



# Cattle Manager

Enhancements – Version 1.44

Autumn 2017



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# Installation Instructions

## Windows 7, Windows 8 and Windows 10 Operating Systems only

*Microsoft has withdrawn support for the Windows XP and Windows Vista operating systems. You will be unable to install this program onto a machine that still uses Windows XP or Windows Vista. Please contact us to discuss upgrading to a newer operating system.*

- Before you start ensure that you have read about the enhancements.
- You will not be able to load this version of the program if your licence has expired. If you are getting messages telling you that your licence has expired but you have renewed your contract, take the option **File – Licence – Get Key** BEFORE you load this version of the program.
- Remember to make an up-to-date backup of your Cattle Manager data.
- Make sure that the Cattle Manager program is closed.
- The option to install the latest version of the program can be found under **Cattle Manager** in the Support area of the Farmplan website ([www.farmplan.co.uk](http://www.farmplan.co.uk)). You will need your customer number.
- Follow the on-screen instructions to '**Download Program Now**'. The exact procedure will vary according to the version of Windows and browser that you use but just follow the instructions on the screen. You will download a file called **setup.exe**, supplied by Reed Business Information (our parent company), which should then be 'Run'.
- If Windows SmartScreen (a warning message) appears to block the installation, click on **More Information** and then **Run Anyway**.
- A black box will appear on your screen during the installation. Ignore it – it will disappear when the installation is complete.
- When the installation is complete go into the program – your data will be automatically updated to run with the new version (1.44) of the program.

# Cattle Manager Enhancements

## Version 1.44 released autumn 2017

Please note that full details of each change to this version of the program can be found in the option **Help – Version 1.44 - autumn 2017**. If you would like help or more information about any of the changes in the program, please contact Software Support on 01594 545022.

## ScotMoves – Scotland only

### Overview

ScotMoves is a new online system that allows you to record any movements within your own business to ScotEID and replaces the CTS linked holding system.

Movements of cattle between your main holding and any registered additional holdings in Scotland, while still remaining within your business, no longer 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 still recorded through CTS in the normal way. The on farm holding register will still be updated with all types of movements.

The Cattle Manager program will take care of the notifications for you depending on the type of movement and will update the correct organisation.

For more details of the scheme please refer to:

<http://www.gov.scot/Topics/farmingrural/Agriculture/animal-welfare/IDtraceability/cattleid/ScotMoves>

### 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 and password, as you will need them in the program.

Let them know about any **Additional Holdings** that you may wish to move animals to, while retaining them in your ownership.

This can be done by completing the application form that is found from this link:

[https://www.scoteid.com/Public/Documents/scotmoves/scotmoves\\_application\\_form.pdf](https://www.scoteid.com/Public/Documents/scotmoves/scotmoves_application_form.pdf)

## CTS versus ScotMoves

Previously any movements made between your main holding and any linked holdings were not recorded to CTS. This meant that BCMS only knew that your animals were associated with your main holding number, although the Cattle Manager program recorded the actual location of your animals.

The concept of linked holdings has now been replaced with registered Additional Holdings. Any movements between your own holdings will be recorded at ScotMoves providing they have different holding numbers. Therefore, from now on, they will know exactly where each animal is actually located.

CTS will update ScotMoves with all the details that it knows about your animals so ScotMoves will contain a full register of all your animals. This is normally done overnight so it may be 24 hours or so before details of change of ownership such as sales, purchases, births etc are updated to ScotMoves.

**NOTE** – In order for the program to work correctly you will have to make a number of small amendments to your data to ensure that it is set up correctly to work with ScotMoves and to let them know exactly where each animal currently is from the start.

## Main Holding Number

Within the option **Setup - Holdings, Traders and Locations – Holding Numbers** find your main holding number:

**Holding Numbers**

Back Forward New Delete Previous Next Find Order By

**Holding number details**

Holding no: 66/014/0110 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 Beef Scheme

Herd mark: 555555   
Flock mark:

**CTS details**

CTS User ID: 555-555-555 CTS password: \*\*\*\*\*  
Postal holding no: 66/014/0110 Postal sub location:

**ScotMoves details**

ScotMoves type: Main holding number   
ScotEID User ID: farmplan ScotEID password: \*\*\*\*\*

Save Reject Help Close

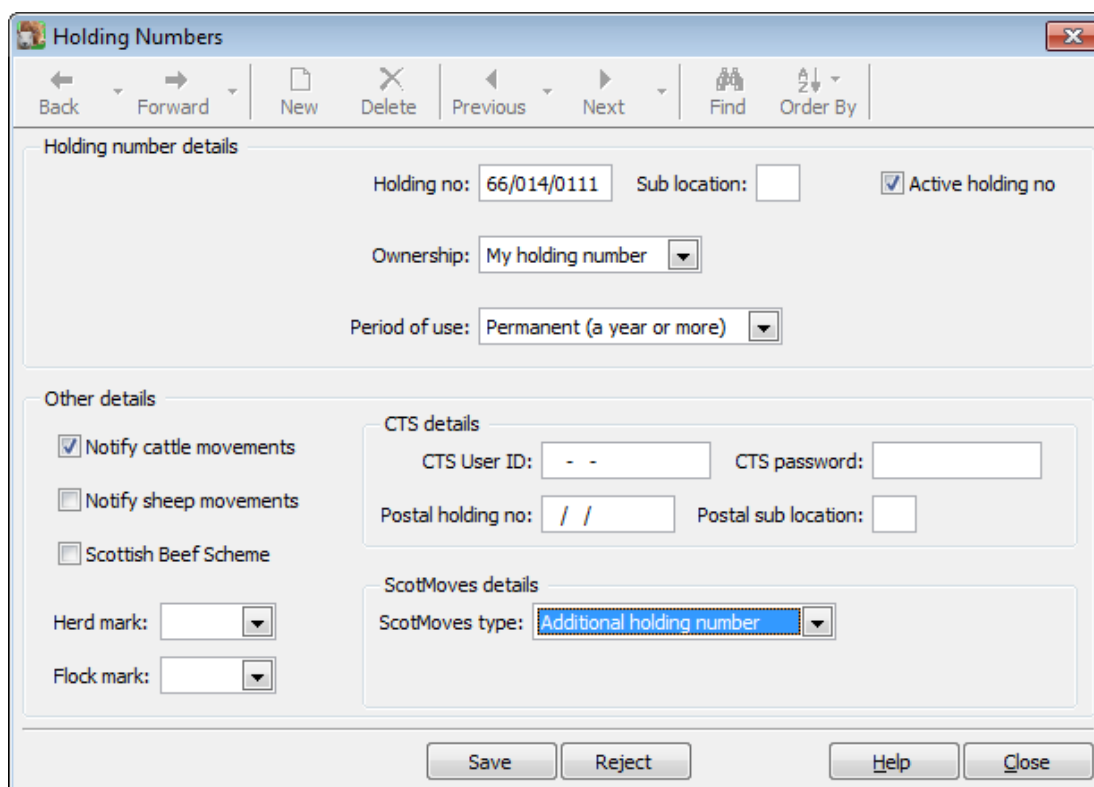
**ScotMoves details** – make sure that you have selected ‘Main holding number’ against ScotMoves type and enter your ScotEID User ID and password.

This should be repeated against any other **Main Holding** numbers if this is applicable.

## Additional Holding Number

Before you can use an additional holding number to make ScotMoves notifications, it should have been registered with ScotEID.

In the option **Setup - Holdings, Traders and Locations – Holding Numbers** find any holding numbers that belong to an additional holding.



The screenshot shows a software window titled "Holding Numbers". At the top, there is a toolbar with icons for Back, Forward, New, Delete, Previous, Next, Find, and Order By. Below the toolbar, the window is divided into two main sections: "Holding number details" and "Other details".

**Holding number details:**

- Holding no: 66/014/0111
- Sub location: [empty box]
- Active holding no
- Ownership: My holding number [dropdown]
- Period of use: Permanent (a year or more) [dropdown]

**Other details:**

- Notify cattle movements
- Notify sheep movements
- Scottish Beef Scheme
- Herd mark: [dropdown]
- Flock mark: [dropdown]
- CTS details:**
  - CTS User ID: - - [input]
  - CTS password: [input]
  - Postal holding no: / / [input]
  - Postal sub location: [input]
- ScotMoves details:**
  - ScotMoves type: Additional holding number [dropdown]

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

**ScotMoves details** – make sure that you have selected ‘Additional holding number’ against ScotMoves type.

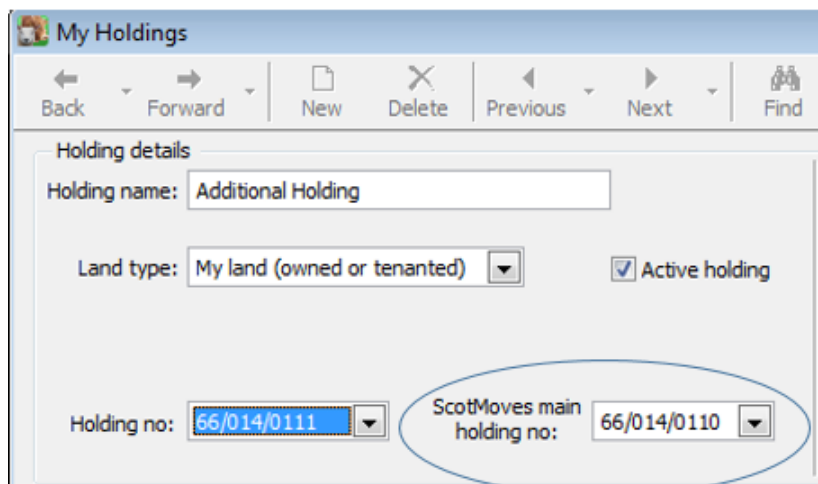
This should be repeated against any other **Additional** numbers if this is applicable.

**NB** an additional ScotMoves holding should not normally have its own CTS log in details.

Any sales/purchases on or off this holding will be reported to CTS using the main holding details i.e. in the same way that linked holdings previously worked.

## Additional Holding

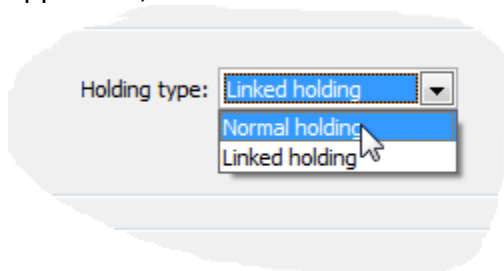
In order to associate any additional holdings with their main holding number, you will also need to allocate this additional holding number to the main holding number in **Setup – Holdings** and remove the existing link, if applicable.



The screenshot shows the 'My Holdings' application window. At the top, there is a navigation bar with buttons for 'Back', 'Forward', 'New', 'Delete', 'Previous', 'Next', and 'Find'. Below this is the 'Holding details' section. It contains several fields: 'Holding name' with the value 'Additional Holding', 'Land type' set to 'My land (owned or tenanted)', and a checked 'Active holding' checkbox. At the bottom, there are two dropdown menus for holding numbers. The first is labeled 'Holding no:' and has the value '66/014/0111'. The second is labeled 'ScotMoves main holding no:' and has the value '66/014/0110'. This second dropdown menu is circled in blue.

This means that any sales or purchases that involve the additional holding will use the main holding details when they are reported to CTS – similar to the way that linked holdings previously worked.

If applicable, remember to change the holding type from **Linked**, which is no longer applicable, to **Normal**.




This is a close-up of the 'Holding type' dropdown menu. The menu is open, showing three options: 'Linked holding', 'Normal holding', and 'Linked holding'. A mouse cursor is pointing at the 'Normal holding' option, which is highlighted in blue.

## Editing Holdings or Holding Numbers

If you try to save changes to any holding details, and there are outstanding notifications, to either CTS or ScotMoves, then you will see a message on the screen that warns you that any outstanding notifications will be deleted. This is to prevent an incorrect notification being sent or missed.

Go back to edit the outstanding movement entry and tick the box to refresh the notification requirement:



This is a close-up of a checkbox labeled 'Notify this movement:'. The checkbox is checked, and a mouse cursor is pointing at it.

This will reassess this entry and put the correct notifications in place.

## Initial Preparation

Before you start to enter any movements to these additional holdings you should check that your records at both BCMS and ScotMoves are correct.



### Run a CTS Cross Check

The **CTS Cross Checker** compares the animals held on BCMS's database with the animals recorded in the Cattle Manager program. We recommend that you run this regularly to ensure that your records are accurate.

If the comparison picks up any discrepancies ensure that you update the appropriate records to ensure that they are correct.



### Run a ScotMoves Cross Check

Once you have established that your base records are correct at BCMS, you should run the **ScotMoves Cross Check** to see where ScotEID think your animals are.

Animals, who are actually on additional holdings and whose locations are correct in the program, will appear to still be on your main holding if you have not made any notifications via ScotMoves yet.

The reason for this is that the information has come from BCMS. CTS movements are notified to and from your default holding number, regardless of where the animals physically are.

Running this initial Cross Check report will let you see where the discrepancies occur so that you can correct the current location of all your animals in the ScotMoves database.

### Differences and Warnings

There are a number of scenarios where your data may differ from ScotMoves. You will need to decide whether your Farmplan data or the ScotMoves database is correct and make any corrections in the appropriate place.

Click on each line to see why there is a discrepancy, which is shown at the bottom of the screen:

- This animal is on a **Main** holding according to ScotMoves but on an **Additional** holding according to your data.

Official tag	M. tag	Age	Breed	Category	ScotMoves Hold No	Current Hold No	Current Holding
UK 543212 200004	1111	4 y	AA	Cow	66/014/0110	66/014/0111	Additional Holding

Cross check status  
Different ScotMoves holding number. This animal is on main holding number 66/014/0110 according to ScotMoves and on additional holding number 66/014/0111 according to your records.

This is because CTS does not know about this additional holding so cannot give ScotMoves the correct location. If you have never used ScotMoves you may find that the details it has received from CTS has the animals on your default holding rather than any additional holdings.



**ScotMoves Initial Allocation** – If CTS has told ScotMoves an incorrect initial holding then the ScotMoves database can be corrected by running the option **Entries – ScotEID- ScotMoves Movement Notifications**. Cattle can be allocated to the correct additional holding on the ScotMoves database by using the drop down option ‘ScotMoves Initial Allocation’. Pick the holding you want to allocate them to and pick them using the Select Animals option at the bottom of the screen.

Once this initial allocation has been saved it will be automatically sent to ScotMoves. You do not need to do anything else. This is only applicable if you have not yet used ScotMoves.

However, if you have already been using ScotMoves via their website and there are differences you may need to move the animals to the right holding by logging on to the ScotMoves website so that your Farmplan data and your ScotMoves data agree going forward.

- According to your Cattle Manager records this animal is not on a Scottish holding. However ScotMoves thinks that it is on a Scottish main or additional holding.

Official tag	M. tag	Age	Breed	Category	ScotMoves Hold No	Current Hold No	Current Holding
UK 543212 100003	70B	8 y	AA	Cow	66/014/0110	22/222/2222	Bullers Farm
UK 543212 700002		32 m	CHX	S/F Steer	66/014/0110	22/222/2222	Bullers Farm
UK 543212 600001		32 m	AA	S/F Steer	66/014/0110	22/222/2222	Bullers Farm
UK 543212 500000		30 m	CHX	S/F Steer	66/014/0110	22/222/2222	Bullers Farm

Cross check status  
Different CTS holding number. This animal is on main holding number 66/014/0110 according to ScotMoves and on an unconnected holding number 22/222/2222 according to your records.

Have you made the necessary changes in the program so that it knows the relevant ScotMoves details? Check that the ScotMoves details have been allocated in **Setup – Holding Number**, and if it is an additional holding, which main holding it is associated with in **Setup – Holding**. You may also need to check your CTS details by running a **CTS Cross Check**.

- This animal is not present on any Scottish holding according to ScotMoves, but is on a Scottish holding according to your records.

Official tag	M. tag	Age	Breed	Category	ScotMoves Hold No	Current Hold No	Current Holding
UK 123456 305680	R.23B	10 m	CHX	S Calf		66/014/0111	Additional Holding
UK 123456 345685		13 m	AAX	S Calf		66/014/0111	Additional Holding
UK 222222 575989		10 m	CHX	B Calf		66/014/0111	Additional Holding
UK 222222 275993		10 m	CHX	B Calf		66/014/0111	Additional Holding
UK 222222 175999		10 m	CHX	B Calf		66/014/0111	Additional Holding

Cross check status  
Missing from ScotMoves. Not on main holding 66/014/0111 (or any of its additional holdings) according to ScotMoves but it is on additional holding number 66/014/0111 according to your farm records.

Has this animal just been born or is newly purchased? CTS usually updates ScotMoves within 24 hours so repeat this cross check in a couple of days.

- This animal is on the ScotMoves database but not in your data.

Official tag	M. tag	Age	Breed	Category	ScotMoves Hold No	Current Hold No	Current Holding
UK 543212 600099					66/014/0110		
UK 543212 500098					66/014/0110		
UK 543212 400097					66/014/0110		
UK 543212 300096					66/014/0110		

Cross check status  
Missing from your records. This animal is on main holding number 66/014/0110 according to ScotMoves but does not exist in your records.

Have you sold these animals lately, or have they died? If you have notified CTS, they will take 24 hours or so to update ScotMoves so this may not be reflected yet. Repeat this cross check in a couple of days.

**NOTE** – all birth registrations and movement notifications made to CTS are passed to ScotMoves as part of an overnight update so there will be a time delay before ScotMoves records are updated with correct location of each animal. You may find that any recent notifications are not yet reflected in the ScotMoves database.

## Movements

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 Cattle Manager 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.

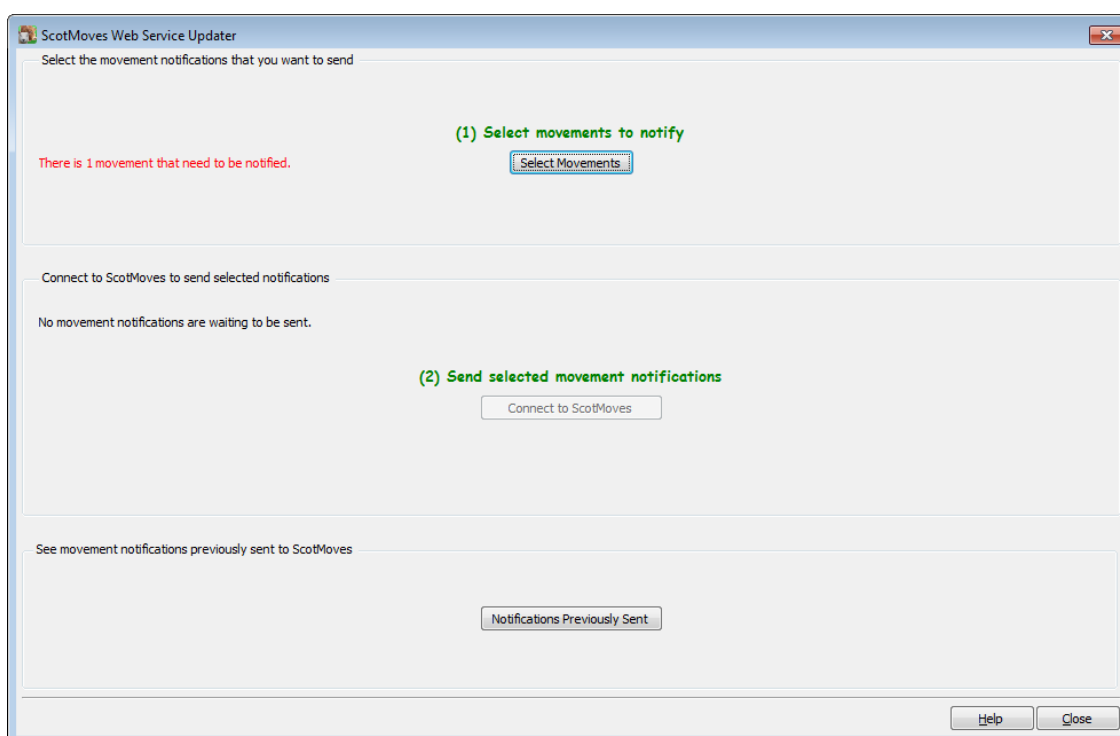
### Movements between Holdings

Any movements between your own Scottish holdings, whether main or additional, are not notified to BCMS. However ScotMoves should be notified 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.

ScotMoves notifications:

4 movements to notify

These movements need to be notified to ScotMoves. 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

The Herd Register for each holding is still updated with all movements.

### **Other Movements**

All other movements (e.g. sales, purchases 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.

### **Births**

Births should be entered and registered with CTS as normal.

As with movements, CTS need to notify ScotMoves of the birth which will normally happen within 24 hours. Once they have done that the program will automatically send an allocation to ScotMoves so that the calf is placed on the correct location.

### **Deaths**

Death notifications are still made to CTS who will update the ScotMoves database to remove cattle records. Again it may take 24 hours or so for this to be reflected in the ScotMoves database.

## **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.

## Additional Calving Details

A number of additional details can now be recorded against a calving record, both from the Calving Wizard (**Entries – Calvings**) or by entering a birth from the dam's animal record card.

These include:

- **Malpresentation** – in addition to the existing calving ease list, there is now a tick box to indicate that this was a malpresentation
- **Dam docility** – to select from a drop down list
  - Unspecified
  - Docile
  - Quiet
  - Nervous
  - Flighty (wild)
  - Aggressive
- **Relative Size** – i.e. the calf size as well as its birth weight
  - Unspecified
  - Small
  - Medium
  - Large
  - Extra Large
- **Calf vigour**
  - Unspecified
  - Lazy
  - Lazy/weak
  - Vigorous
  - Bouncing

While these definitions have been taken from the **Beef Efficiency Scheme (BES)** and have been designed to support the extra requirements needed for reporting to ScotEID, they can, of course, be used for all calving records.

<https://www.ruralpayments.org/publicsite/futures/topics/all-schemes/beef-efficiency-scheme/beef-efficiency-scheme-full-guidance/>

## Birth Analysis Report

This report can be found in the **Report Library – Calvings** and can be used to analyse and filter birth details based on these new criteria, sorted or grouped by dam or sire.

## BES (Beef Efficiency Scheme) Calving Report

This report (**Report Library – Beef Efficiency Scheme**) shows the calving record in a similar format to the official BES booklet so that you can easily enter the details onto the ScotEID website.

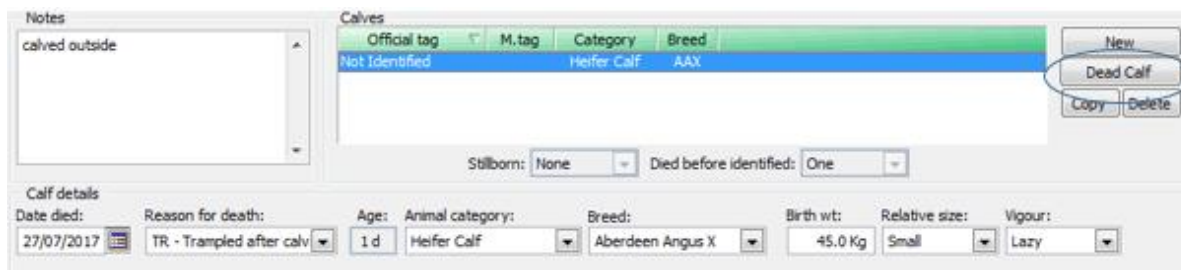
## Calf Death Record – Pre-Registration

If a calf is born dead or dies shortly after birth i.e. before it has been identified, it is now possible to add in a reason for death.

These codes correspond with the ones used by the Beef Efficiency Scheme but can be used for any calving record:

- AX- Asphyxiated (placenta covering nose)
- BD – Born dead
- JL – Joint/navel ill
- NE – Neurological
- PN – Pneumonia
- SC – Scours
- TR – Trampled after calving
- UR – Unknown

To support this we have expanded the use of the 'Dead Calf' button on the birth record accessed from the dam's animal record card.



As well as the reason for death it is now possible to record more details about the dead calf including what date it died as well as its size and vigour at time of its birth.

**NB** this is optional – if you would rather continue to just record the number of stillborn or dead calves then use the drop down boxes as before.

In addition the program will record the birth type of Aborted/Reabsorbed as AB – Aborted Premature.

### BES (Beef Efficiency Scheme) Calf death – pre-registration report

This new report (**Report Library – BES Calf Death pre-registration**), lists all calf deaths filtered by calving date:

B. dam official tag	B. dam mgmt tag	B. dam age/status	Breed	Category	Date of birth	Date of death	Reason
UK 543212 700002	3333	4 y	AA	Cow	25/05/2017	25/05/2017	AB - Aborted
UK 543212 100003	4444	4 y	AA	Cow	23/05/2017	24/05/2017	AX - Asphyxiated(placenta...
<b>2 animals listed</b>							

This report can be used to enter the details on the ScotEID website.

## Culling and Death Records

It is now possible to enter the cull or death reason for any animal.

The exact codes may vary slightly depending on the animal's category and age but include:

- AB - Abortion
- AG - Old Age
- BE – Behaviour/temperament
- CD – Cow down
- FL – Feet and legs
- GT – Tetany/grass staggers
- HP – General health problems
- IF – Infertility
- IJ – Injury
- KE – Ketosis
- LA – Lameness
- LD – Left displace abomasum
- LP – Low production
- MA – Mastitis
- ME – Metritis
- MF – Milk Fever
- NE – Neurological
- PC – Poor condition
- PN - Pneumonia
- RD – Right displaced abomasum
- SC - Scour
- RP – Retained placenta
- TB – Bovine Tuberculosis
- TY – Poor type

### Cull Reasons

When entering the sale of a breeding animal, you are able to add the cull reason by editing the animal records.

Enter a sale and remember to tick 'Sold for Slaughter', if applicable. Once you have selected the animal, go to **Edit Animals**. Highlight the animal(s) and then pick **Reason for Sale** at the bottom of the screen. The cull reason can be picked from the drop down list. If these animals are not being culled this can be ignored i.e. N/A not applicable and does not apply to store finishing animals.

### Death Reasons

Similarly, the reason for death can be added against each animal when editing the details of selected animals. If the animal is young then some of the calf death reasons may also be selected.

**TIP** – to add the death/cull reason to the list display in the movement record, right click on the column headings.

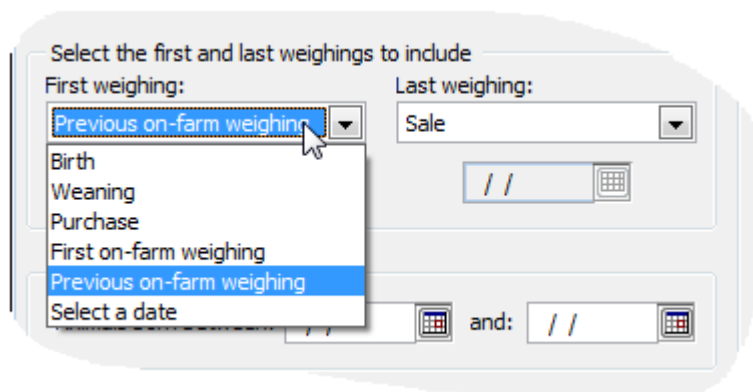
### BES (Beef Efficiency Scheme) Cull and Death reasons report

This new report (**Report Library – BES Culls and Deaths**), can be filtered by disposal type of cull (breeding animals sold) or death of any animal and by disposal date.

Disposal Date	Disposal type	Official tag	Mgmt tag	Breed	Category	Age when left farm	Reason
01/05/2017	Sale	UK 123456 145683	683	AA	B Heifer	15 m	TY - Poor type
25/05/2017	Death	UK 543212 500007	371	HE	B Heifer	28 m	GT - Tetany/grass staggers
25/05/2017	Death	UK 543212 100010	3447	AA	S/F Steer	28 m	PN - Pneumonia
25/05/2017	Death	UK 123456 145690		AA	S Calf	5 d	JL - Joint/navel ill
<b>4 animals listed</b>							

## Weight gained between selected Weighings

The selection criteria of this report has been extended to include the 'previous on-farm weighing' so that you can see the weight gain between the previous on-farm weighing and the most recent weighing.



## Holding Numbers – Sub-locations

It is now possible to set up the same holding number multiple times where it has been allocated different sub-locations. Each sub-location should be allocated its own CTS password and ID.

## Dovecote Park

### Import Slaughter Details

It is now possible to import slaughter details such as dead weight, price and carcass classification from Dovecote Park by downloading a file from their website for all animals killed on the same day.

The sale needs to have already been entered with a tick against the sold for slaughter box and the 15-point classification option selected. This file should be saved onto your computer and the details imported from **File – Import – Dovecote Park Slaughter information**. You will be able to browse to the saved file and click 'read' to bring in the details.

### Market Declaration – Aberdeen Angus (Scottish)

An additional Dovecote Park declaration form has been added to the **Report Library - Planned Movements - Dovecote Park Declarations** that can be used for Scottish Aberdeen Angus cattle.

## Dawn Meats

### Import Slaughter Details

It is now possible to import slaughter details such as dead weight, price and carcass classification from Dawn Meats by downloading a file from their website for all animals killed on the same day.

The sale needs to have already been entered with a tick against the sold for slaughter box and the MLC classification option selected. This file should be saved onto your computer and the details imported from **File – Import – Dawn Meats Slaughter information**. You will be able to browse to the saved file and click 'read' to bring in the details.

### Minimise Backup Size

The way that the backup routine works has been altered behind the scenes. This has the effect of considerably reducing the size of the backup which will, in turn, speed up the process of taking a web backup.

We strongly recommend that regular backups are taken and stored on one of your private web slots. This means that a complete copy of your data is safely and securely stored away from your office in the 'cloud' i.e. using an internet backup slot.







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