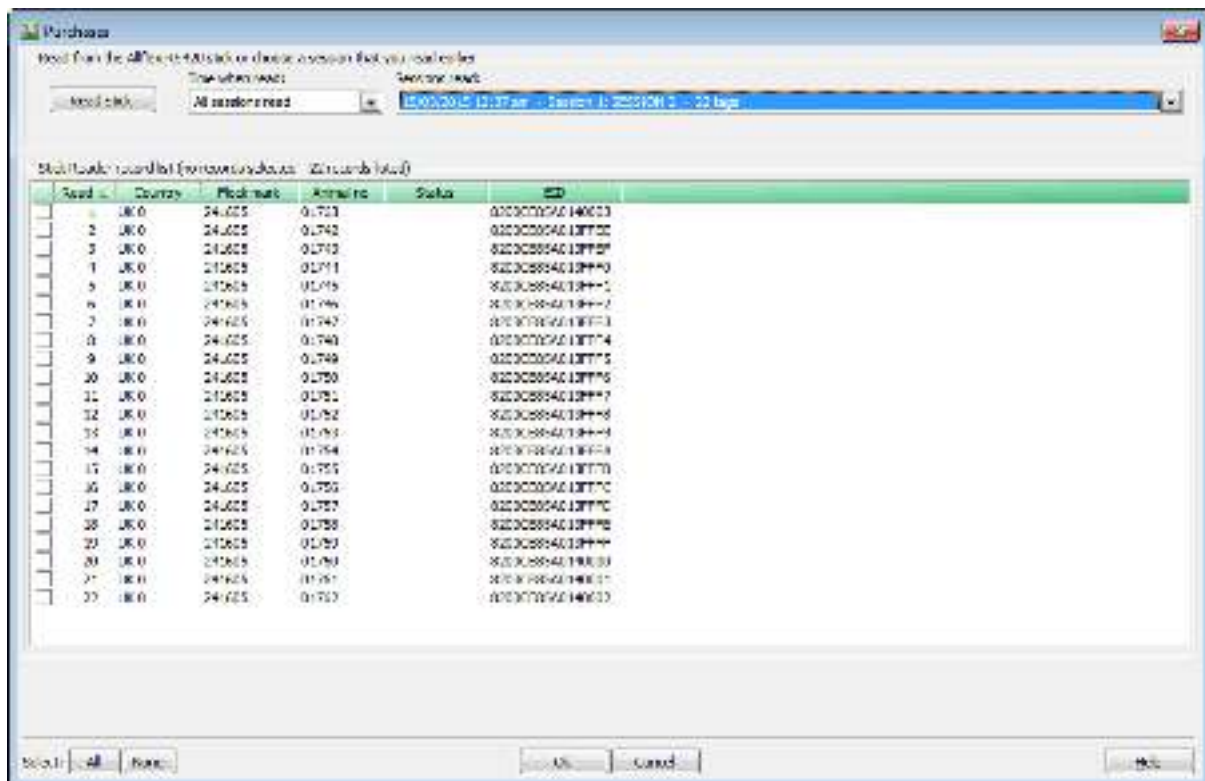
Cancel will remove anything you have just added.

Click on **Next** to validate the entries and move forward in the entry process.

Enter Basic Animal Details - Stick Reader

Alternatively tag details can be read from a Stick Reader.

- Make sure that you have told the program what model of Stick Reader you are using in **Tools – Options**.
- In the Basic Animal Details screen click on the **Stick Reader** button.
- Click on **Read Stick** and pick the correct session from the drop down list.
- To pick all animals in this session click on '**All**'. Alternatively tick the ones that you wish to include. Click on **Ok** which will return you to the previous screen – see [Page 27](#), where you can complete any missing details.



Enter Basic Animal Details - From a csv file

If you have opted to import details from an existing csv file you will be taken to the screen on [Page 27](#) where you can complete any missing details.

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 lambs, multi-suckling lambs and fostered lambs) can also be allocated. These are all optional fields, but often found useful in reports and listings.

Select an animal in the list.

| Official tag | M. tag | Age | D dam Official tag | C. dam Official tag | F. dam Official tag | Sire Official tag |
|------------------|--------|-----|--------------------|---------------------|---------------------|-------------------|
| UK0 241205 01743 | | 25m | | | | UK0 200028 20022 |
| UK0 241205 01744 | | 25m | | | | |
| UK0 241205 01745 | | 25m | | | | |
| UK0 241205 01746 | | 25m | | | | |
| UK0 241205 01747 | | 25m | | | | |
| UK0 241205 01748 | | 25m | | | | |
| UK0 241205 01749 | | 25m | | | | |
| UK0 241205 01750 | | 25m | | | | |
| UK0 241205 01751 | | 25m | | | | |
| UK0 241205 01752 | | 25m | | | | |
| UK0 241205 01753 | | 25m | | | | |
| UK0 241205 01754 | | 25m | | | | |
| UK0 241205 01755 | | 25m | | | | |
| UK0 241205 01756 | | 25m | | | | |
| UK0 241205 01757 | | 25m | | | | |
| UK0 241205 01758 | | 25m | | | | |
| UK0 241205 01759 | | 25m | | | | |
| UK0 241205 01760 | | 25m | | | | |

Dam and Sire details

| | Official tag | Mynt tag | Name |
|-------------|------------------|----------|--------|
| Birth dam | | | |
| Genetic dam | | | |
| Foster dam | | | |
| Sire | UK0 200028 20022 | | Archie |

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**.

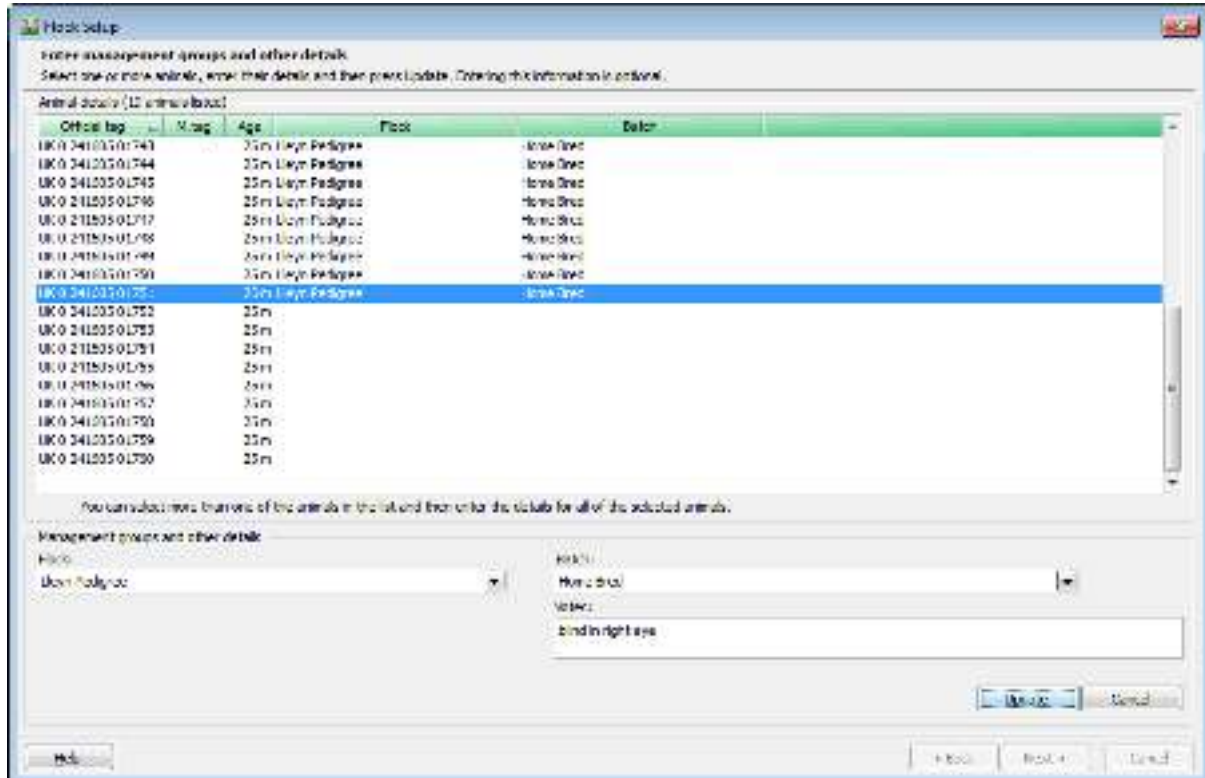
Once highlighted, Click on **OK** to accept the selected parent.

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.



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.

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

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.

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

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

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

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.

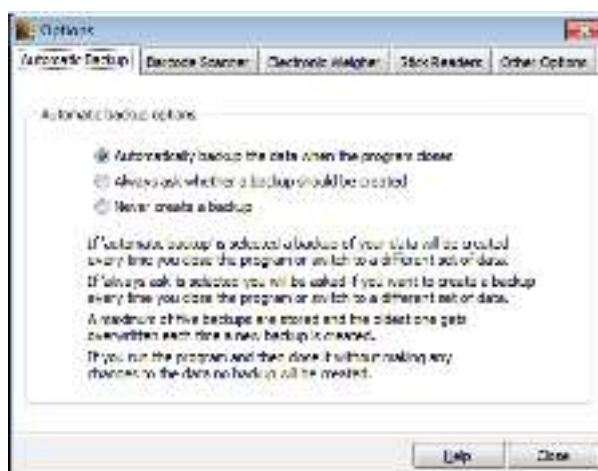
If you wish to edit or add any more details later you can edit the Animal Record Cards directly.

Section 7: Program Options

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

Automatic Backup

By default Sheep 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:

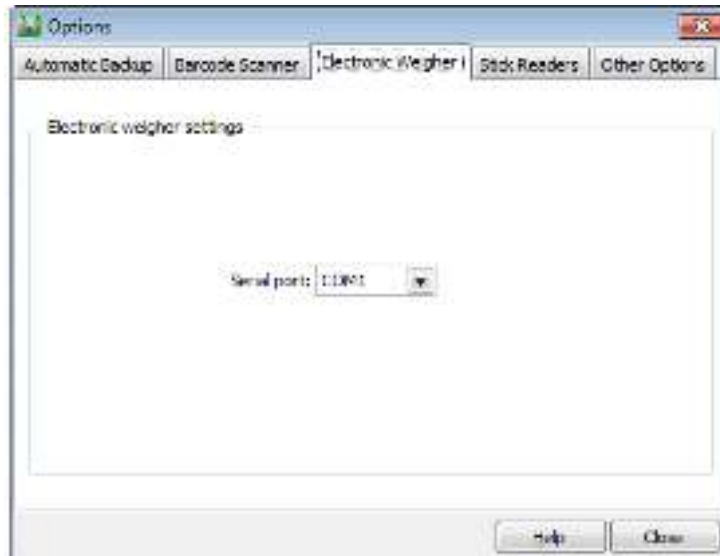
- **Automatically backup the data when the program closes** a backup of your data will be created every time you close the program or switch to a different dataset.
- **Always ask whether a backup should be created** you will be asked if you want to create a backup every time you close the program or 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 backup the data when the program closes so that this back up 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 55](#) for further guidance of backing up your Sheep Manager data.

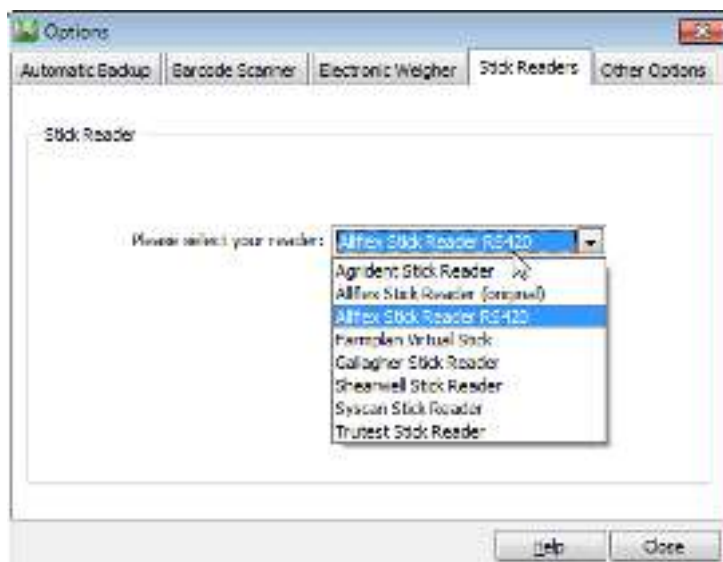
Electronic Weigher

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 Sheep Manager.



Stick Readers

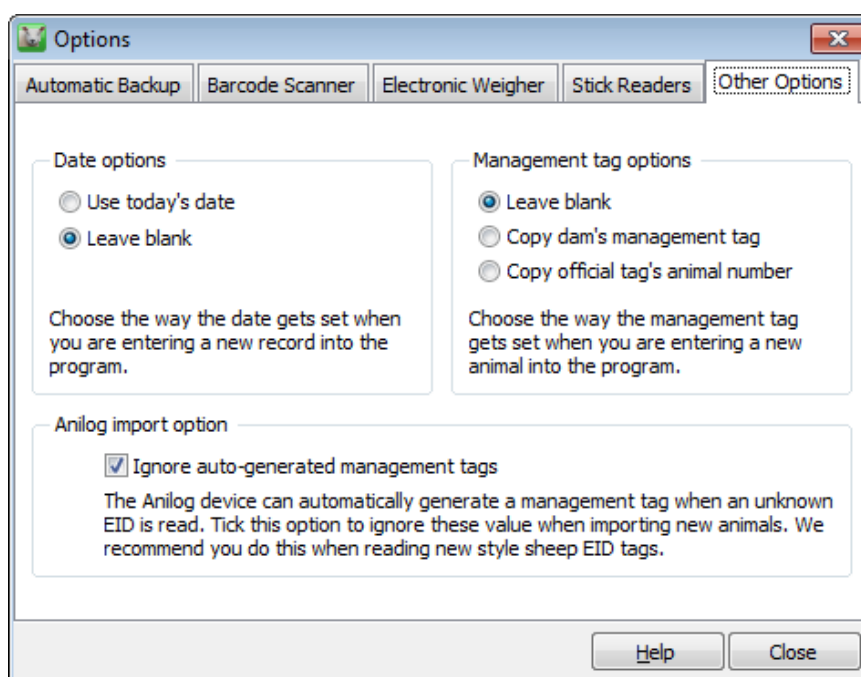
If a Stick Reader is to be used with Sheep Manager to import read EID tags, the make of Stick Reader being used must be selected from the drop down list.



Other Options

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

You can also select to leave the entry date blank instead of defaulting to 'today's date' in the data entry screens.



Anilog Import Option

This allows you to ignore or show the auto-generated tag made by the Anilog reader when reading new EID tags.

Section 8: Recording Entries

Once the framework of the Sheep Manager program has been defined and all your sheep have been created, you are ready to start entering any actions that take place such as lambing records 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.

- New born lambs can be allocated an individual identity as soon as they are born so that they have their own unique record card from the start – see below.
- Alternatively you may wish to just record the birth of unidentified lambs, optionally assigning their dam/sire details, and wait until they are actually tagged to decide if they are going to have a slaughter tag or will be given an individual tag and their own record card. See [Page 42](#).

Other options, such as recording services or the dates animals are turned out with a ram are optional and will depend on your particular circumstances, however will increase the amount of detail available to you.

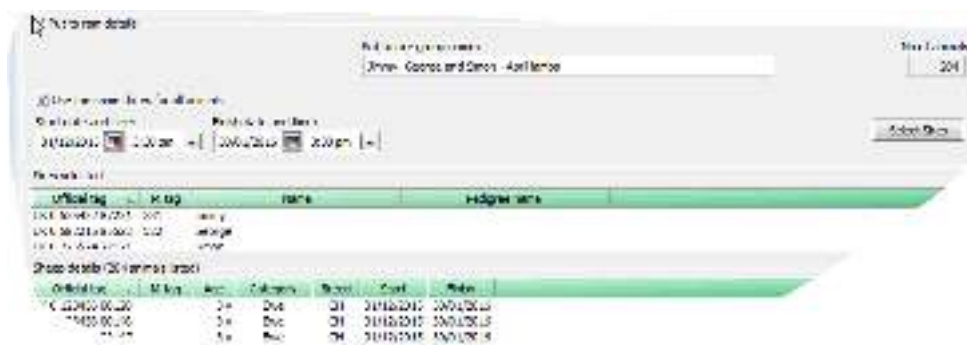
The current status of each breeding animal can be seen from the **Breeding** section of the **Side Bar**.

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

| Official tag | Sex | Age | Category | Breed | Location | Date of birth | Dam and Sire | Status | Date of birth | Current status |
|------------------|-----|-----|----------|-----------------------------|------------|---------------|-----------------------------------|------------|---------------|----------------|
| UKC 123456 00156 | 1y | Exc | CH | Greenway Farms, The Meadows | 15/04/2015 | 318 | Williams 0112/0215, new born lamb | 23/04/2015 | 88 | |
| UKC 123456 00147 | 4y | Dam | O | Greenway Farms, The Meadows | 15/04/2015 | 319 | Williams 0112/0215, new born lamb | 23/04/2015 | 89 | |
| UKC 123456 00148 | 1y | Exc | CH | Greenway Farms, The Meadows | 15/04/2015 | 318 | Williams 0112/0215, new born lamb | 23/04/2015 | 88 | |

Put to Sire

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



Services

Alternatively use this option directly for a known service with a precise data – for example by AI. It is accessed via the **Breeding** section of the **Animal Record Card**.

Service details

Date of service:
 By AI

Sire details

Official tag: Mgmt tag: Name:

PD/Scan Results

To confirm the pregnancy and number of embryos use the **PD/Scan** option. The number of days or months in lamb 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 (30 animals listed)

| Order | Official tag | H.Tag | Age | Category | Breed | No of lambs | Days in lamb |
|-------------------|--------------|-------|------|----------|-------|-------------|--------------|
| UK 0 322995 01430 | | | 30 m | Ewe | DL | 2 | 30 |
| UK 0 322995 01432 | | | 30 m | Ewe | DL | 2 | 31 |
| UK 0 322995 01434 | | | 30 m | Ewe | DL | 2 | 31 |
| UK 0 322995 01138 | | | 30 m | Ewe | DL | 2 | 31 |
| UK 0 322995 01138 | | | 30 m | Ewe | DL | 2 | 31 |
| UK 0 322995 01401 | | | 30 m | Ewe | DL | 2 | 30 |
| UK 0 322995 01401 | | | 30 m | Ewe | DL | 2 | 30 |
| UK 0 322995 01404 | | | 30 m | Ewe | DL | 2 | 30 |
| UK 0 322995 01405 | | | 30 m | Granger | LXC | 2 | 30 |
| UK 0 322995 01188 | | | 30 m | Ewe | DL | 1 | 30 |
| UK 0 322995 01907 | | | 30 m | Granger | LXC | 2 | 30 |
| UK 0 322995 01908 | | | 30 m | Ewe | DL | 2 | 31 |
| UK 0 322995 01909 | | | 30 m | Ewe | DL | 2 | 30 |
| UK 0 322995 01909 | | | 30 m | Ewe | DL | 2 | 30 |
| UK 0 322995 01910 | | | 30 m | Ewe | DL | 2 | 30 |
| UK 0 322995 01910 | | | 30 m | Ewe | DL | 2 | 30 |
| UK 0 322995 01911 | | | 30 m | Ewe | DL | 2 | 30 |
| UK 0 322995 01911 | | | 30 m | Ewe | DL | 2 | 30 |
| UK 0 322995 01912 | | | 30 m | Ewe | DL | 2 | 30 |
| UK 0 322995 01913 | | | 30 m | Ewe | DL | 1 | 30 |
| UK 0 322995 01915 | | | 30 m | Granger | DL | 2 | 31 |
| UK 0 322995 01918 | | | 30 m | Ewe | DL | 2 | 30 |
| UK 0 322995 01918 | | | 30 m | Ewe | DL | 1 | 30 |
| UK 0 322995 01919 | | | 30 m | Ewe | DL | 2 | 30 |

You can select store then 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.

Scan/Lab

Number of lambs:

Number of days in lamb:

Select a service or the number of months in lamb:

| Service | Due Date | Days in lamb |
|----------|------------|--------------|
| 1 Month | 28/02/2016 | +30 |
| 2 months | 28/02/2016 | +61 |
| 3 months | 27/03/2016 | +91 |
| 4 months | 27/03/2016 | +122 |
| 5 months | 26/04/2016 | +153 |

OK Cancel

Lambing Records

Lambing details can be entered in a number of different ways:

- **Individually identified lambs** – bulk records entered to multiple ewes through a series of screens
- **Individually identified lambs** – allocated directly to each individual ewe
- **Unidentified lambs** – allocated directly to each individual ewe
- **Unidentified lambs** - group records entered to multiple ewes
- **Unidentified lambs** – group numbers not allocated to any specific ewes

Birth of Individually Identified Lambs – Lambing Wizard

This option is used for entering the details of new born lambs that are allocated an individual identification as soon as they are born. A record card for the new animal is created within the program and the dam's record card is updated to show the lambing.

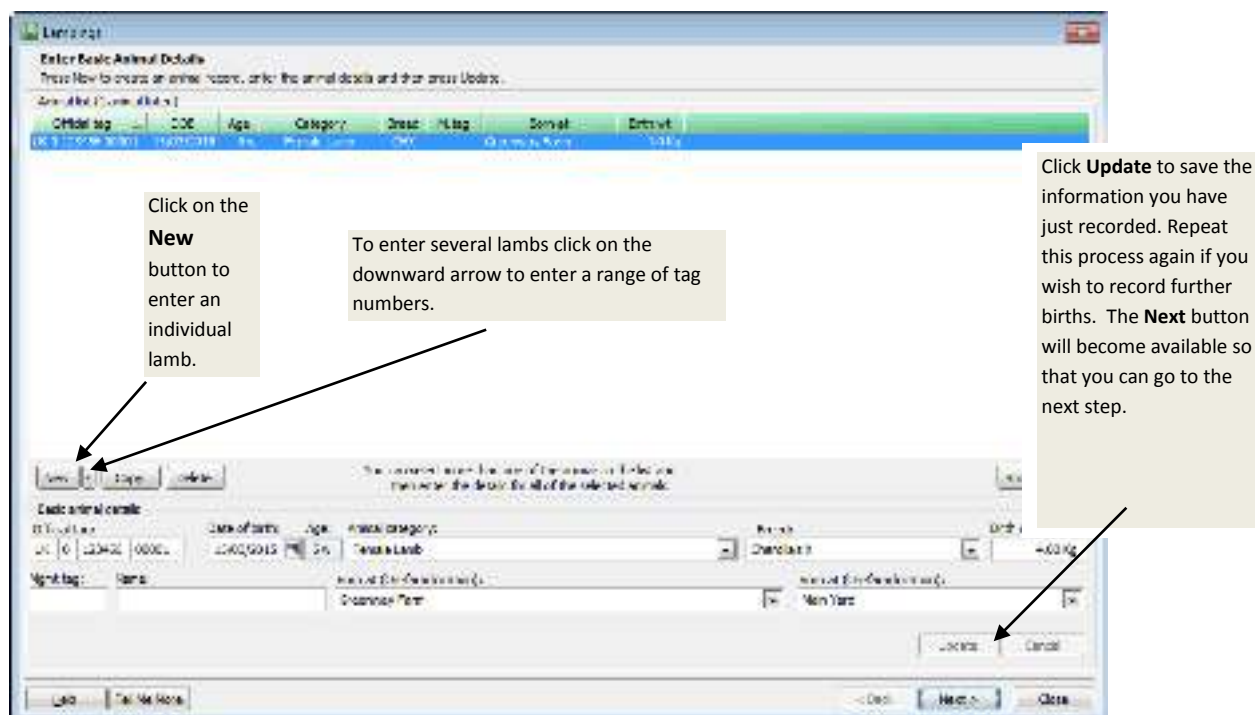
Births can either be recorded using a 'wizard' process similar to the one you used in the initial Flock Setup see [Page 26](#). Alternatively you can enter the birth details directly from the dam's animal record card – see [Page 41](#).

To enter the birth of a homebred lamb either:

| From the List Bar | From the Drop Down menus |
|--|--|
| Select Sheep Inspector and click on All Categories . Click on the New button on the Main Screen Toolbar . | Click on the Entries Menu and select Breeding - Lambings . |

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

Enter Basic Animal Details



- Your flock mark will already be filled in if you entered your registered flock number in the **Setup – Flockmarks**. 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.
- Enter a range of tag numbers using the drop down arrow next to **New**.
- 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** or **New breed**. Any breed that gets used or added will automatically be added to your active breeds and will be included in the drop down list when you save.

Any errors in completing this screen 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 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 lamb's dam or sire details.

3. After selecting the Sire/Dam you will be able to enter the ease of lambing.

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

3. Highlight the animal

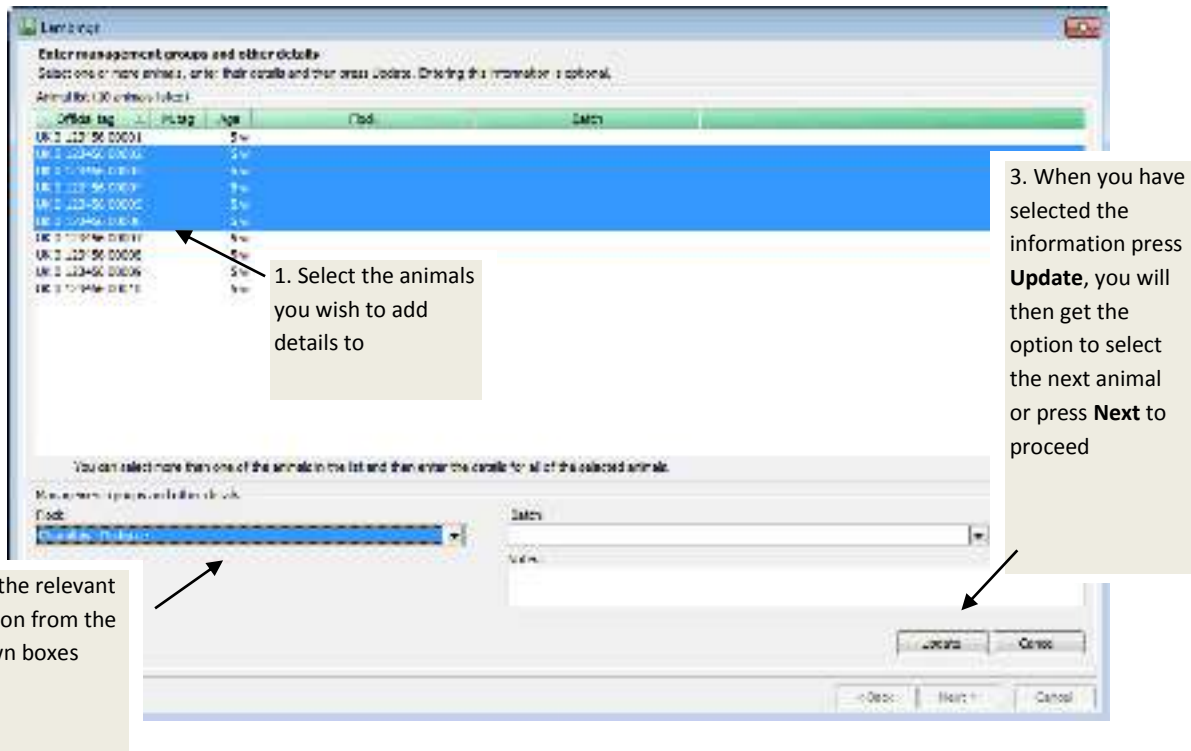
You can select whether you see or hide reference animals from the list of available dams

4. Click on **OK** to accept the selected animal.

Click on **New** 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.

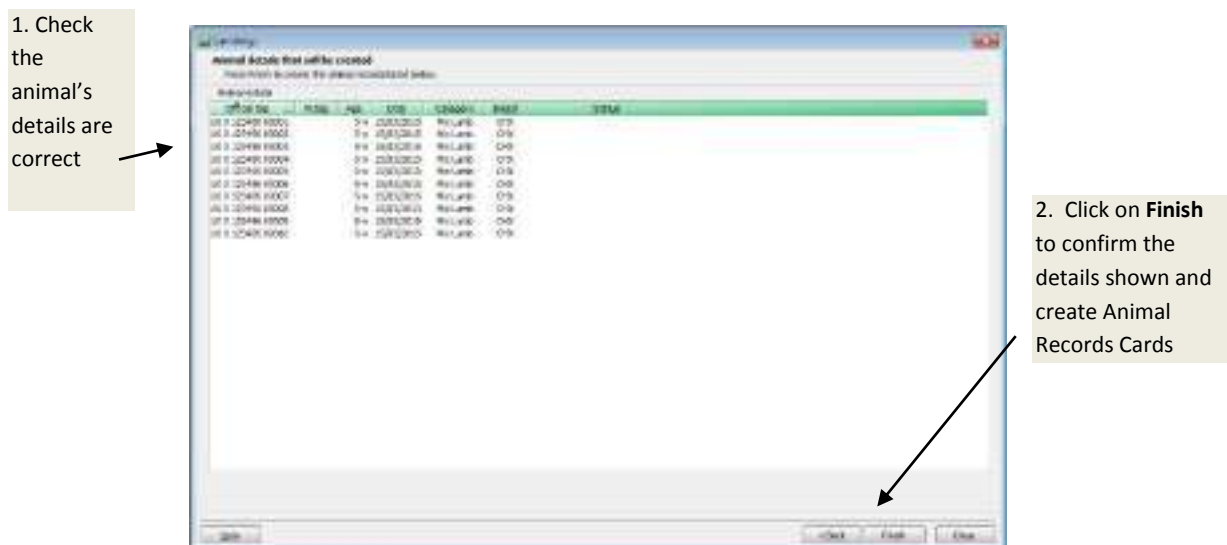
Enter Management Group and Other Details

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.



Animal Details That Will Be Created

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



This animal will then appear in the program with its own record card.

Lambings – Enter via Dam’s Record Card

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

| Current status | | Previous births | | | | |
|----------------|-------------------|-----------------------------|------------|----------------|----------|----------|
| Last lambed | Days since lambed | Status | Due | Days until due | Services | PD/Score |
| 08/03/2015 | 355 | Scanned twins on 11/11/2015 | 07/03/2016 | 12 | - | 1 |

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

Type of Birth:

- **Lambled.** Use this for the birth of either live *individually identified* and *unidentified* lambs. Non-viable lamb records can also be added using the ‘stillborn’ or ‘died before identified’ boxes.
- **Aborted/Reabsorbed.** To record that the ewe was in lamb but the embryos were aborted i.e. to end this breeding cycle
- **Did not lamb.** If this ewe did not have any lambs this year, the breeding cycle can be terminated ready for the next one to commence.

Recording Births of Unidentified Lambs

Batches of lambs can be entered in blocks when convenient - perhaps at the end of lambing or the end of each week.

Optionally lambs can be allocated to ewes at the time of birth or when they are tagged.

| From the List Bar | From the Drop Down menus |
|---|---|
| Select Breeding and click on Groups of Unidentified Lambs . | Click on the Entries Menu and select Breeding - Birth of Unidentified Lambs . |
| Click on the New button on the Main Screen Toolbar . | |

EITHER:

Level 1 – Leave Lambs Unallocated



Birth details

Average lambing date: 15/02/2015

Born at (holding): Greenway Farm

Born at (On-farm location): Main Yard

Live lambs born: 123

Choose either total number born or lambing details for each ewe:

Total number live lambs born Lambing details for each ewe

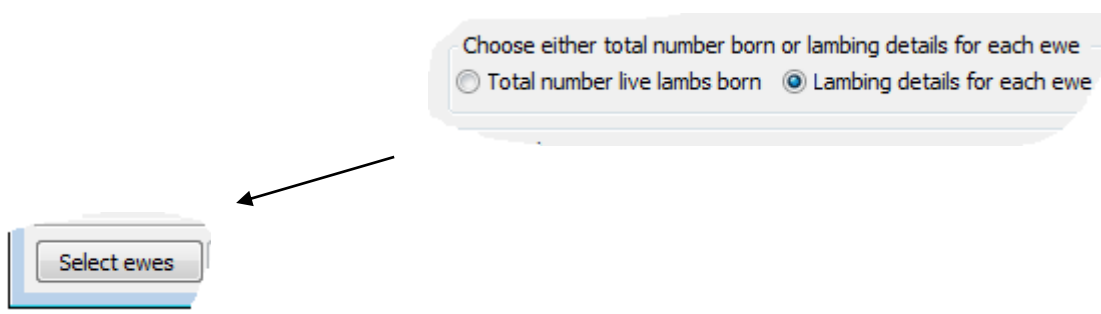
Simply enter the number of live lambs born at a particular location and save the record.

Tagging details can be added at a later date – see [Page 53](#), when they can also be allocated a Dam/Sire if required.

ALTERNATIVELY:

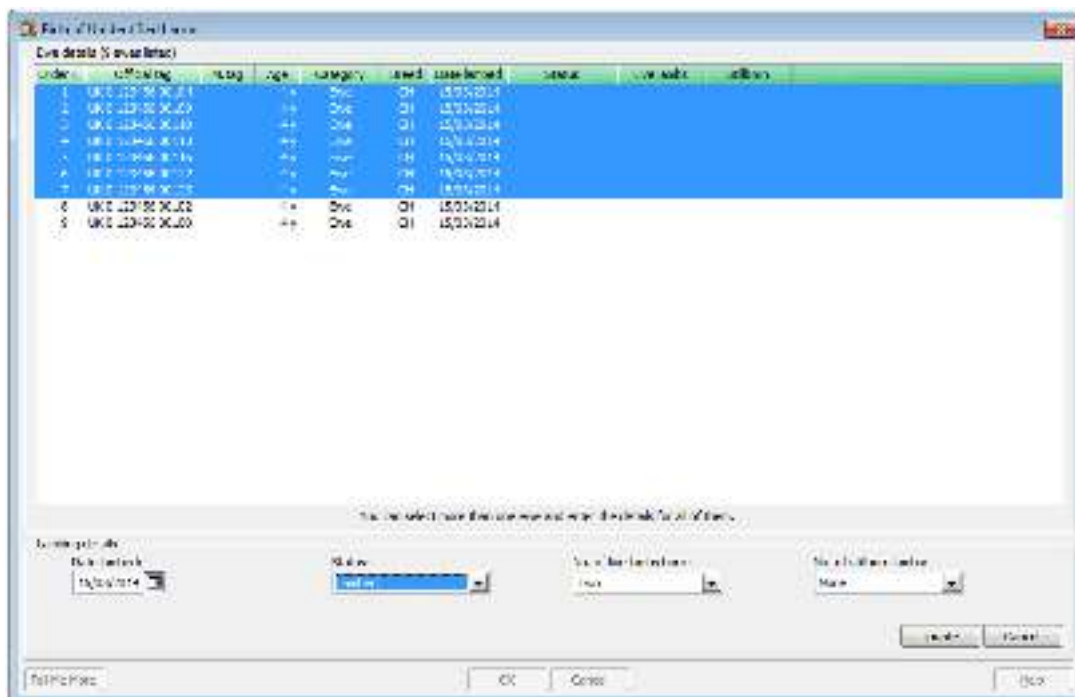
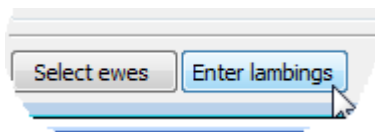
Level 2 – Allocate Unidentified Lambs to Ewes

Enter the details as above and then choose **Lambing details for each lamb**, you will then be given the option to **Select Ewes** in the bottom left corner.



Tick the ewes which have lambed and say **OK**. You can use the filters ([Page 14](#)) to narrow down your search. Alternatively use a stick reader ([Page 28](#)).

When you return to the original screen you will now see the option to **Enter Lambings**.



Each ewe can then be allocated a number of live or stillborn lambs and her status will be changed to lambled.

At a later date unidentified lambs must be allocated slaughter or individual tags before they can be moved or sold. (See [Page 53](#)).

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.

Once unidentified animals have been entered you will be able to select **Unidentified Lambs** from the Sheep Inspector section of the Side Bar – see [Page 15](#). This will display the running total of these animals on each holding. As lambs are tagged/upgraded/moved etc. the running totals will be updated.

NB Unidentified lambs can also be allocated directly to the dam via the **Breeding** tab of her animal record card.

Animal Transfers

Animal Transfers allows you to update the category of an animal. For example, a female lamb can be changed to a ewe lamb if she is to be kept and used for breeding, or a store/finishing animal if she is to be sold. Remember to allocate the correct ear tags as well – see [Page 53](#).

From the List Bar

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

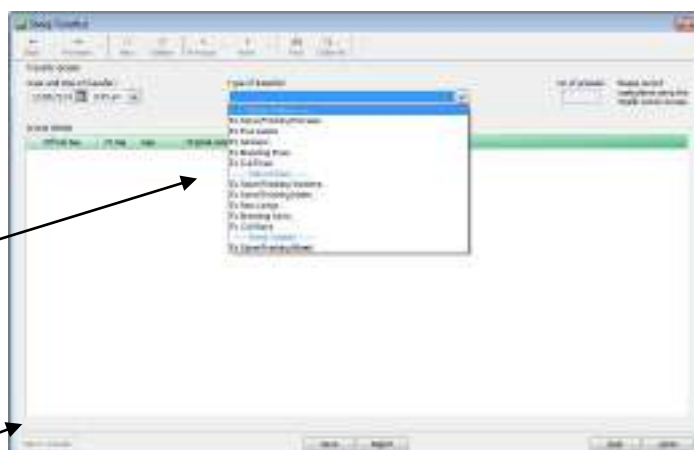
Click on the **New** button on the **Main Screen Toolbar**.

From the Drop Down menus

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

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

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

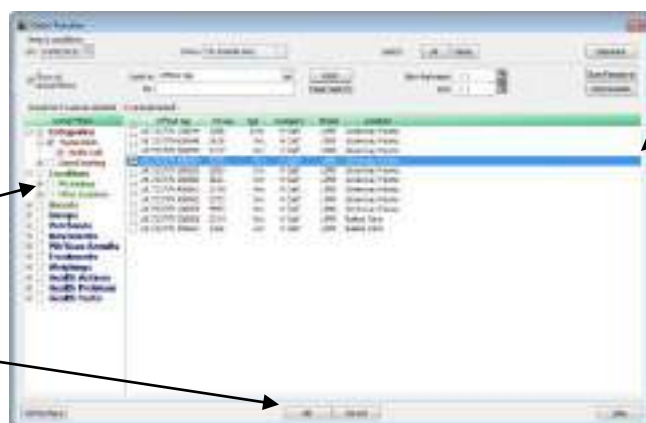


To transfer a Male Lamb to a Wether Lamb category, you must record a castration using the health action screen

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 14](#)

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 birth against a ewe lamb she will be transferred to breeding ewes.

Purchases

This allows you to enter the details of individually and/or slaughter tagged animals that have been purchased. This includes the re-purchase of an individually tagged 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.

From the List 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 controls:

- Group purchase details:**
 - Date and time of purchase: 01/07/2015 12:00:00
 - Moved to (Holding): Low Concentration Sheep - W/L/C
 - Moved to (On-farm locality):
 - Moved to (In-farm locality):
 - Public On:
- Purchased from (Owner/Trader):** William Pearce
- Moved from (Holding):** William Pearce
- No. of animals:** 25
- Total cost:** £1,000.00
- Moved at the time of purchase
- Purchase Details (Purchase Details Box):**

| Official Identity | Species | Age | Category | Sex | Cost | Weight |
|-------------------|---------|-----|----------|-----|---------|--------|
| UK000001 | Sheep | 12 | Lamb | M | 1500.00 | |
| UK000002 | Sheep | 12 | Lamb | F | 1500.00 | |
| UK000003 | Sheep | 12 | Lamb | M | 1500.00 | |
| UK000004 | Sheep | 12 | Lamb | F | 1500.00 | |
- Buttons:** Enter Animals, Slaughter Tagged, Save, Cancel, OK, 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 for Individually Tagged animals and **Slaughter Tagged** for batches of slaughter tagged animals.

Purchase of Individually Tagged Animals

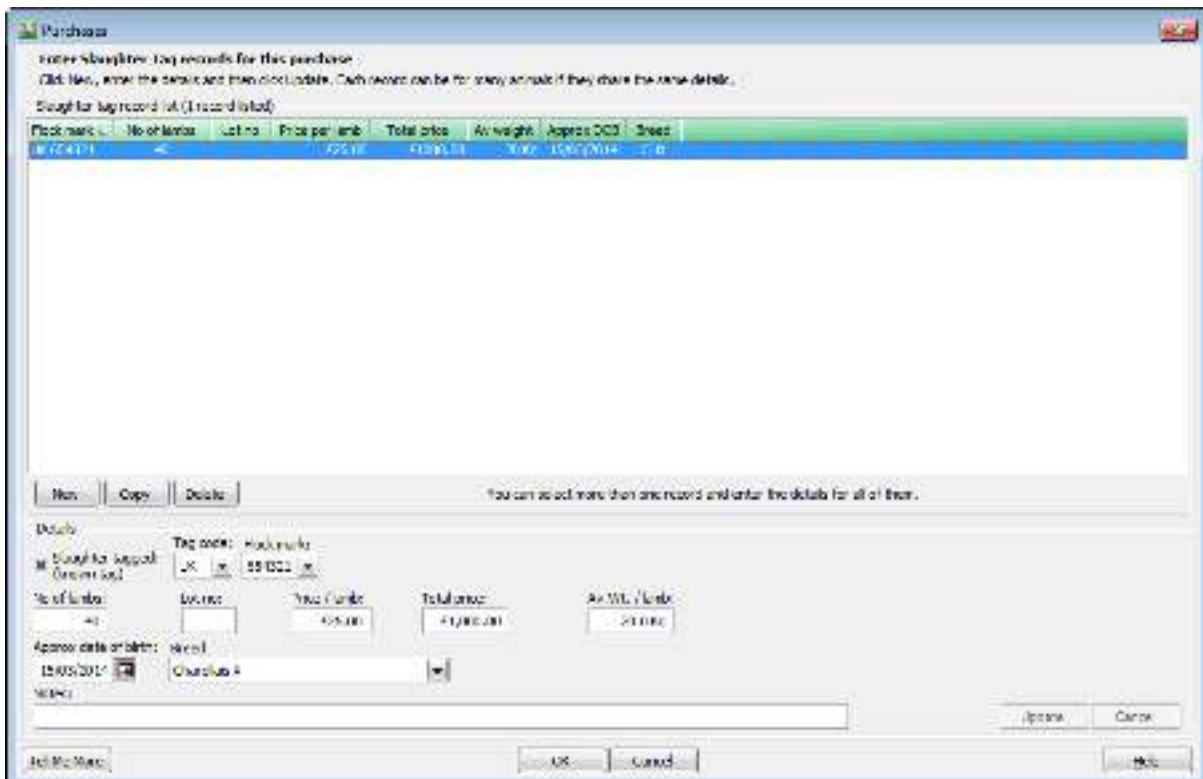
The purchase screens follow same format as the initial flock setup screens – see [Page 26](#) for full details.

- **Enter Basic Animal Details** – click on the new button to enter the details of each animal. Tag details can be imported from a Stick Reader see [Page 28](#).
- **Enter Dam and Sire Details** – if required you can select dam and sire details, creating reference animals for animals that you do not own.
- **Enter Management Group and Other Details** – allocate a flock/batch and/or any notes.
- **Purchase Details** – enter details of the cost of the animals on the final screen.

When you have reached the last screen just click on ‘Finish’ to save the purchase record.

Purchase of Slaughter Tagged Animals

If you buy a batch of slaughter tagged lambs click on the **Slaughter Tagged** button to complete the details of the animals, grouped by flock mark.



The screenshot shows a software window titled 'Purchase'. At the top, it says 'Enter Slaughter tag records for this purchase'. Below this, there are instructions: 'Click New, enter the details and then click Update. Each record can be for many animals if they share the same details.' There is a 'Search for tag record not (1 record listed)' field. A table with the following columns is visible: 'Flock mark', 'No of lambs', 'Unit no', 'Price per lamb', 'Total price', 'Av weight', 'Approx DOB', and 'Sire'. Below the table, there are buttons for 'New', 'Copy', and 'Delete'. A note says 'You can add more than one record and enter the details for all of them.' The 'Details' section includes: 'Tag name: Haddock', 'No of lambs: 40', 'Price per lamb: 45.00', 'Total price: 1,800.00', and 'Av. Wt. of lambs: 21.00'. There are also fields for 'Approx date of birth: 15/05/2017' and 'Sire: Chardub R'. At the bottom, there are buttons for 'OK', 'Cancel', and 'Help'.

This will update the running total of slaughter tagged lambs in the Flock Inspector – see [Page 15](#).

Sales

This is where you enter the details of animals that have been sold. The program will mark these animals as 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.

From the List 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**.

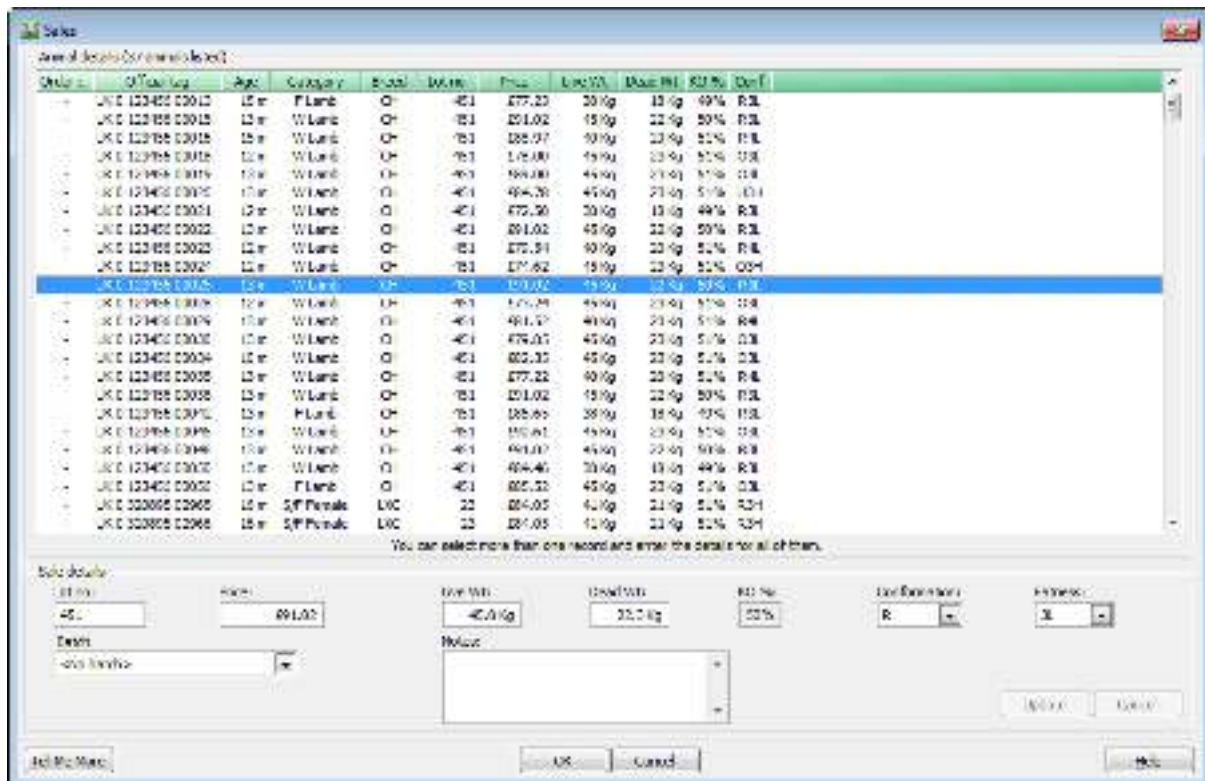
Complete each box on this screen – remember that you can set up new traders/vehicles etc by **RIGHT** clicking on the selection box.

Selecting the **Sold for slaughter** box 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.

Click on the **Select Animals** button to pick individually tagged animals – see [Page 14](#) , or **Slaughter Tagged** for batches of slaughter tagged animals.

Price/Slaughter Details – Individually Tagged Animals

If you wish to record the outcome of the sale of individual animals, 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**.



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.

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

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 a Planned Sale. This has the advantage of enabling you to print off a Movement Document or Market Declaration prior to the sale.

From the List Bar

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

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

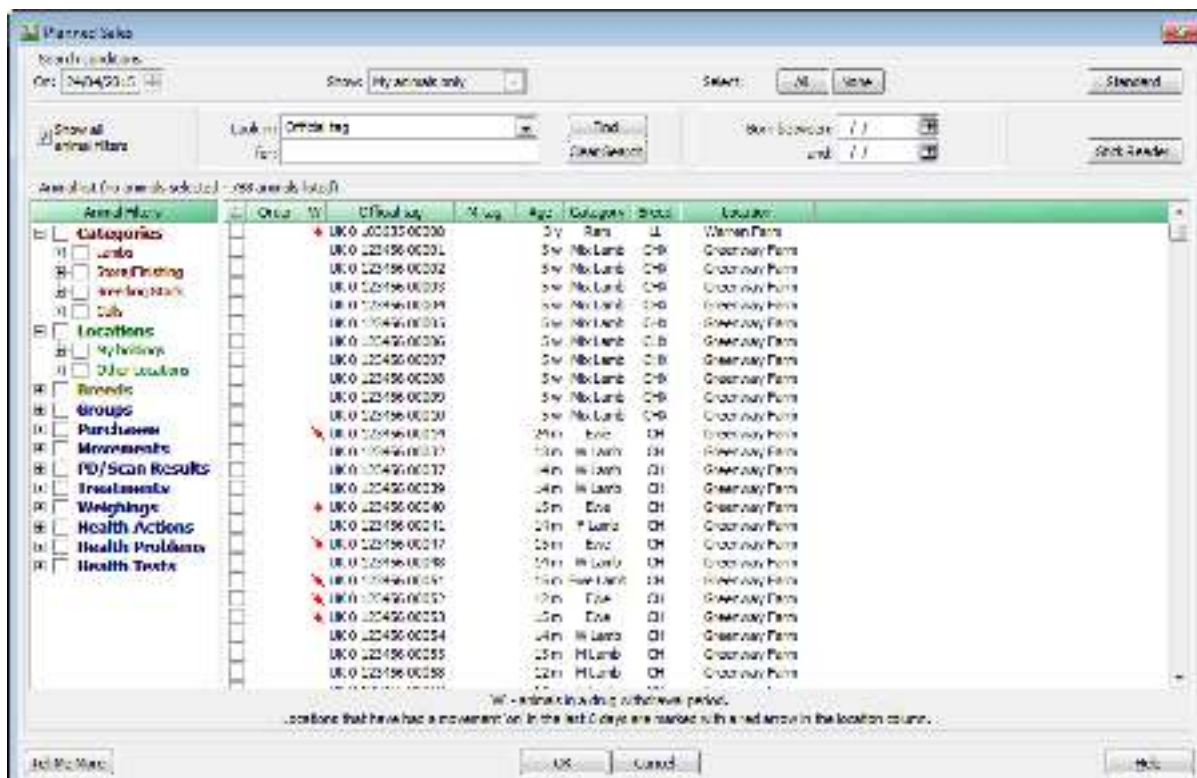
From the Drop Down menus

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 in a drug withdrawal period, and if there are any movements onto this holding in the last 6 days.



Updating a Planned Sale

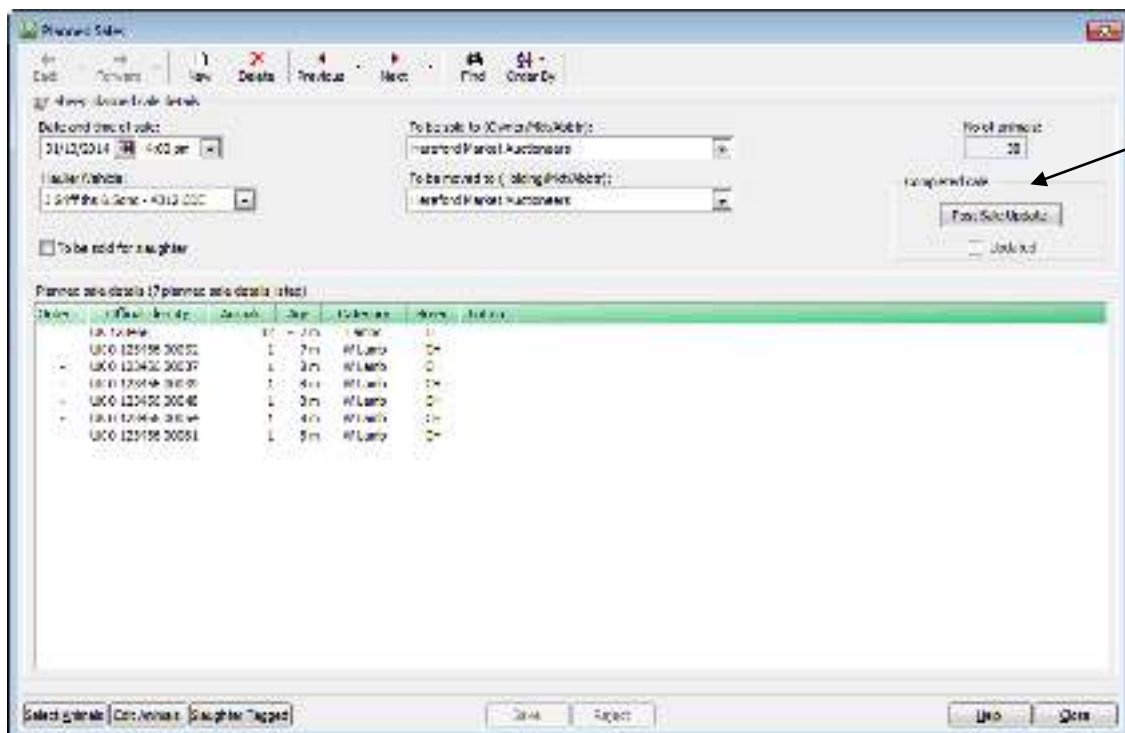
Once the planned date has passed, reselect the Planned Sale by clicking on the link on the Homepage.

Planned movements:

No sales overdue

1 movement is 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 program will update the planned sale to a real sale.

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 47](#)) but does not trigger a change in ownership.

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

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.

Planned movements: No sales overdue 1 movement is overdue

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

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

Lost/Found Sheep

If you have sheep records in your data that relate to animals that are no longer on your holding, you can mark them as 'lost'.

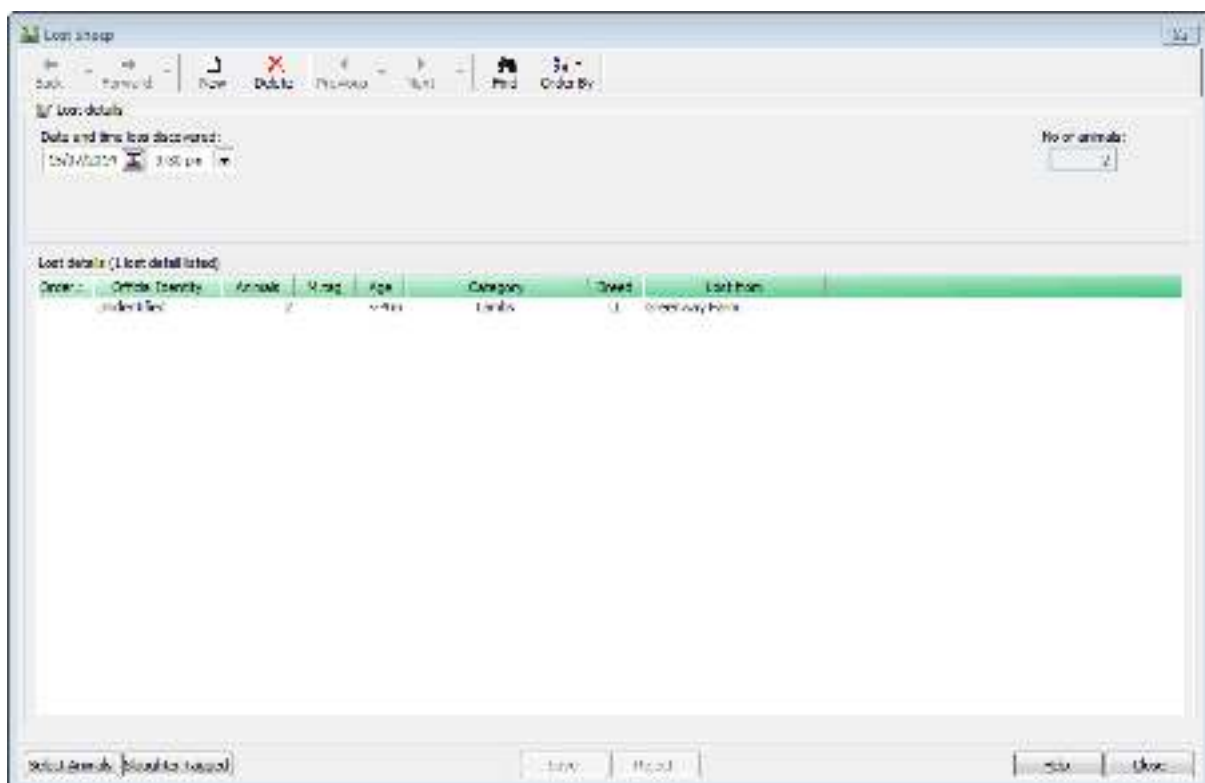
From the List Bar

Click on **Animal Movements** and then **Lost (Found) Sheep**.

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

From the Drop Down menus

Click on **Entries** and then **Animal Movements** followed by **Lost (Found) Sheep**.



Click on the **Select Animals** button to pick individually tagged animals – see [Page 14](#), or **Slaughter Tagged** for batches of slaughter tagged animals.

NB – Individually tagged sheep can only be ‘found’ if they have previously been marked as being ‘lost’.

Section 9: Sheep Identifications

Unidentified lambs must be allocated slaughter tags or individual tags before they are moved or sold.

Identify with Slaughter Tag

This option allows the date tagged, flock mark used, number and breed of animals tagged to be recorded.

From the List Bar

Click on **Other Actions** and then **Identify with Slaughter Tag**.

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

From the Drop Down menus

Click on **Entries** and then **Sheep Identifications** followed by **Identify with Slaughter Tag**.

The screenshot shows a software dialog box titled "Identify with Slaughter Tag". It features a toolbar with navigation and action buttons: Back, Forward, New, Delete, Previous, Next, Find, and Order By. The main form area contains the following fields:

- Date and time identified:** 30/08/2014 (with a calendar icon) and 2:00 pm (with a dropdown arrow).
- Born at (Holding):** Greenway Farm (with a dropdown arrow).
- Identified at (On-farm location):** Upper Brook Field (with a dropdown arrow).
- Tag code:** UK (with a dropdown arrow).
- Flockmark:** 123456 (with a dropdown arrow).
- No of lambs:** 85 (text input).
- Approximate date of birth:** 15/03/2014 (with a calendar icon).
- Breed:** Charollais X (with a dropdown arrow).

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

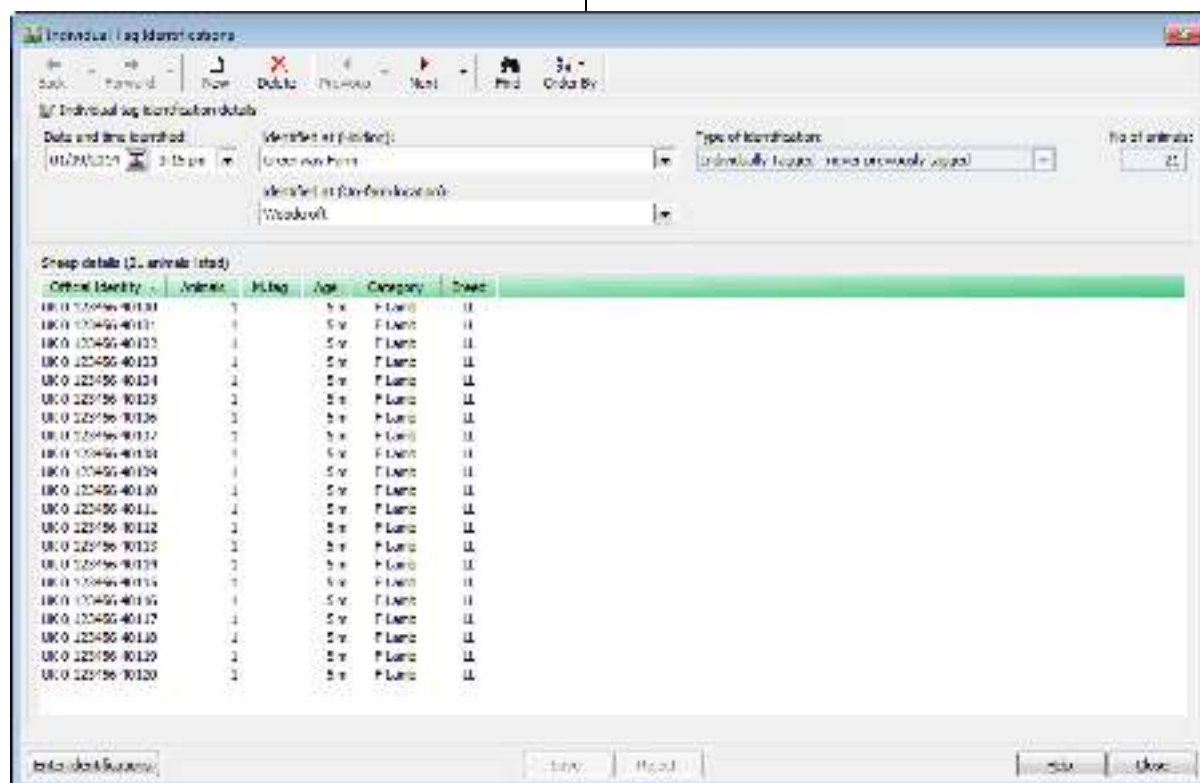
The approximate date of birth will default to the 'Average Lambing Date'. The running totals of unidentified lambs on this holding will be automatically reduced to reflect the change in their status to slaughter tagged lambs.

Identify with Individual Tags

This option allows unidentified lambs to be allocated an individual i.e. unique tag which will then create an Animal Record Card. Optionally the lambs can be allocated to particular dams/sires as part of this procedure.

If unidentified lambs have already been allocated to the dam during the current lambing season they will be replaced with the details of the individually tagged lambs.

| From the List Bar | From the Drop Down menus |
|--|---|
| Click on Other Actions and then Identify with Individual Tag . | Click on Entries and then Sheep Identifications followed by Identify with Individual Tag . |
| Click on the New button on the Main Screen Toolbar . | |



Click on the **Enter Identifications** button to allocate individual tag details manually or from a Stick Reader. The screens will follow similar steps to the Flock Setup – see [Page 26](#).

Section 9: 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

Click on **Reports** to open the **Report Library**.

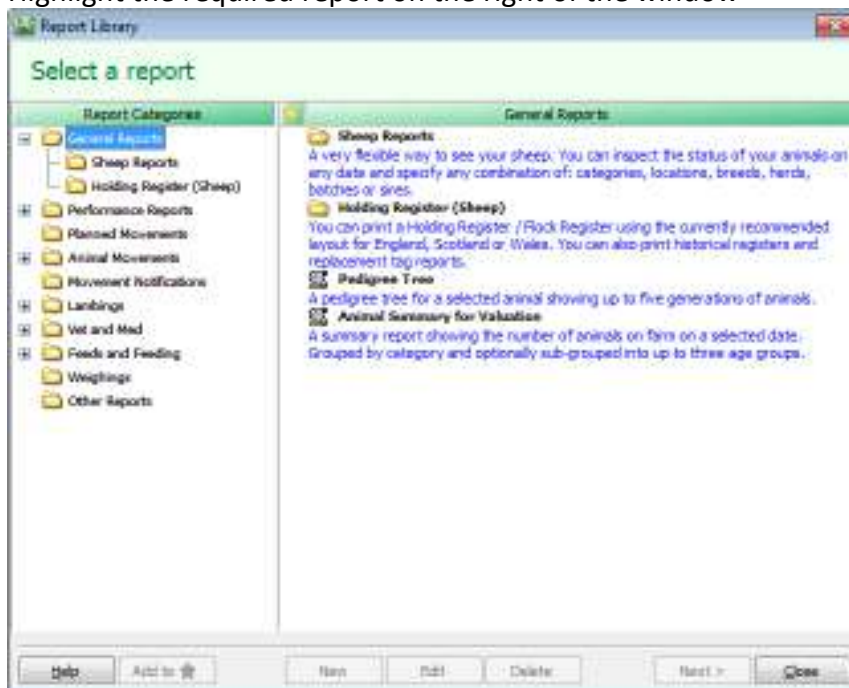
From the Drop Down menus

Click on the **Reports** Menu and select any of the available **report categories**.

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

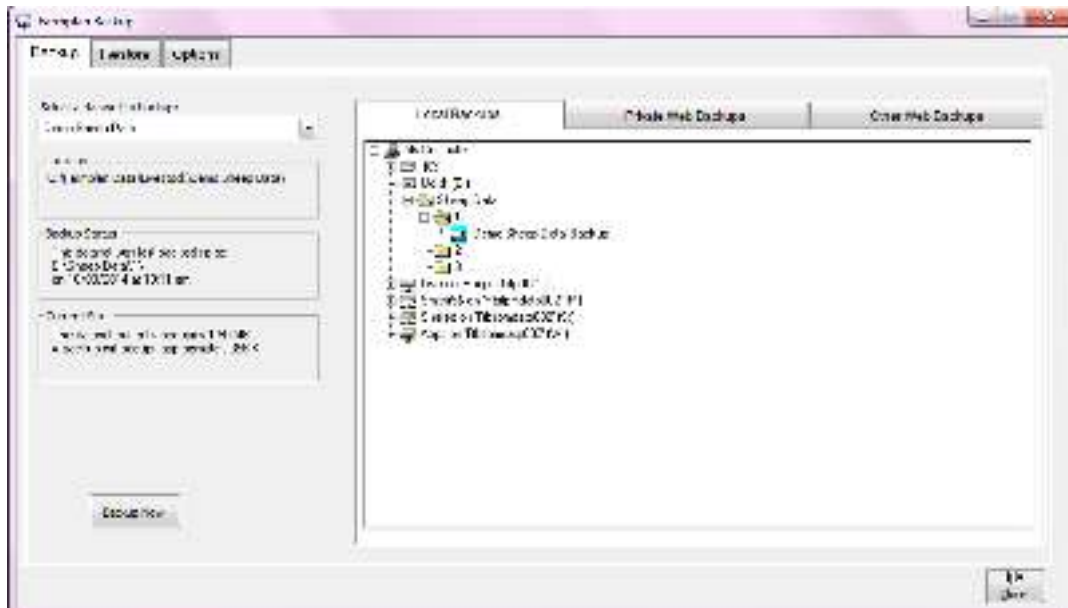


- The **Next** button will then be made available and you may click on this to move to the next stage in the creation of a report
- The second screen will differ depending on the report chosen. However, it will usually require you to select choices from given boxes so that you can filter or order the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

Section 10: Backing Up and Restoring Data

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 lambing complete'. A date and time will be automatically added.
- Confirm that you wish to continue.

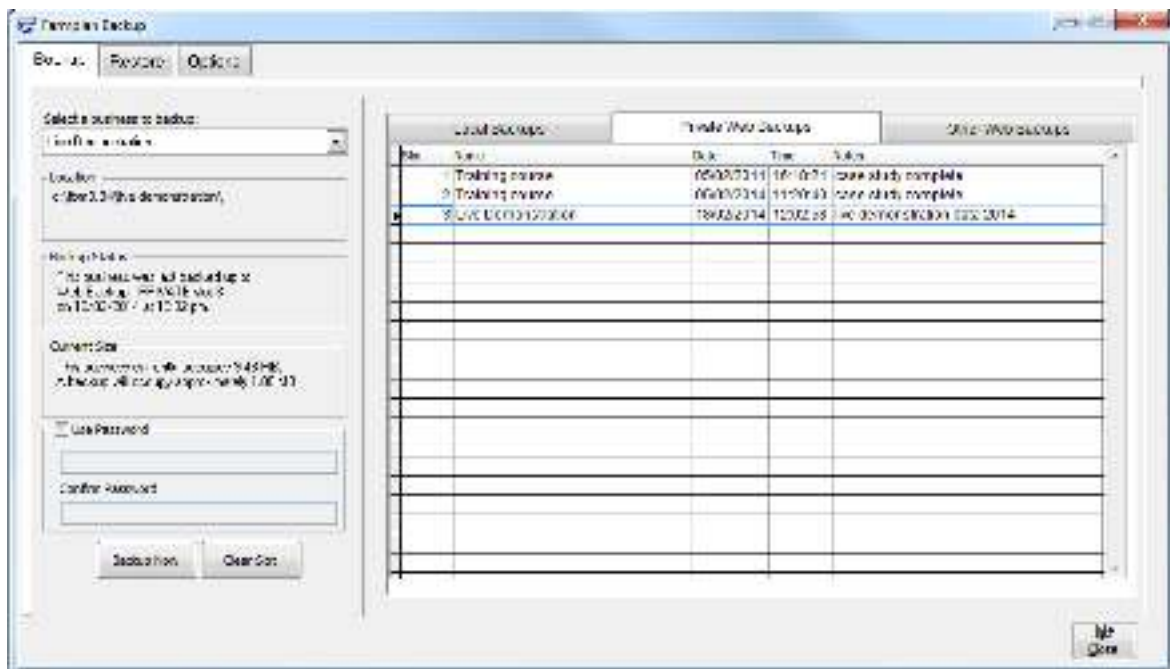
Backups to Removable Devices - While backups on the C: drive (the hard disk on your computer) are useful for every day backups, they could get lost or damaged if something happened to your machine. For that reason, it is very important that you back up regularly onto a removable device such as a memory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

Open up Sheep 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).



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