

# FarmWorks

by Shearwell Data Ltd

## USER MANUAL

Links to  
FarmWorks  
Mobile!





## Before You Start...

### System Requirements

Any new computer on the market now will be able to run our software. If you have an older computer then check it against the list below. If it matches or betters these specifications then you will have no problems running our programs.

- Windows XP (Service Pack 2 or above), Windows Vista, Windows 7, Windows 8
- A Pentium 350 Mhz processor
- 32MB of RAM
- 100MB of free disk space
- A Graphics card capable of 800 x 600 screen resolution with 256 colours

An Internet connection is required to:

- Use some of the Data Transfer options from within the program.
- Save data to the National Livestock Management Database (NLMD).
- Download an upgrade to the list of medicines held within the program
- Download a standardised list of ailments and death reasons
- Register online.

These are minimum requirements and it should be noted that the program would run faster on a higher specification computer.

You must be set up with administrator rights to install and run FarmWorks by SDL on your PC. This will almost always be the default, unless you are using a user account on the PC which you have specifically set up not be an administrator.

Please note: where used below a 'click' refers to a single click of the left-hand button on the mouse. Screens (or functions) are printed in *italics*. Keyboard input is contained in <chevrons>.

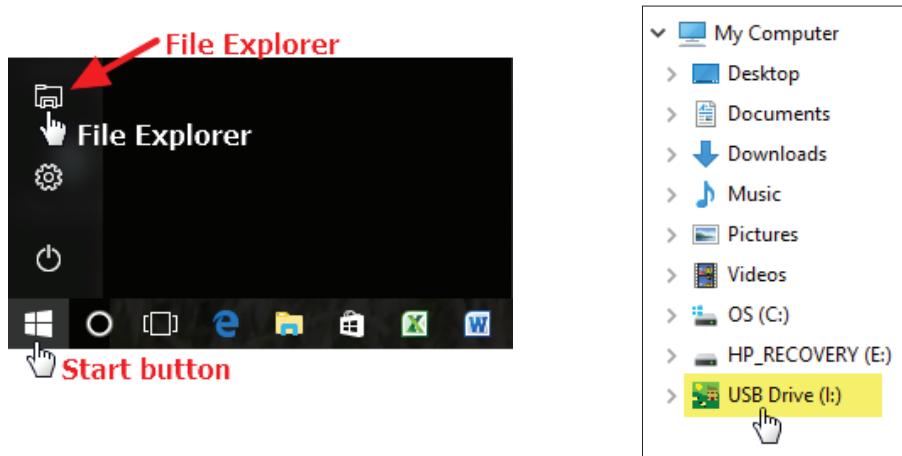


## Table of Contents

<a href="#">Installing FarmWorks</a> - Page 4	<a href="#">Deaths</a> - Page 47
<a href="#">Register your software</a> - Page 6	<a href="#">Medical treatments</a> - Page 48
<a href="#">Upgrade your software</a> - Page 7	<a href="#">Weaning</a> - Page 49
<a href="#">Overview of the program</a> - Page 8	<a href="#">Pedigrees</a> - Page 50
<a href="#">General information</a> - Page 10	<a href="#">Delete or correct records</a> - Page 51
<a href="#">Backup your data</a> - Page 15	<a href="#">Comments</a> - Page 53
<a href="#">Restore from a backup</a> - Page 17	<a href="#">Animal Details</a> - Page 54
<a href="#">Set up your farm</a> - Page 18	<a href="#">Create reports</a> - Page 58
<a href="#">Management groups</a> - Page 24	<a href="#">Common reports</a> - Page 60
<a href="#">Enter your animals</a> - Page 27	<a href="#">Connect to BCSM</a> - Page 64
<a href="#">Purchase animals</a> - Page 33	<a href="#">Connect to CTS Online</a> - Page 66
<a href="#">Breeding</a> - Page 34	<a href="#">Connect to the NLMD</a> - Page 67
<a href="#">Assisted reproduction</a> - Page 36	<a href="#">Connect to ARAMS</a> - Page 68
<a href="#">Embryo transfer</a> - Page 38	<a href="#">Connect to a Stick Reader</a> - Page 73
<a href="#">Births</a> - Page 40	<a href="#">Load a tag file</a> - Page 75
<a href="#">Movements off the farm</a> - Page 43	<a href="#">Connect to Signet</a> - Page 76
<a href="#">Movements on the farm</a> - Page 44	<a href="#">FarmWorks Mobile</a> - Page 77
<a href="#">Sell animals</a> - Page 45	<a href="#">Contact us</a> - Page 79
<a href="#">Sell animals for slaughter</a> - Page 46	

# Installing FarmWorks

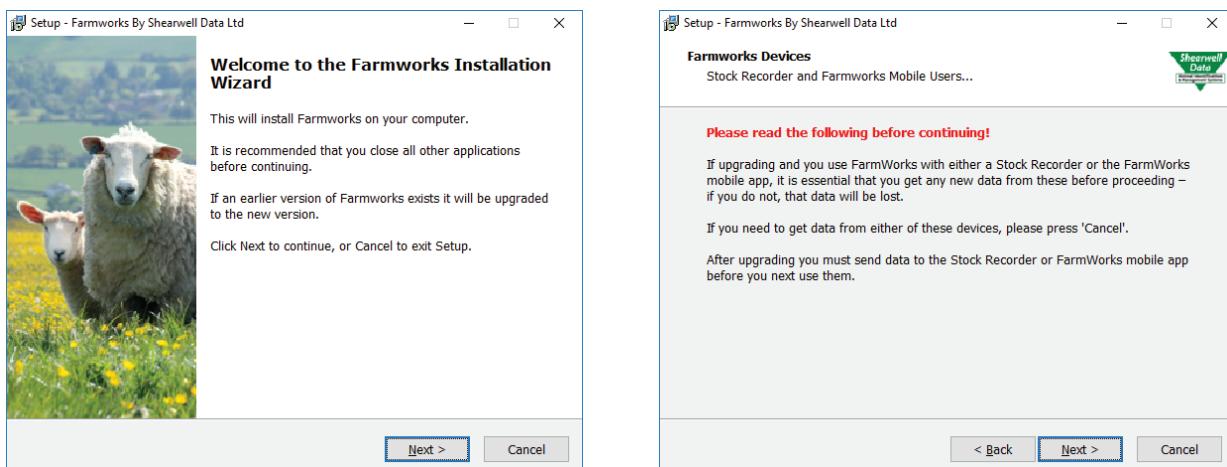
- » Insert your FarmWorks by SDL memory stick into a USB port on your PC.
- » Click on the Start button, then click on **File Explorer**. Find the USB drive.



- » Open the FarmWorks USB. Double-click on **FarmWorksSetup.exe**.
- » Allow the app to make changes to your computer.

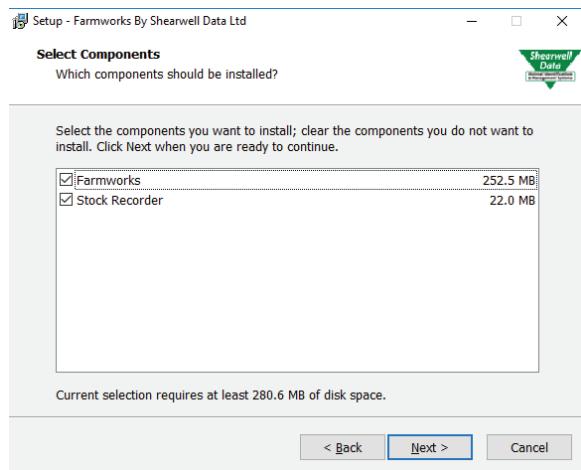
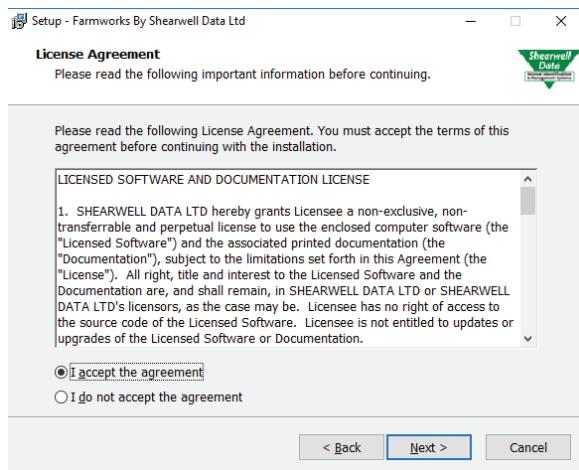
Name	Date modified	Type	Size
Manuals	31/08/2017 12:15 ...	File folder	
Resource Files	31/08/2017 11:42 ...	File folder	
Stock Recorder	31/08/2017 05:56 ...	File folder	
System Volume Information	13/09/2017 09:54 ...	File folder	
Autorun.inf	05/06/2017 09:04 ...	Setup Information	1 KB
FarmWorks.ico	06/10/1999 06:15 ...	Icon	1 KB
<b>FarmworksSetup.exe</b>	07/09/2017 01:10 ...	Application	218,769 KB
<b>FarmworksSetup</b>	01/09/2017 05:37 ...	Shortcut	3 KB
installLog.txt	25/07/2017 02:02 ...	Text Document	115 KB

- » The first page is the FarmWorks Installation Wizard. Click **Next**.
- » On the second page, if this is a new installation then click **Next**. If it is an upgrade then you must do a data transfer from the stock recorder or FarmWorks Mobile before you proceed.

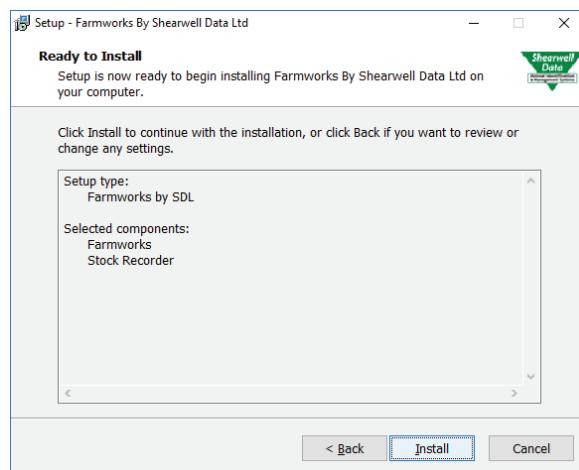




- » On the License Agreement page tick the box to Accept, and click **Next**.
- » Select components and click **Next**.



- » When you are ready to install, click **Install**.
- » Click **Finish** to exit the installation program.





# Registration

You will be prompted to register the software after installation, and after entering your farm details into the program. Provided you have purchased the program and supplied us with your holding and herd or flock number you can just click register online.

Alternatively obtain a code by sending an email to support@shearwell.co.uk with your postcode, holding and herd or flock number, or ring us on +44 (0) 1643 841814.

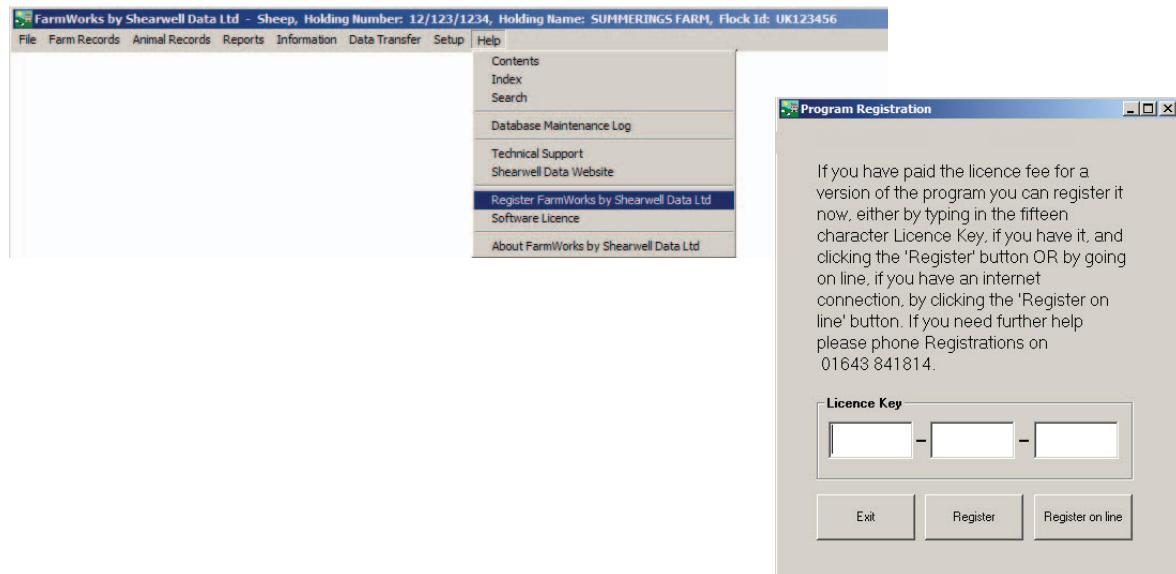
If you have not paid for the full product you will have been automatically issued a demonstration registration on first installing the program, which will be valid for 30 days. The demonstration version will provide you with a copy of the Cattle, Sheep and Flock parts of the system.

If you subsequently decide to purchase FarmWorks by SDL we will issue you a license key. This will be tied in to your specific holding and herd, and still be valid should you decide to install FarmWorks by SDL on another computer. We will need to know your holding number, herd ID and which parts of the system (i.e. Cattle, Sheep and/or Flock) you wish to use.

In activating the full registration you will not lose any of the data you have already entered in the demonstration version.

## Activate your registration

1. On the top menu bar click on **File > Help > Register FarmWorks by Shearwell Data Ltd.**
2. Enter the licence key supplied to you.
3. Click **Register** or **Register on line** if you have an internet connection.





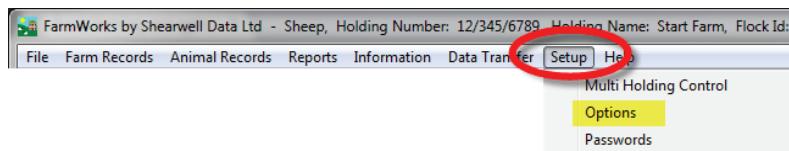
## Upgrade Your Software

FarmWorks by Shearwell Data is constantly being improved, with new and better features developed all the time. When a new version of FarmWorks by Shearwell Data is released you can choose to have a memory stick sent to you by post or you can opt for a web upgrade that installs itself. An internet connection is required for web upgrading.

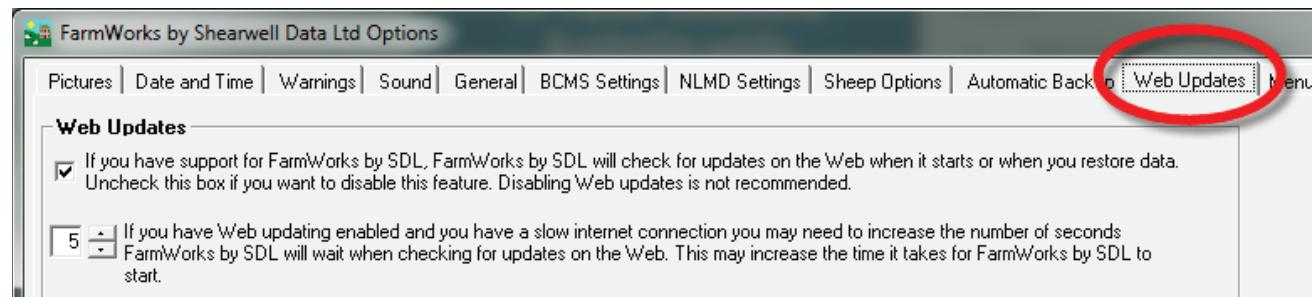
*Note: Software upgrades are only available if your support subscription is paid up.*

### Web upgrades

1. Make sure web upgrading is selected. Go to **Setup > Options**, click on the Web Updates tab.



2. Tick the box to enable web updates.
3. Read the information about slow internet connections and change the wait time if necessary.
4. You will be notified when a new version of FarmWorks or the stock recorder is available.
5. Import any data that might be on your stock recorder and make a backup copy of your FarmWorks data before upgrading.
6. Follow the on-screen instructions and the new software will install automatically.



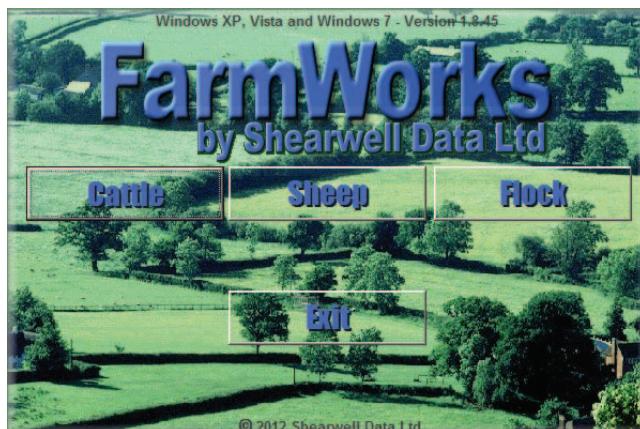
### Memory stick upgrades

1. Import any data that might be on your stock recorder or FarmWorks Mobile and make a backup copy of your FarmWorks data before upgrading.
2. Insert your FarmWorks by SDL memory stick into a USB drive. Follow the instructions for launching the installation process found on page 4.
3. When you next open FarmWorks it will do an automatic backup of your data before installing the upgrade.



# Overview

FarmWorks by SDL is a management program for cattle and sheep. It is split into three sections as below:



## FarmWorks by SDL Cattle

This provides a comprehensive cattle management software system to help you to manage your herd. You can set up your data by downloading information from CTS, then update and compare your records through CTS web services. It links through to BCMS for easy passport application and movement notification. Record keeping functions available include calving, weights, treatment, sales and many others. The software is fully compatible with the Shearwell Data EID systems.

## FarmWorks by SDL Sheep

This is a comprehensive management program if you wish to record records for all your sheep on an individual basis. It allows the addition and maintenance of detailed records, from Scrapie results to full pedigree information. There are comprehensive reporting options for breeders, finishers and pedigree farmers, and the software is intended to provide for Trading Standards and Government requirements in the UK. It is also fully compatible with the Shearwell Data EID systems.

## FarmWorks by SDL Flock

This allows you to record on a flock basis. Data entered will generate the Holding Register and Medicine Book, giving animal totals in an easy to use format.

The software is intended to provide for Trading Standards and Government requirements in the UK.

File	Farm Records	Flock Records	Reports	Information	Setup	Help
Annual Flock Record	Fields Management	Holding Register	Medicines	AML1	FCI	Transport Certificate

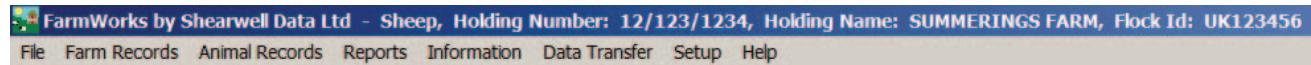


# Overview

## Cattle and Sheep

The Cattle and Sheep parts of the program are very similar; there are obvious differences such as calving as opposed to lambing, and sections unique to one species or the other (e.g. BCMS data transfer for cattle), but generally the overall 'feel' of the program and the available functions are the same. Specific differences for each are dealt with later.

Within each species, the program is split into various sections accessed from the toolbar at the top of the screen. The three you will probably use most are Farm Records, Animal Records and Reports.



**File** – Use this to back up or restore your data, change between species if you are registered for more than one, or exit the program.

**Farm Records** – Enter information concerned with your farm, as opposed to any particular animal. For example, holdings you trade with or send animals to for grazing, markets, abattoirs, medicines purchased. There are one or two exceptions, but generally information entered in this section is shared by both species, so if for example you enter details for a market or medicine in the Sheep>Farm Records section it will be visible in the Cattle part of the program too.

**Animal Records** – This section is concerned with recording information against individual animals or selected groups of animals; for example, recording the birth of a calf or lamb to its dam or recording the movement of fifty animals to market. Information entered under Animal Records is only visible in that particular species' section of the program.

**Reports** – This is specific to animals for that particular species. Here you can produce reports to show information that you have recorded, for example weights or treatment reports, movement documents, the Sheep Holding Register or Cattle official stock report, and a very wide range of others.

**Data Transfer** – Allows you to import and export data, for example cattle movements to BCMS or data to or from the Shearwell Stock Recorder (Workabout Pro).

**Setup** – Mainly used to set options within the program, for example whether or not to have different warning screens displayed, the default gestation period for your animals, screen sizing choices and many others.

**Help** – Where to go for information, contact numbers, register the program etc.



# General Information

There are various common functions available on most screens throughout the program.

## Help

Additional help on completing any screen can be accessed quickly by pressing **<F1>** on the keyboard when in that screen.

## Calendars

Dates can be selected from the pop-up calendars. Click on the month to reveal a list of months and click on the year to reveal arrows to select the year. You can also use the side arrows to go back and forward by a month at a time.



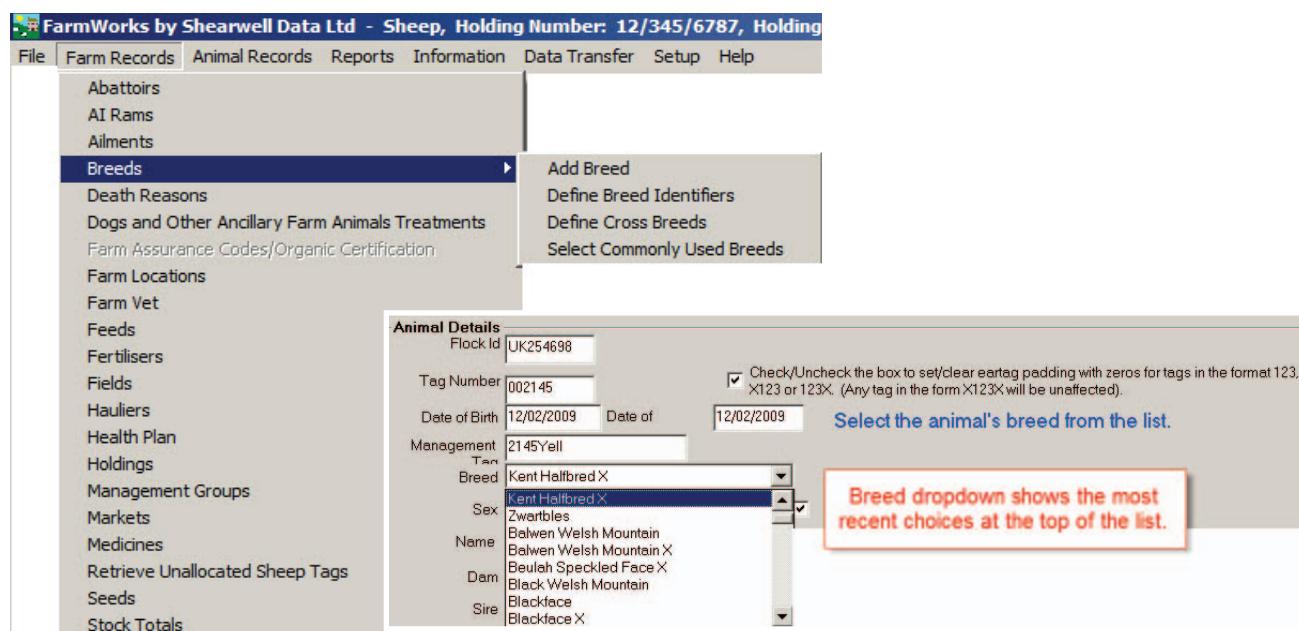
## Navigating around the Screen

You can either click in a box using the mouse or use the tab key on the keyboard to navigate around the screen.

## Selecting from a drop down list

On text fields where there is a 'drop-down' function available (the field has a downward pointing arrow on the right-hand side), entering the first letter of the text will automatically prompt the first result from the drop-down list that starts with that letter. The required text can also be chosen by clicking on the arrow and selecting from the choices that appear.

The program remembers the breeds you have chosen most often and these will appear at the top of the list. Favourites may also be selected by going to the **Breeds** screen under **Farm Records** and choosing **Select Commonly Used Breeds**.



File Farm Records Animal Records Reports Information Data Transfer Setup Help

Abattoirs  
AI Rams  
Ailments  
**Breeds**  
Death Reasons  
Dogs and Other Ancillary Farm Animals Treatments  
Farm Assurance Codes/Organic Certification  
Farm Locations  
Farm Vet  
Feeds  
Fertilisers  
Fields  
Hauliers  
Health Plan  
Holdings  
Management Groups  
Markets  
Medicines  
Retrieve Unallocated Sheep Tags  
Seeds  
Stock Totals

**Animal Details**

Flock Id	UK254698
Tag Number	002145
Date of Birth	12/02/2009
Management	2145Yell
Breed	Kent Halfbred X
Sex	Zwolle
Name	Balwen Welsh Mountain
Dam	Balwen Welsh Mountain X
Sire	Beulah Speckled Face X

Check/Uncheck the box to set/clear eartag padding with zeros for tags in the format 123. X123 or 123X. (Any tag in the form X123X will be unaffected).

Select the animal's breed from the list.

Breed dropdown shows the most recent choices at the top of the list.



# General Information

## Understanding Grids

### Sorting the columns in the grid

Each column in the grid can be sorted by clicking on the top of the column. Clicking a second time will reverse the order. For cattle, the check digit is ignored and the number is sorted on the individual number part of the tag.

**Click the top of any column to sort.**

Flock No.	Ear Tag	Mgt Tag	Breed	Sex	Date of Birth
UK123456	00005	Beltex	Ewe	30/11/2007	
UK124578	00005	Zwartbles	Ewe lamb	01/04/2010	
UK123456	00006	Beltex	Ewe	30/11/2007	
UK124578	00006	Zwartbles	Ewe lamb	01/04/2010	
UK123456	00007	Beltex	Ewe	30/11/2007	
UK124578	00007	Zwartbles	Ewe lamb	01/04/2010	
UK123456	00008	Beltex	Ewe	30/11/2007	

### Searching for an animal in the grid

The way you enter data on any screen is essentially the same and largely self-explanatory. There are several ways to find an animal or multiple animals. Once selected, the animal will be highlighted in the grid.

**Searching by Tag Number.** Click in the **Search for Tag** box, type in the tag number and press the **Enter** or return key on the keyboard. As a minimum you must type in the last six digits i.e. 700123. Be aware that if animals are purchased you may have more than one animal with the same individual number, however FarmWorks will show a warning screen if this happens. For multiple selections type in the tag number and hit return / enter on the keyboard and repeat. The animals will all be highlighted in the grid. When all the animals are selected and the other relevant information added in the screen click on the **OK / Save** button.

**Searching by Management Tag.** Animals can also be searched for using a management tag. Tick the **Mgt Tag** box and type in the management tag number in the **Tag Search** box and press the <Enter> key on the keyboard. As above, multiples can be selected by continuing to type a number and pressing the <Enter> key.

**Flock Report**  
Number of animals selected in grid: 5 out of 40

Type	Flock No.	Ear Tag	Mgt Tag	Race	Sex	Date of Birth
Rams	UK123456	00002		exX	Ewe lamb	01/12/2009
Wethers	UK123456	00093		exX	Ewe lamb	01/12/2009
Ewes	UK123456	00150		rambles	Ewe lamb	01/06/2009
Ewe Lambs	UK123456	151		rambles	Ewe lamb	01/06/2009
Breeding	UK123456	152		rambles	Ewe lamb	01/06/2009
Non-Breeding	UK123456			rambles	Ewe lamb	01/06/2009
Tag Search	0004			rambles	Ewe lamb	01/06/2009
	UK123456	00094	94 Blue	rambles	Ewe lamb	01/06/2009
	UK123456	154		rambles	Wether	01/08/2007
	UK123456	155		rambles	Ram	01/08/2007
	UK123456	156		rambles	Ram	01/08/2007
	UK123456	157		rambles	Ram	01/08/2007
	UK123456	158		rambles	Ram	01/08/2007
	UK123456	159		rambles	Ram	01/08/2007
	UK123456	160		rambles	Ram	01/08/2007
	UK123456	161		rambles	Ram	01/08/2007
	UK123456	162		rambles	Ram	01/08/2007
	UK123456	163		rambles	Ram	01/08/2007
	UK123456	164		rambles	Ram	01/08/2007
	UK123456	165		rambles	Ram	01/08/2007
	UK123456	166		rambles	Ram	01/08/2007
	UK123456	167		rambles	Ram	01/08/2007
	UK123456	168		rambles	Ram	01/08/2007
	UK123456	169		rambles	Ram	01/08/2007
	UK123456	170		rambles	Ram	01/08/2007
	UK123456	171		rambles	Ram	01/08/2007
	UK123456	172		rambles	Ram	01/08/2007
	UK123456	173		rambles	Ram	01/08/2007
	UK123456	174		rambles	Ram	01/08/2007
	UK123456	175		rambles	Ram	01/08/2007
	UK123456	176		rambles	Ram	01/08/2007
	UK123456	177		rambles	Ram	01/08/2007
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	UK123456	179		rambles	Ram	01/08/2007
	UK123456	180		rambles	Ram	01/08/2007
	UK123456	181		rambles	Ram	01/08/2007
	UK123456	182		rambles	Ram	01/08/2007
	UK123456	183		rambles	Ram	01/08/2007
	UK123456	184		rambles	Ram	01/08/2007
	UK123456	185		rambles	Ram	01/08/2007
	UK123456	186		rambles	Ram	01/08/2007
	UK123456	187		rambles	Ram	01/08/2007
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	UK123456	192		rambles	Ram	01/08/2007
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	UK123456	296		rambles	Ram	01/08/2007
	UK123456	297		rambles	Ram	01/08/2007
	UK123456	298		rambles	Ram	01/08/2007
	UK123456	299		rambles	Ram	01/08/2007
	UK123456	300		rambles	Ram	01/08/2007
	UK123456	301		rambles	Ram	01/08/2007
	UK123456	302		rambles	Ram	01/08/2007
	UK123456	303		rambles	Ram	01/08/2007
	UK12					



## General Information

### Selecting animals in the grid

Using the **Control** key on the keyboard to select multiple animals.

Click on the left hand side of the line in the grid so that the line is highlighted. If you need to select multiple animals, click on the left hand side of the line to highlight the first line, hold down the **<Ctrl>** key on the keyboard and continue clicking on the other lines to highlight.

Send Animals to Market

Date Being Sent: 25/08/2012 Market Name: Devon Auction Co.

Number of animals selected in grid: 5 out of 31

Type	Flock No.	Ear Tag	Mgt Tag	Breed	Ewe	Date of Birth
<input type="checkbox"/> Rams	UK123456	00008		Bellex	Ewe	01/08/2008
<input type="checkbox"/> Wethers	UK123455	00001		Bellex	Ewe	01/08/2008
<input type="checkbox"/> Ewes	UK123456	00003		Bellex	Ewe	30/11/2007
<input type="checkbox"/> Ewe Lambs	UK123456	00004		Bellex	Ewe	30/11/2007
	UK123456	00005		Bellex	Ewe	30/11/2007
	UK123456	00007		Bellex	Ewe	30/11/2007
	UK123456	00008		Bellex	Ewe	30/11/2007
	UK123456	00009		Bellex	Ewe	30/11/2007
	UK123456	00010		Bellex	Ewe	30/11/2007
	UK123456	00011		Beulah Speckled Face	Ewe	01/12/2007
	UK123456	00012		Beulah Speckled Face	Ewe	01/12/2007
	UK123456	00013	13 Red	Beulah Speckled Face	Ewe	01/12/2007
	UK123456	00016		Beulah Speckled Face	Ewe	01/12/2007
	UK123456	00021	21 Red	Black Welsh Mountain X	Ram	31/12/2007
	UK123456	00022		Black Welsh Mountain X	Wether	01/01/2008
	UK123456	00031		Bellex X	Ewe lamb	01/12/2009
	UK123456	00032		Bellex X	Ewe lamb	01/12/2009
	UK123456	00090	90 Blue	Zwartbles	Ewe lamb	01/06/2009
	UK123456	00091		Zwartbles	Ewe lamb	01/06/2009
	UK123456	00092		Zwartbles	Ewe lamb	01/06/2009
	UK123456	00093		Zwartbles	Ewe lamb	01/06/2009
	UK123456	00094	94 Blue	Zwartbles	Ewe lamb	01/06/2009
	UK123456	00150		Zwartbles	Wether	01/08/2007
	UK123456	00155	155 Blue	Zwartbles	Ram	01/08/2007
	UK123456	nnnn1		Zwartbles	Ewe lamb	01/04/2010

Filter by: Mgt Group  Select all Breed  Select all Location  Select all Birth Year  Select all

Using the **Shift** key on the keyboard to select a block of animals. If the animals that need to be selected are in a group on the screen, you can select a batch as follows: - Click on the left hand side of the line of the first animal so that the line is highlighted. Hold the **<Shift>** key down (on the keyboard) and click on left hand side of the line of the last animal in the group. The batch should now be highlighted.

Sell one, or many sheep

Sale Date: 14/06/2012 Holding Name: Tower Farm Add Holding

Purchaser: Tower

Number of animals selected in grid: 6 out of 40

Type	Flock No.	Ear Tag	Mgt Tag	Breed
<input type="checkbox"/> Rams	UK123456	00008		Bellex
<input type="checkbox"/> Wethers	UK123456	00001		Bellex
<input type="checkbox"/> Ewes	UK123456	00009		Bellex
<input type="checkbox"/> Ewe Lambs	UK123456	00002		Bellex
<input type="checkbox"/> Breeding	UK123456	00016		Beulah Speckled Face
<input type="checkbox"/> Non-Breeding	UK123456	00014		Beulah Speckled Face
	UK123456	00015		Beulah Speckled Face
	UK123456	00013		Beulah Speckled Face
	UK123456	00012		Beulah Speckled Face
	UK123456	00011		Beulah Speckled Face
	UK123456	00021		Black Welsh Mountain X
	UK123456	00022		Black Welsh Mountain X
	UK123454	00034		Kent Halfbred X
	UK123455	00033		Kent Halfbred X
	UK123456	00093		Zwartbles

Number of animals selected in grid: 6 out of 40

Type  Rams  Wethers  Ewes  Ewe Lambs  Breeding  Non-Breeding

Tag Search  By Mgt Tag  Select All

De-selecting an Animal. If you wish to deselect an animal that has been highlighted, hold the **Ctrl** key down and click on the left hand side of the line.



## General Information

Selecting by using the filters on the grid. The animals displayed in the grid can be narrowed down by using the existing filters around the grid. By selecting one or more of the 'Types', the sex of the animal can be filtered. Animals can also be filtered by Management Group, Breed, Location or Year of Birth, or by multiple selections.

The screenshot shows a grid of animal records with columns for Flock No., Ear Tag, Mgt Tag, Breed, Sex, Date of Birth, and Age. At the bottom of the grid, there are four filter sections: 'Filter by: Mgt Group' (with 'Select all' and a dropdown for 'Unassigned Animals'), 'Breed' (with 'Select all'), 'Location' (with 'Select all'), and 'Birth Year' (with 'Select all'). A red box highlights the text 'Use the dropdown filters to narrow your search.' above the filter sections.

Select all the animals displayed in the grid. On most screens there will be a **Select All** box to the far left of the screen. Clicking in this will highlight every animal currently in the grid. This is particularly useful if you have used the filters to narrow down the number of animals on the grid and want to select all the remaining animals, for example to record a treatment or movement.

The screenshot shows a 'Sell one, or many sheep' screen with a grid of animals. A red box highlights the 'Select All' checkbox in the bottom-left corner of the grid. Text inside the box says 'Tick the Select All box. Selected animals are highlighted in blue.'

Selecting using the Barcode Scanner (cattle only). If you are using a barcode scanner to read the barcodes on cattle passports, to select more than one animal you can just click in the tag search box and scan the large barcode at the top of the passport. Keep on scanning the barcodes until all animals are highlighted in the grid. Only click **OK / Save** when you have selected all animals or all animals in one lot (market only).

The number of animals selected and the description of any filters used will be displayed at the top of the grid.

The number of animals selected and the filters are displayed at the top of the grid.

The screenshot shows a 'Flock Report' screen with a grid of animals. A red box highlights the 'Select All' checkbox in the bottom-left corner of the grid. Text inside the box says 'The number of animals selected and the filters are displayed at the top of the grid.'



## General Information

### Current vs Old/Dead stock

On many screens, particularly reports, there will be the option to include animals no longer under your ownership. These may have been recorded as sold, slaughtered, or died on farm. They are referred to in the program as Old/Dead stock. Where there is this option, the default will normally be to only include current stock, but you may choose to change to, or include, Old/Dead stock if you wish.

	UK123456	00011	Beulah Speckled Face	Ewe	01/12/2007	1659d
	UK123456	00012	Beulah Speckled Face	Ewe	01/12/2007	1659d
	UK123456	00013	Beulah Speckled Face	Ewe	01/12/2007	1659d
	UK123456	00014	Beulah Speckled Face	Ewe	01/12/2007	1659d
	UK123456	00015	Beulah Speckled Face	Ewe	01/12/2007	1659d
	UK123456	00016	Beulah Speckled Face	Ewe	01/12/2007	1659d
	UK123456	00021	Black Welsh Mountain X	Ram	31/12/2007	1629d
	UK123456	00022	Black Welsh Mountain X	Wether	01/01/2008	1628d

Filter by: Mgt Group  Select all Breed  Select all Location  Select all Birth Year  Select all

View Current Stock in Above Grid  View Old / Dead Stock in Above Grid  View Reference Animals (not on farm) in Above Grid

Main Details Treatment Comments Picture Weights Lambing history Not Available Performance

Flock Number Ear Tag Management Tag Electronic Tags

### Date driven functions

Many of the functions in FarmWorks are date driven. As an example, if you wanted to record the weight of an animal, the first thing that FarmWorks would ask you for is the date that the weight was taken. Once you've entered that, the program will display in the grid all the animals which were potentially available to be weighed at that date. Animals that had their death recorded after that date would still appear in that grid, whereas those that died on or before that date would not – FarmWorks would know that as of that date they were physically unavailable for weighing.

Many functions require you to enter a date.

Lambing (lamb born alive) and lost (Still born or aborted)

Date of Birth: 16/06/2012

Please select the date of birth then select the dam from the grid. If no sire is specified and you wish to record or lost, then select the sire from the grid (or type in its flock & tag number) and then enter the lamb details.

Number of animals recorded in grid: 1 out of 27 The grid is currently filtered by Breeding status

Type	Flock No.	Ear Tag	Mgt Tag	Breed	Sex	Date of Birth	Age
Rams	UK123454	00034		Kent Halfbred X	Ewe	01/08/2008	1415d
Ewes	UK123455	00033		Kent Halfbred X	Ewe	01/08/2008	1415d
Ewe Lambs	UK123456	00003		Beltex	Ewe	30/11/2007	1660d
Breeding	UK123456	00004		Beltex	Ewe	30/11/2007	1660d
Non-Breeding	UK123456	00005		Beltex	Ewe	30/11/2007	1660d

### OK / Save and Cancel / Exit

The **OK/Save** tick button will save any changes you have made to your data and the **Cancel/Exit** cross button will take you to your previous screen without saving the data.



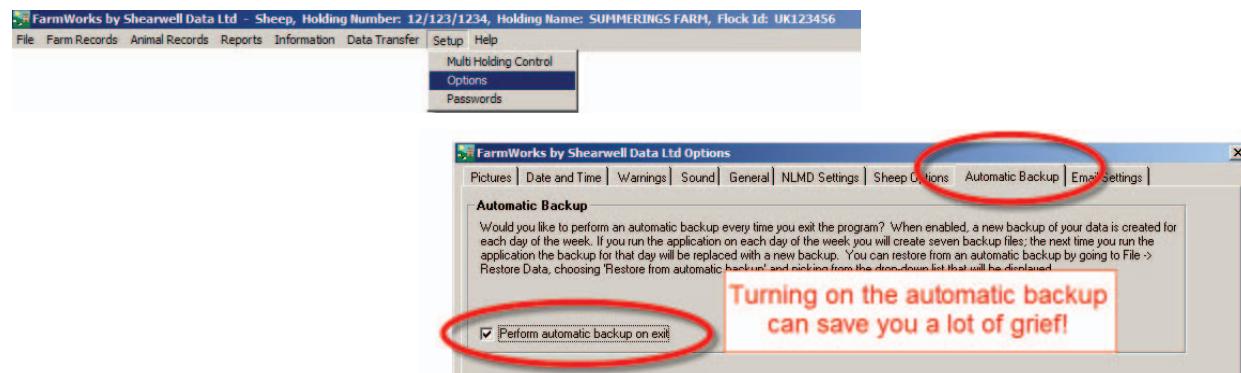
# Backup and Restore Your Data

The data you collect needs to be protected so backing up is very important. If your hard drive becomes corrupted you will have to rely on a backup stored somewhere else to retrieve your data. Back up files on CD, DVD or memory stick can also be lost; consider keeping two sets and switch between them. Always take a backup before upgrading.

## Automatic backup

Setting up Automatic Backup is a reliable way of saving your data each time you exit the program. It can be activated through **Setup>Options>Automatic Backup**. If you click on the **Perform automatic backup on exit** box then the program will save a copy of your data each time you exit.

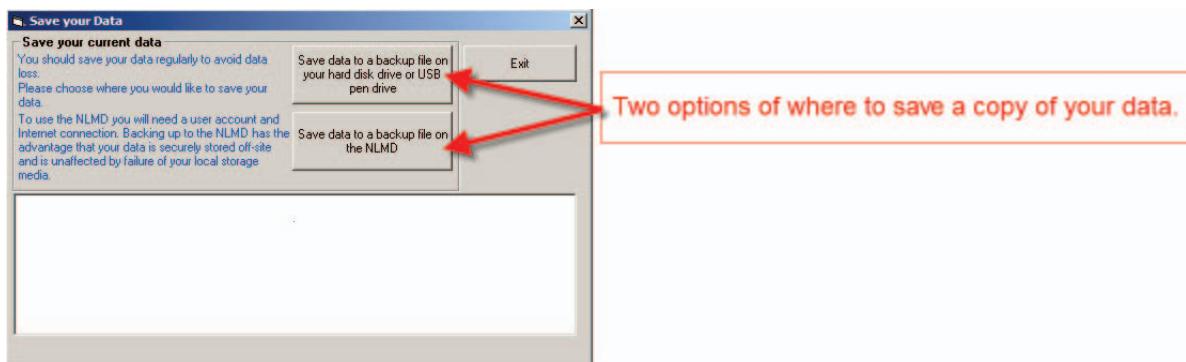
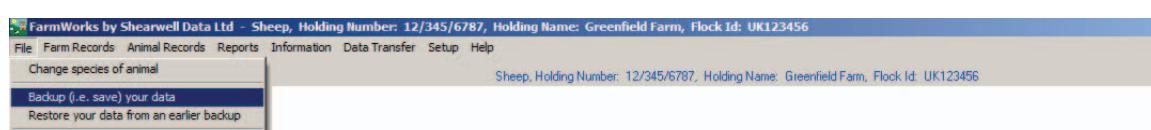
However, this feature only permits seven backup files, one for every day of the week. So if you open and close FarmWorks on a Wednesday, for example, the “Wednesday” file will overwrite the other “Wednesday” file from last week. The Automatic Backup feature is not a replacement for making regular manual backup files but it is a safety feature that can prevent a catastrophe!



## Make a backup

On the top menu bar click on **File > Backup (i.e. save) your data**. You will be presented with two choices: Save data onto your hard drive or USB - you choose the location either on your computer or on an external device (e.g. a memory stick) where you wish the data to be stored.

Backup to NLMD - your data is securely stored on a server over the Internet. This requires registration with the National Livestock Management Database (NLMD) at [www.NLMD.co.uk](http://www.NLMD.co.uk) before use.



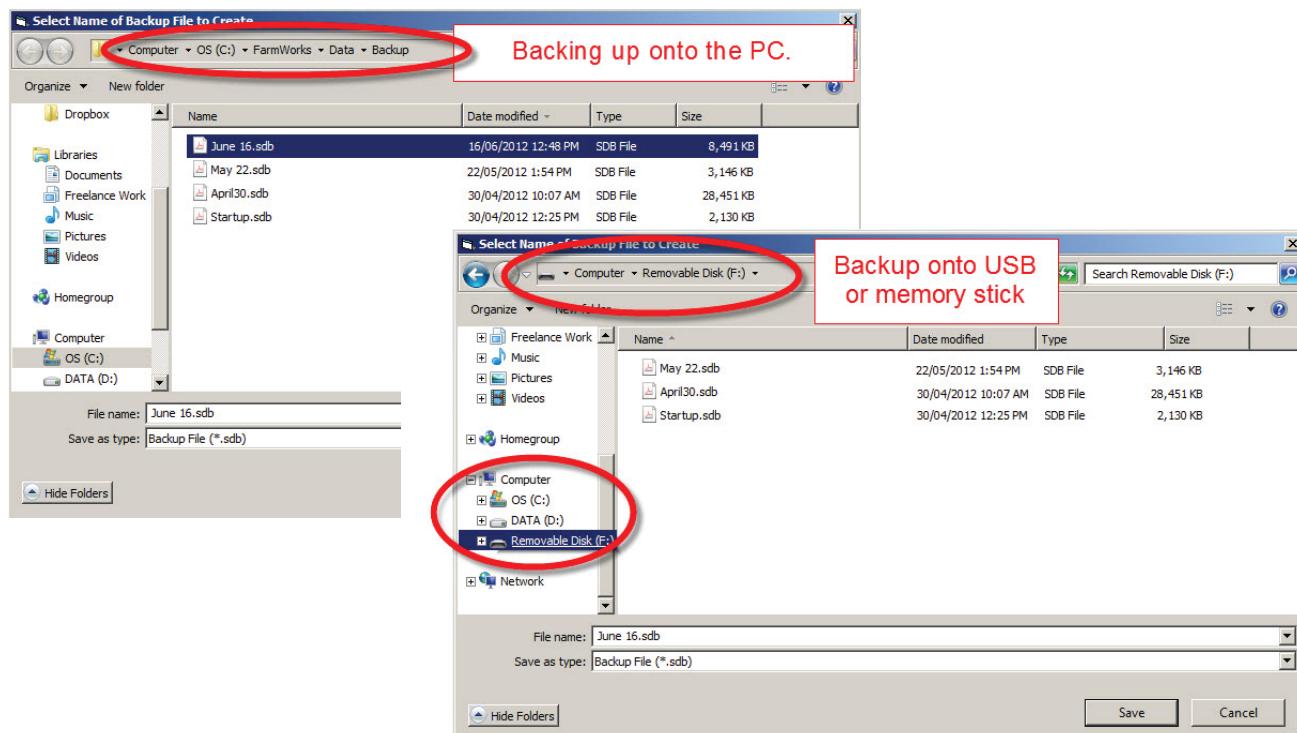


# Backup and Restore Your Data

## Make a backup on the PC:

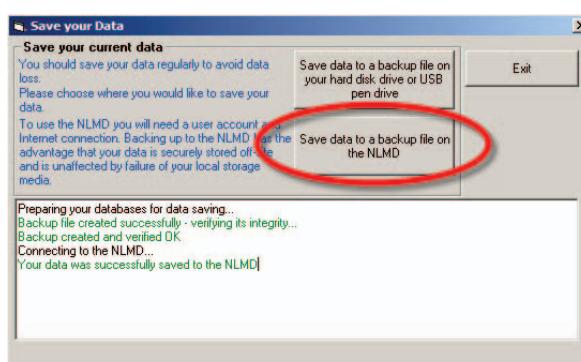
1. Click on **Save your data to a backup file on your hard disk drive or USB pen drive**.
2. A window opens for you to choose where to save your backup. The default is the Backup folder inside the FarmWorks program on the C drive. You can save your data here or choose another location, such as a removable device like a memory stick.
3. Type an appropriate name in the **Filename** box and click **Save**. If using the date as the backup file name do not use / or . in the name. For example do not use 31.07.12 or 31/07/2012

We recommend varying the filename used for different manual backups to prevent overwriting previous copies of your data. We also recommend making at least occasional backups to an external device, just in case something terminal happens to the PC – otherwise it would be the equivalent of keeping all your data in a book, and losing the book! This is very important – if you require further advice, please contact our support team.



## Backup to the NLMD

1. Make sure your PC is connected to the internet and you have an NLMD account, user name and password.
2. Click on **Save your data to a backup file on the NLMD**.
3. The program will prepare and save your data automatically.





# Backup and Restore Your Data

## Restoring your data

You should only ever need to restore data if you have entered a large amount of incorrect information, if you have had some sort of computer failure, or perhaps more likely if you are installing the program onto a new computer. Please note that restoring data from a backed up file will return the data to exactly how it looked when the back up was taken – anything you entered subsequently will be lost.

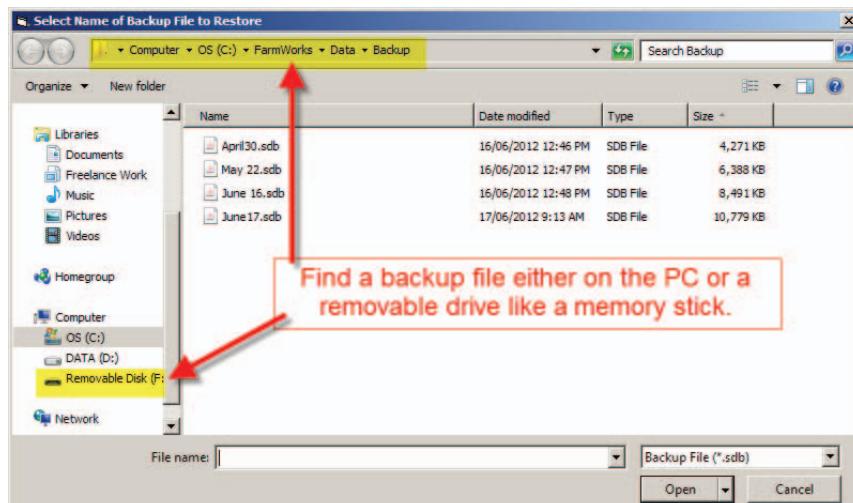
On the top menu bar click on **File > Restore your data from an earlier backup**. You will be presented with two choices:

**Restore your data from a local backup file** – find a backup stored on either your computer or on an external device (e.g. a memory stick).

**Restore your data from the NLMD** – select a backup file stored in your account on the NLMD website.

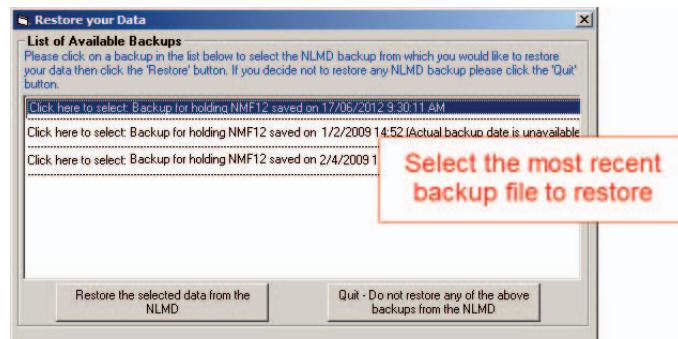
### Restore from a local backup file

1. Click on **Restore your data from a local backup file**.
2. A window opens for you to choose where you saved your backup. The default is the Backup folder inside the FarmWorks program on the C drive. You can also choose another location, such as a removable device like a memory stick, to find the most appropriate backup file to restore.
3. Select the backup file and click **Open**.
4. When your data has been successfully restored click **Exit**.



### Restore from a backup file on the NLMD

1. Click on **Restore your data from the NLMD**.
2. A window opens for you to log in to the NLMD with your user name and password.
3. A list of your previous backup files will appear. Choose the most appropriate file.
4. Click **Restore the selected data from the NLMD**. When your data has been successfully restored click **Exit**.

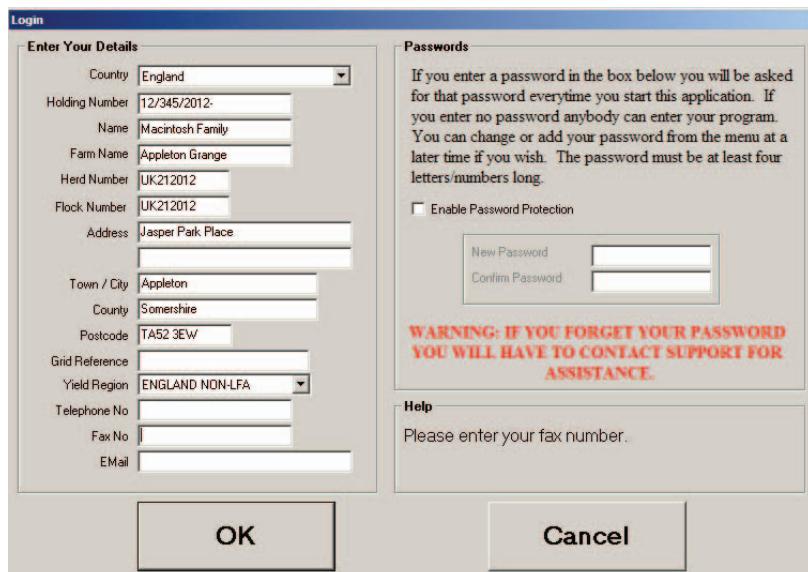




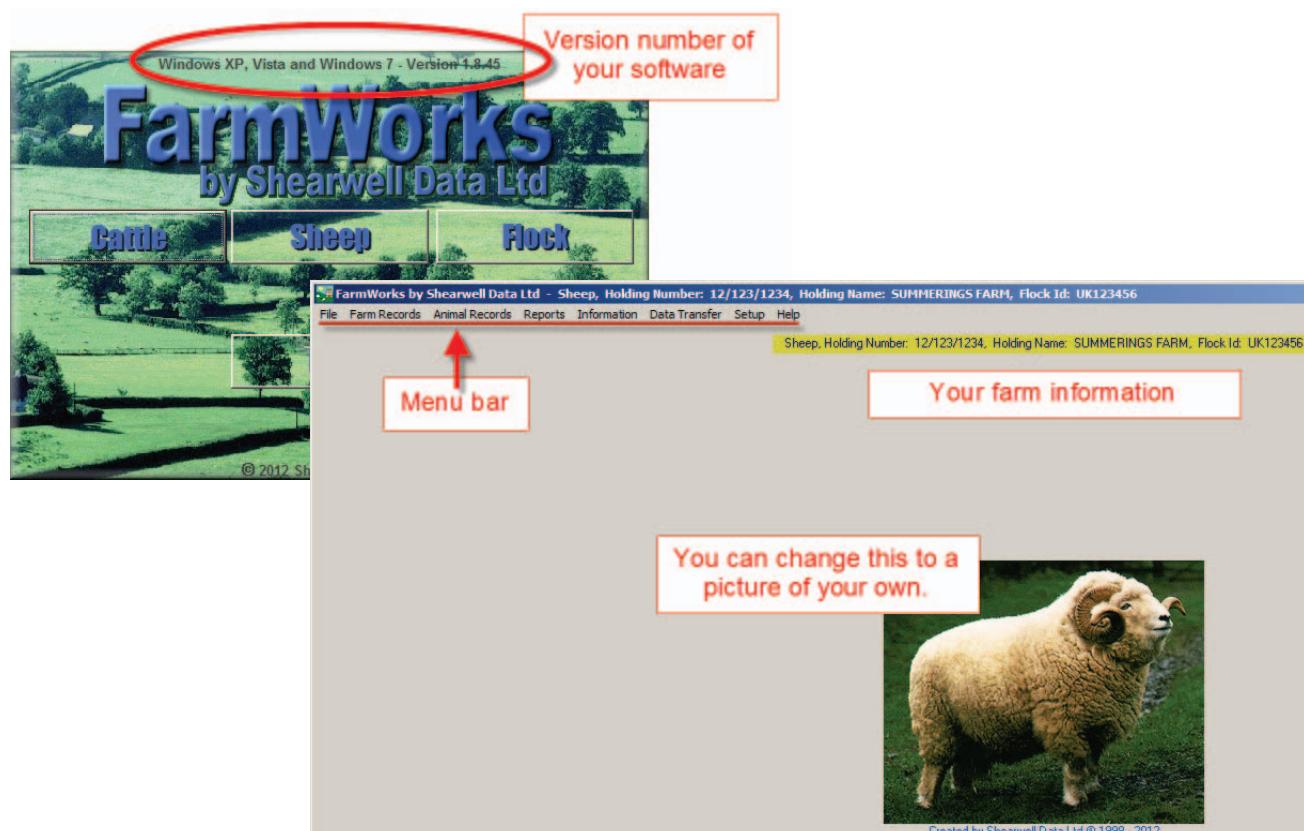
## Set Up Your Farm

### The login screen - entering your farm details

When you first open FarmWorks by Shearwell Data Ltd. you will need to enter your own farm's details in the login screen. Please use your numeric herd number, for example 'UK123456' with no space between 'UK' and the first digit. You may enter a password here if you wish but you must remember it to be able to open the program again. Then click **Save**.



Choose to enter the Cattle, Sheep or Flock part of the program in the screen that is now displayed and you will be taken to the main screen with a menu bar at the top.





# Set Up Your Farm

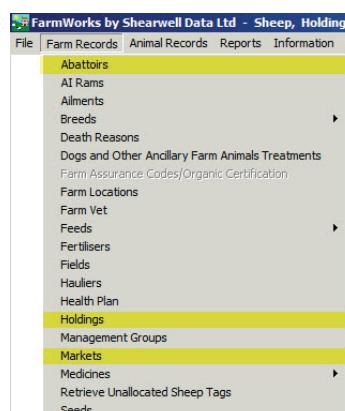
## Setting up your farm records

It's a good idea to start by entering the background farm information such as other holdings you trade with, markets etc. These will stay in the program, so you will only ever need to enter them once.

You can modify or add new records whenever you like, but if for example you want to record the movement of animals to market or record the treatment of an animal, that market or medicine respectively must have already been entered into the program, so it makes sense to add those you already know about at the start.

Choose **Farm Records** from the menu bar and then enter all the details you can under the headings displayed.

### Adding Holding, Market and Abattoir details



From the menu bar select: **Farm Records > Abattoirs/Holdings/Markets** as required.

All holdings, which you purchase from, sell to, or send animals to must be entered in the Holdings screen. Markets and abattoirs must be entered in their respective screens.

The program's movement records depend on holding numbers, so care should be taken that where these are required they are entered correctly. Markets and Holdings will have a holding number in the following format 12/123/1234. Holdings may have an additional suffix. For abattoirs please enter the MHS number.

Note that the program will not allow any two holdings, markets or abattoirs to have duplicate holding or MHS numbers. For Holdings please also note whether it is a linked holding or not, especially for cattle, as FarmWorks knows it should not create a BCMS movement notification for movements between linked holdings.

Click **OK / Save** to add to the list or update a record selected from the list.

Update Holding or Showground Information	
Select a Holding or Showground to Update	
Holding Number	Name
12/123/1124	M FLETCHER
12/123/1125	S RAWSTORNE
12/123/1126	S LESTER
12/123/1127	F BLACKMOOR
12/123/1128	R HORSTMANN
12/123/1129	F NICHOLSON
12/123/1130	D BELLINGHAM
12/123/1131	R JACKSON
12/123/1132	C HOWELLS
12/123/1133	S PUGGLEY
12/123/1134	L PUGSLEY
12/123/1135	K BALDWIN
12/123/1136	C LEWIS
12/123/1137	D MURPHY
12/123/1138	C BRIGGS
12/123/1139	I KEIFE
12/123/1140	A REYNOLDS
12/123/1141	A AMBLER
12/123/1142	B JONES
12/123/1143	B THOMAS
12/123/1230	I STEPHENS
12/123/1231	H STEPHENS
12/123/1232	G WILLIAMS

Update market information					
Select a Market to Update					
Holding Number	Name	Address	Town	County	Postcode
07/156/8000	Liskeard Market	Liskeard	Cornwall	Devon	
10/210/8000	Stags	The Market	Honiton	Devon	
10/463/8000	Exeter Livestock Centre	Matford Park Road	Exeter	Devon	
11/111/1111	Hallworthy Market	Hallworthy	Launceston	Cornwall	
33/333/3333	PORT ISAAC	Port Isaac	Port Isaac	Cornwall	

Market Details					
Holding No	10/463/8000	Town	Exeter	Phone No	01392 2768
Name	Exeter Livestock Centre	County	Devon	Fax No	
Address	Matford Park Road	Postcode	EX2 8FD	Email	

Abattoir Details					
MHS Licence Number	8113	Town	Launceston	Phone No	01566 772765
Name	Jaspers Ltd	County	Cornwall	Fax No	01566 776876
Address	Botathon Abattoir	Postcode	PL15 6TR	Email	andrew@fallamb.co.uk

Holding Details					
Country	England	Yield Region	ENGLAND NON-LFA		
Holding No	12/123/1133- Limited Holding	Farm Name	Swallows Rest		
		Address	Simonsbath		
		Town	Minehead		
		County	Somerset		
		Postcode	TA24 7KS		
		Phone No			
		Fax No			
		EMail			

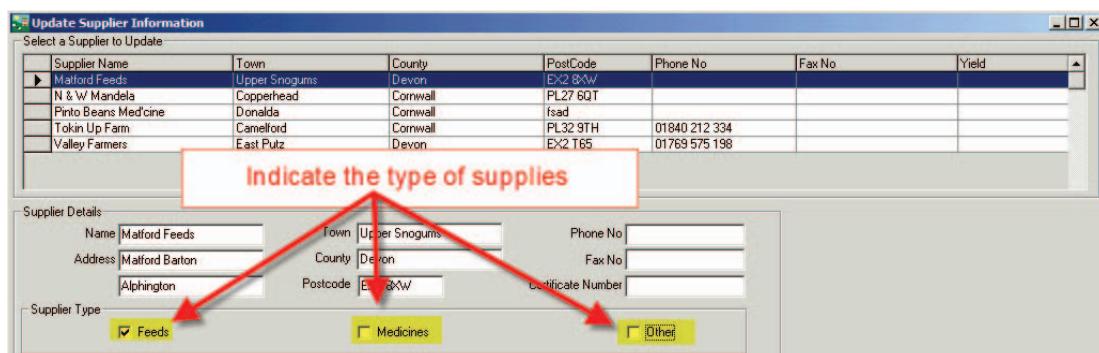


# Set Up Your Farm

## Adding Suppliers

From the menu bar select: **Farm Records > Suppliers**.

To record the purchase of medicines or feeds, you must first enter details of the supplier. This is simply the name and address, and to nominate whether they are used for medicines, feeds or other.



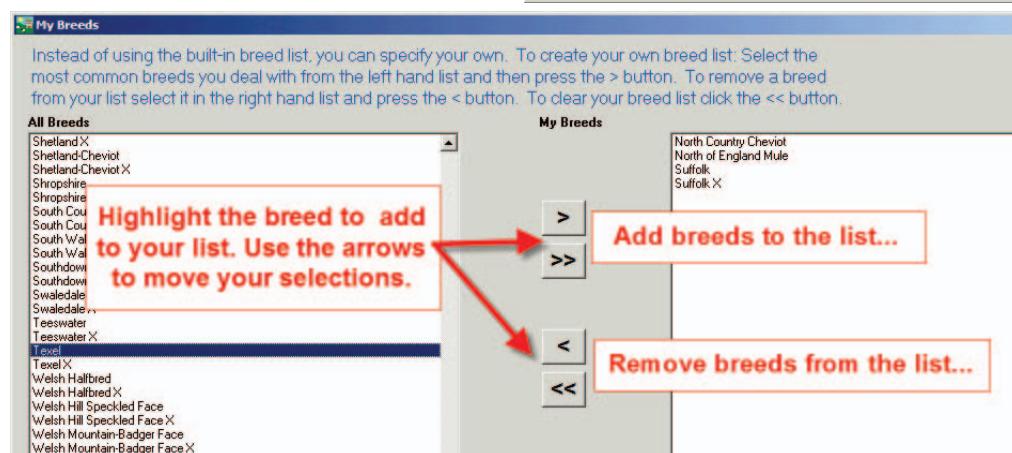
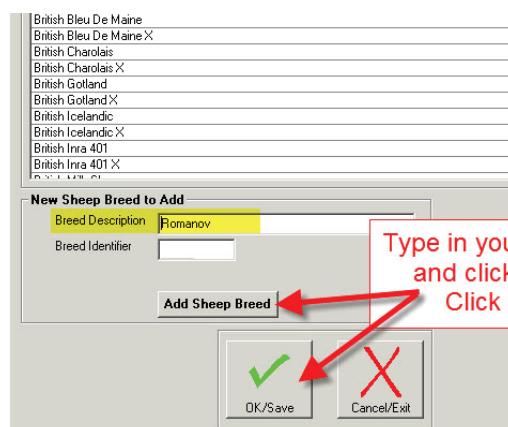
## Breeds

From the menu bar select: **Farm Records > Breeds**.

FarmWorks has a list of the most common breeds held in its database. It is worth checking that any breeds you know you are likely to use are already there. If a breed is not present, especially if you want to record a particular crossbreed, you can add it to the list.

Breeds and crossbreeds can reflect your own individual breeding program. Make up your own names for specific crosses, or use tag colour or some other identifier that makes sense to you.

The option **Commonly Used Breeds** will reduce the size of the list of breeds to choose from when entering data. This makes data entry faster when entering your current animals.





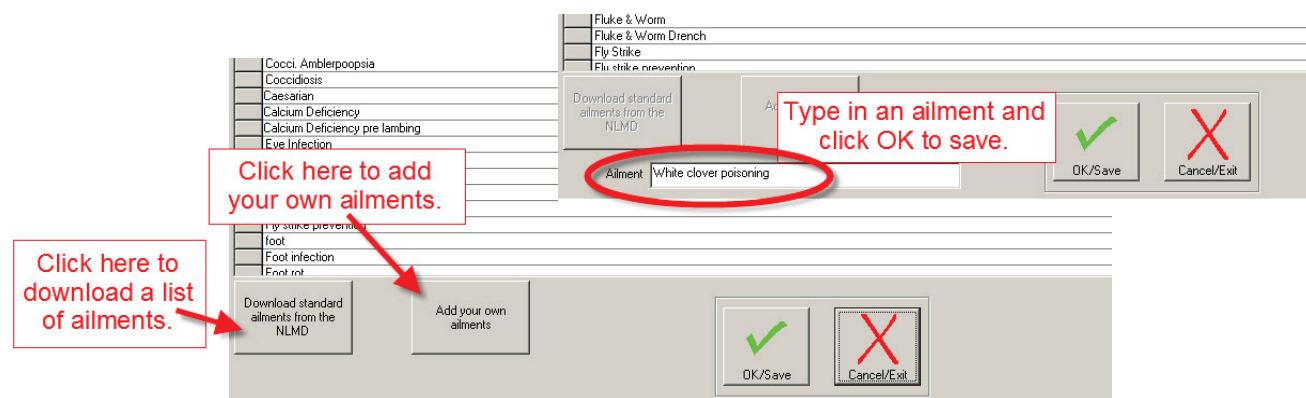
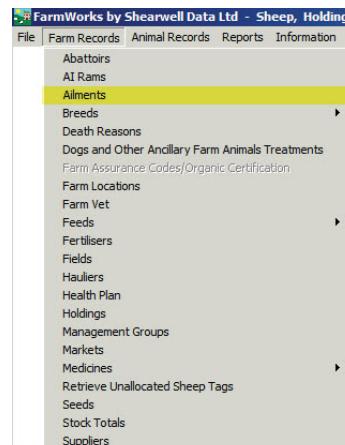
# Set Up Your Farm

## Ailments

From the menu bar select: **Farm Records > Ailments**

When you record an animal treatment in FarmWorks you must also specify the ailment. Ailments can be any disease, condition or procedure. There is a downloadable list of common ailments or you can add your own. Think of all the health problems animals might encounter on your farm - the more detail the better! For example, on the list you would add footrot and lameness as separate ailments because they are not exactly the same thing, and could very well have different treatments.

Add routine procedures to this list as well, to track withdrawal dates for drugs like vaccines and dewormers.

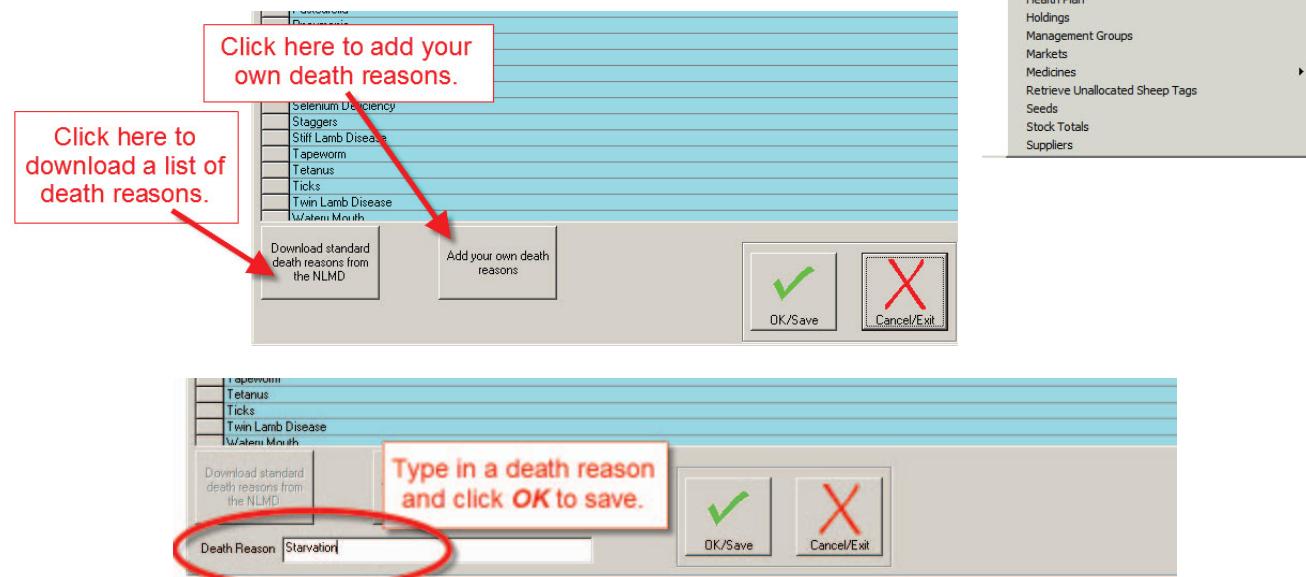


## Death Reasons

From the menu bar select: **Farm Records > Death Reasons**

Information about death losses is important for making management decisions. FarmWorks will always ask for a cause when a death is recorded. This is also a time saver, as the death reasons you add here will appear in a drop down list when a death is recorded. This saves having to type and avoids spelling mistakes!

There is a downloadable list of common death reasons or you can add your own.





# Set Up Your Farm

## Medicines

FarmWorks by Shearwell Data Ltd - Sheep, Holding

Farm Records Animal Records Reports Information

- Abattoirs
- AI Rams
- Aliments
- Breeds
- Death Reasons
- Dogs and Other Ancillary Farm Animals Treatments
- Farm Assurance Codes/Organic Certification
- Farm Locations
- Farm Vet
- Feeds
- Fertilisers
- Fields
- Hauliers
- Health Plan
- Holdings
- Management Groups
- Markets
- Medicines**
- Retrieve Unallocated Sheep Tags
- Seeds
- Stock Totals
- Suppliers

Medicine Details  
Medicines Lost or Disposed of  
Medicines on Farm

Prior to recording the purchase of a medicine, it is always advisable to check in the **Medicine Details** screen that the medicine is actually listed, and if so that the withdrawal details are correct as these do change. FarmWorks holds details of about 700 medicines, but this is not a comprehensive list, as medicines are continually being added and withdrawn. While we periodically review and update them, we cannot guarantee that the withdrawal periods specified will be correct when you want to record a purchase, as these can change too. It is up to you to ensure that withdrawal periods for a particular batch of medicine are correct before you record the purchase.

Once a medicine has been added or an already listed medicine selected, you may adjust the withdrawal period and the species that may be treated with that medicine. To emphasise – if you want to change them, this must be done before the purchase is recorded.

Check to see if a medicine is already listed and modify details if necessary. To access the screen directly, select: **Farm Records > Medicines > Medicine Details** from the menu bar. You may find it more convenient to access this screen when purchasing medicines (detailed below).

1. Click in the **Medicine Quick Look up Box** and type in the first few letters of the drug. This will shortlist the medicines in the grid.
2. If you can see the medicine you're interested in, click on the small grey box on the left-hand side of the medicine required. This will highlight the row and select the individual medicine.
3. You will see the species for which that medicine is nominated, and the meat and milk withdrawal periods. You may change the species by clicking to put a tick in the appropriate box, and change the withdrawal periods by just overtyping any already there. Click on **OK/Save** to confirm any changes, or **Cancel/Exit** if you are happy with the details already listed.

By default, withdrawal periods are set to 'standard' – you may also choose from Soil Association or Farmers and Growers – selecting one of these will automatically adjust all withdrawal periods according to that organization's guidelines.

## Adding a New Medicine

If the medicine is not listed as above, just use the same screen to enter the medicine name and medicine details.

Click on **OK/Save** to confirm any changes, or **Cancel/Exit** if you choose not to save the medicine.

Medicines Page

Name	Manufacturer	VM/EU Number	Cattle Meat Withdrawal	Cattle Milk Withdrawal
1:3 Teat Dip/Spray And Udder Wash	Evans Vanodine International P	03940/4074	0	0
Action Actodine New Formulation	Kilco Chemicals Ltd	01936/4013	0	0
Action Actodip Supreme RTU	Evans Vanodine International P	03940/4019	0	0
Action Super Teat Dip 1:3	Evans Vanodine International P	03940/4068	0	0
Actodine Pink Teat Dip RTU	Evans Vanodine International P	03940/4092	0	0
Actodip Supreme Concentrate	Evans Vanodine International P	03940/4061	0	0
Adrenocaine 5% / 0.002% Solution for Injector	Norbrook Laboratories Limited	02000/4243	0	0
Advocin 180, 180 mg/ml, Solution for Injection	Pfizer Ltd	00057/4211	8	4
Advocin 2.5% Solution for Injection	Pfizer Ltd	00057/4095	5	2
Alfotop ALSap	Menal Animal Health Ltd	08327/4163	0	
Alfotrop DDE	Menal Animal Health Ltd	08327/4220	0	0
Alamycin 100 mg/ml solution for injection	Norbrook Laboratories Limited	02000/4037	5	3
Alamycin Aerosol 3.58% w/v cutaneous spray	Norbrook Laboratories Limited	02000/4053	0	0
Alamycin LA 200 mg/ml solution for injection	Norbrook Laboratories Limited	02000/4117	36	10
Alamycin LA 300	Norbrook Laboratories Limited	02000/4113	35	10
Albenil Low Dose	Virbac Ltd	11188/4005	14	3
Albenil SC	Virbac Ltd	11188/4004	14	3
Albensure 10%		11188/4095	14	3
Albensure 2.5% S		11188/4096	14	3
Allex 10% w/v or		11188/4097	14	3
ALBEX 2.5% SC O		11188/4098	14	3

Type in medicine that is not listed and enter the details.  
Click OK to save.

Medicine Details  
Medicine Quick Looku...

Name: Liquinymycin 200 LP Manufacturer: Pfizer Ltd

VM/EU Number:

For use in cattle: Meat withdrawal: 28 (Days) Milk withdrawal: 42 (Days)

For use in sheep: Meat withdrawal: 28 (Days) Milk withdrawal: 60 (Days)

The standard veterinary medicines list shown here on a blue background has been supplied by the Veterinary Medicines Directorate. Medicines on a pink background are those whose authorisation has expired. Any medicines that you have added yourself are shown on a white background.

At time of publishing, medicines and withdrawal details are correct as advised by



## Set Up Your Farm

### Purchasing Medicines and Entering them into the Lock-up

Select **Farm Records > Medicines > Medicine Details** from the menu bar.

1. Click on the small grey box on the left-hand side of the medicine required. This will highlight the medicine and display the species and withdrawal periods. If the medicine is not in the list or any of the details are incorrect, click on the **Update Medicines** button to be taken to the medicine details page, and add the medicine or amend the details.
2. Assuming the medicine is listed, selected, and that you are happy that the species and withdrawal periods are correct, proceed to fill in the details in the lower part of the screen. The minimum information required is Supplier, Date Purchased, Amount Purchased and Unit of Measurement (the dropdown box next to Amount Purchased). The cost of the item is optional.
3. If you have purchased several bottles of the same medicine with the same batch number, enter the total quantity in the amount purchased, rather than entering each bottle individually.
4. Click on **OK/Save** and the medicine will now show as present in the lockup.

**Medicines on Farm**  
**Medicines Available to Purchase**

Name	Manufacturer
Coopers Spot On Insecticide	Schering-Plough Ltd
Copasure 24g	Animax Ltd
Concen Cattle	Animax Ltd
Coppote 4g hard capsule	Animax Ltd
Coprin	United Kingdom Agriculture Supply Trade Assoc
Cosecure Cattle Bolus	Pfizer Ltd
Countdown 1:4	Pfizer Ltd
Countdown Extra	Pfizer Ltd
Countdown HE Teat Dip	Pfizer Ltd
Countwide Farmers Concentrated Iodine Teat Dip/sprav	Pfizer Ltd

**Select the medicine you wish to purchase.**

**Medicines Currently in Lockup**

Name	Batch	Amount	Unit	Date Purchased	Exp
Calciject 20 CM Solution for Injection	9231-71	600	Millilitres	16/09/2010	01/
Clik 5% Pour-On Suspension	0984B	1680	Millilitres	31/05/2010	25/
Closamectin Pour-on	0342-30	95	Millilitres	30/10/2010	24/
Combinex Cattle Oral Suspension	6666	1465	Millilitres	17/07/2011	03/
Combinex Cattle Oral Suspension	hkl	4650	Millilitres	06/09/2011	06/
Cronyxin Injection	9M030	92	Millilitres	01/02/2011	09/
Crovect Pour-On	P674474	280	Millilitres	31/07/2010	30/
Cydectin 0.1% w/v Oral Drench For Sheep	14270	1826	Millilitres	22/02/2011	04/
Cydectin Triclanox	13924	3342	Millilitres	31/12/2010	15/
Dipidex Pour-On	9254-34			22/09/2009	18/
Dexadreson	A157A01			27/10/2008	27/
Engemycin LA 200 mg/ml Solution for Injection	0013-93			19/01/2011	15/

**Enter details of your medicine purchase.**

**Enter new medicine details**

You have no current valid farm assurance scheme membership. Select one from the list below to view the assurance standards of that scheme.

Supplier: Cornwall Farmers Ltd  
Date Purchased: 23/06/2012  
Date Expires: 01/06/2016  
Batch Number: 67-GUL23  
Amount Purchased: 500 Millilitres Cost: 56

OK/Save Cancel/Exit

### Lost/Disposed of Medicines

When you record the treatment of an animal the amount of a medicine used will automatically be deducted from the quantity in the 'lock up' until there is none remaining, but you may want to mark a medicine as being used up or lost, or simply remove it if the details were entered incorrectly.

1. From the menu bar select: **Farm Records > Medicines > Medicines Lost or Disposed of**.
2. To select a medicine, click on the small grey box on the left-hand side of the medicine required. This will highlight the row.
3. Enter the **Date Lost/Disposed**.
4. If you want to remove all the remainder of the medicine from lock-up then check the box alongside **Amount Lost/Disposed**. Otherwise enter the amount and select the units from the dropdown menu.
5. Enter a comment if you wish, then click on **OK/Save** to confirm, and the medicine will now show in the 'previously lost' medicines.

**BOVINS BVD** **CALCJECT 20 CM** **CALCJECT 20 CM** **03/06/2005** **03/06/2005** **400** **300**

**Add the details, including why the medicine was lost.**

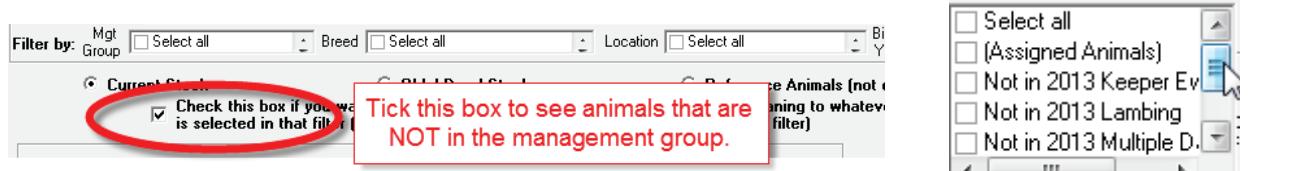
**Medicine Name:** Multivitamin Injection  
**Date Lost/Disposed:** 23/06/2012  
**Amount Lost/Disposed:**  Check the box on the left to remove ALL of a selected medicine OR specify the amount lost in the box on the right  
**Comment - This should at least include how and where the medicine was disposed:** Dropped the bottle

OK/Save Cancel/Exit

# Set Up Your Farm

## Management Groups

Management groups are created by you to group animals together by whatever criteria you want. An animal can be in any number of groups. Management groups allow you to use the grid filters to quickly select and record an event against all the animals in that group in one go, rather than searching for and selecting individual animals one at a time. You can put animals directly into a management group when you create the group or at any later date. You can also use the tick box to reverse a management group filter. This means that the grid will show animals that are NOT in the group you have selected.



### Creating a Management Group

There are two common methods for creating management groups - from the **Farm Records** menu and from a report you have generated.

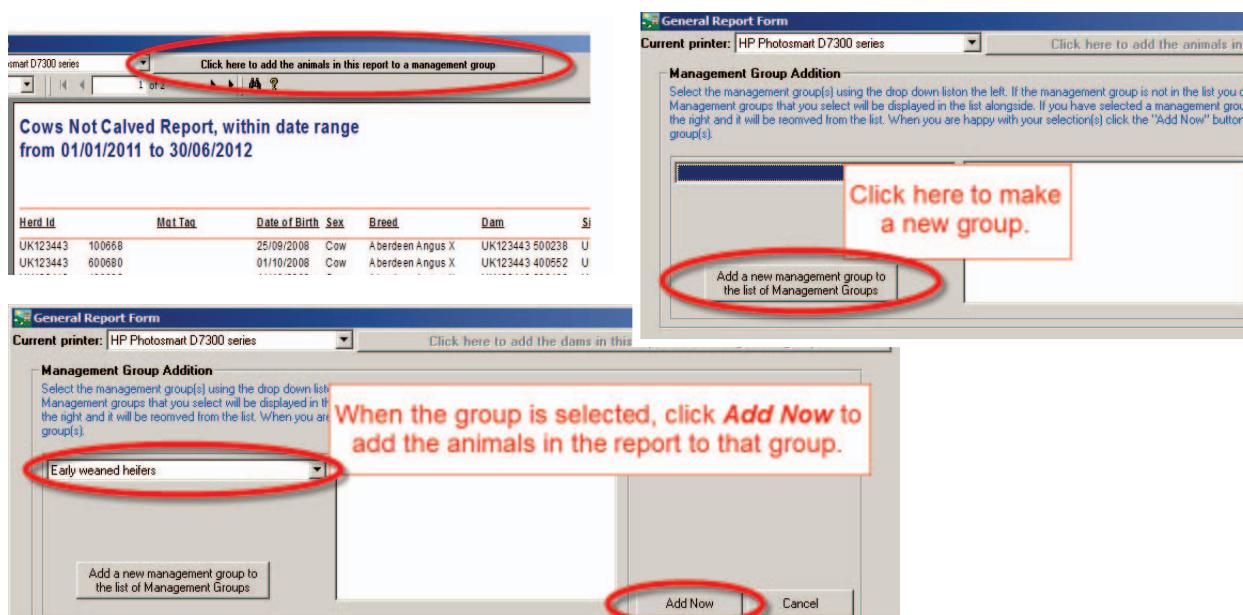
Method 1: From the menu bar select: **Farm Records > Management Groups**.

1. Click on **Create New Management Group**, and enter the **New Management Group Title** and the **Group Description** (if required) in the boxes.
2. Click on **OK/Save** to create the group.



Method 2: From a FarmWorks report :

1. At the top of a report click **Add animals in this report to a management group**.
2. Click **Add a new management group to the list of Management Groups**.
3. Enter the new **Management Group Name** and the **Group Description** (if required) in the boxes.
4. Click **Add New Management Group** to create the group.





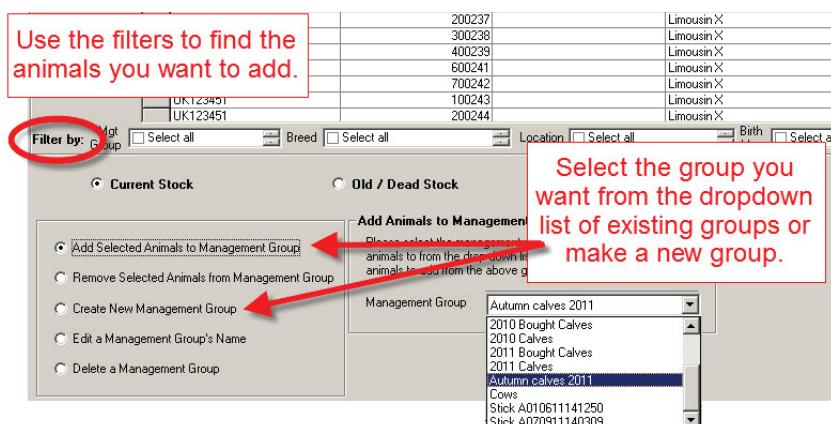
# Set Up Your Farm

## Adding Animals to a Management Group

There are several ways of adding animals to a management group; you can add them directly to a group when recording their arrival on farm, or from various reporting screens, or add them directly into Farm Records.

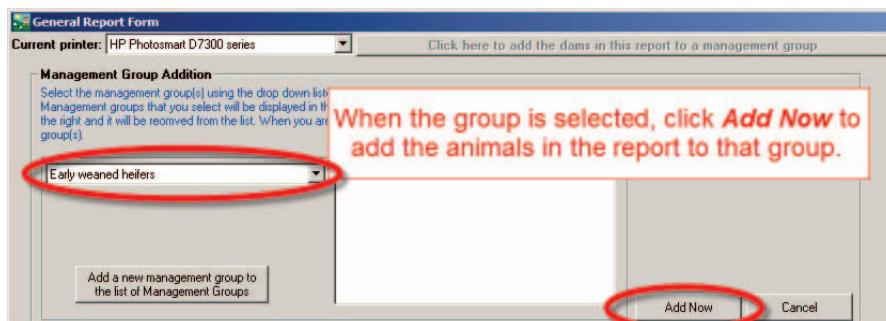
Add animals using **Farm Records > Management Groups**

1. Click on **Add Selected Animals to Management Group**, and using the dropdown menu, select the **Management Group** from the box in the middle of the screen.
2. Select animals from the grid to go in the group and when you're happy with the selections click on **OK/Save**, then OK to the message confirming the addition.



Add animals from a FarmWorks report

1. At the top of a report click **Add animals in this report to a management group**.
2. Add a new management group or select an existing one from the drop down list.
3. Click **Add Now** to add the animals in the report to the group you selected. The report screen will return to view.



## Removing Animals from a Management Group

To remove animals from a management group, you must do it through **Farm Records > Management Groups**.

1. Click on **Remove Selected Animals from Management Group** – at this point the animal grid will empty, because it doesn't yet know which group you want to remove animals from, so doesn't know which animals to display. Select the **Management Group** you want to remove animals from using the drop down box in the middle of the screen – the animals in that group will now appear in the grid.
2. Select individual animals from the grid to be taken out of the group or use the **Mgt Group** filter to find a specific group and select all to subtract one management group from another. Click on **OK/Save**, then OK to the message confirming their removal.

## Deleting or editing a management group

You can change the name of an existing group or delete a group in a similar manner from the same screen. Note that deleting a group does not delete any animal records, it just removes the group they were in (in the same way that disbanding a football club does not 'delete' the players, they're just no longer members of that club, as it no longer exists).



# Set Up Your Farm

## On-Farm Locations

On-farm locations are very specifically locations or sub-locations within your own holding. In other words a way of you telling FarmWorks that your holding is split into different areas. They allow you to be more precise about where animals on your own farm are at any time.

By definition on-farm locations automatically share your holding number, and should not be confused with 'general' locations, such as other holdings, markets or abattoirs. As such, while the movement of animals between on-farm locations will create a movement record 'internally' within FarmWorks, it will not create an entry on the sheep holding register or cattle movement notifications for BCMS, as the animal isn't actually leaving your farm.

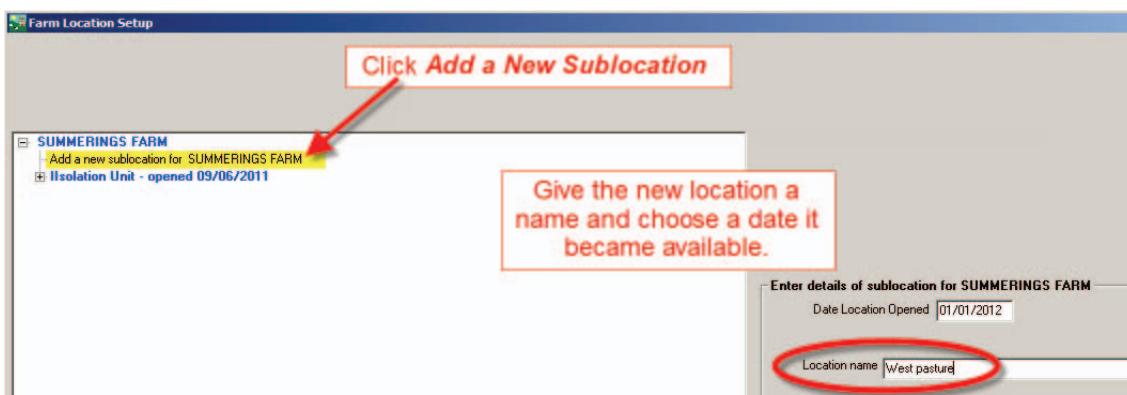
### Setting up the Locations

From the menu bar select: **Farm Records > Farm Locations**

This screen allows you to define sub-locations on your home holding. Sub-locations are defined via a 'tree-like' structure so that you can define locations within other locations (e.g. Large Barn in South Field). Initially only your home holding is defined as a location. Your home holding location cannot be edited or deleted.

### To add a new sub-location

1. Under the main holding name click **Add a new sub-location for...[name of farm]**.
2. Choose a date on the right-hand side from the calendar in the **Date Location Opened** box – you will not be able to record the movement of animals to this location prior to whatever date you enter here, as to FarmWorks the location effectively wouldn't exist.
3. Enter the **Location Name** and click **OK/Save**. The new location will be added to the locations window.
4. To edit an existing sub-location name, choose the sub-location in the list, and Edit location name will appear. Enter a new name and click **OK/Save**.



### To close an existing sub-location

1. Click on the location's name in the locations window and click on **Close the location** [sub-location name].
2. Enter a date for when you want the sub-location to be closed. Closing a sub-location with effect from its opening date will delete that sub-location. Note that any animals that are at that sub-location on the closure date will automatically be put back on the main holding.
3. Click **OK/Save** to confirm.





## Enter Your Animals

### Getting your animals into the program

#### When do I start from?

Imagine you had a farm inspection, and they asked to see details for all the animals that were on your farm at a certain date. Provided that you had recorded the details for all animals into FarmWorks as of that date, you should confidently be able to rely on the software to accurately provide you with any necessary information.

So that's your start date – the earliest date where you could say 'if an inspector wanted to see my records as of then, FarmWorks has the information, but if they wanted to see anything before that, I'd get the information from my previous record-keeping system'.

FarmWorks will allow you to enter records retrospectively, as far back as November 1911 if you really wanted to, but typically you'd want to pick a start date that was more convenient, e.g. January 1st or perhaps more likely 'today'. This isn't a date you enter anywhere in the program, it's just a date you nominate to yourself as the start of accurate record keeping on FarmWorks.

The main consequence of picking a start date is that to the program it doesn't matter how the animals got there prior to that start date. If you ever needed that information, you'd refer to your paper records or other system. But as of your start date all the animals in your ownership must be present and correct on FarmWorks.

There are slightly different ways of initially getting animals onto the system for cattle and sheep, mainly inspired by the BCMS database allowing the direct import of cattle, so the following is split into two sections, one for each species.

### Sheep - Electronic identification (EID)

Please note that if you are going to be using EID as a means of identifying sheep, for animals with EID tags issued from 2010 onwards, it is essential that you enter the tag number as it is held within the EID chip.

For breeding stock identified by a pair of tags, this will be the number as it is printed on the tag, so the flock number will be of format UK0123456 (note the zero after 'UK') and the individual tag number will be format 00123, a five digit number with leading zeros.

Electronic batch slaughter tags are slightly trickier but the same rule applies – they will only have your flock mark printed on the outside, e.g. UK123456, but the chip within will still have an individual number. When you purchased these tags you should have been notified of the range of numbers within the tags purchased; if not, your tag supplier will be able to tell you. Again, the format of the flock number on the chip will be UK0123456 (note the zero after 'UK') and the individual tag number will be format 00123, a five digit number with leading zeros.

If you do not enter the tag numbers in this format then your Stock Recorder will not recognise the animals – to a computer UK123456 123 is a completely different number to UK0123456 00123.

If you have animals with older EID tags (tags issued pre-2010), then the number in the EID chip will have no obvious relationship to the number printed on the tag. For example, the number in the chip might be something like 0940000000057432 where the number on the tag is UK123456 123 (note the lack of extra zeros). In this case it is still important to enter the number as it appears on the tag.



# Enter Your Animals

## Sheep

### Adding Current Animals

When you have finished setting up your basic farm records you can enter the details for the individual animals present on the farm at your chosen start date. To access the required screen, choose **Animal Records>Add Current Animals**. Please note that you should only use this screen when setting up your initial data, i.e. to get your current stock onto the program. You do not use this screen to add animals subsequently purchased or born into your stock - these should either be entered in the purchase screen or the lambing screen as and when they happen (the one exception might be if you wanted to add a range of lambs with consecutive electronic tag numbers and were not interested in recording their parentage or accurately recording their sex and date of birth).

You may choose to add animals one at a time, or multiple animals in one go provided they have a consecutive run of tag numbers.

Enter as much information as you have on your animals to keep the flock records as accurate as possible. Whether adding animals on an individual or multiple basis, the mandatory fields are the flock number, individual tag number, date of birth, breed, sex and date of tagging (or 'identification date' to comply with UK legislation).

### Entering Additional Information when Initially Adding Animals

Whichever method is chosen to enter the animal information, the following details will also need to be completed before the record is saved.

1. Select either **On-Farm Birth** or **Purchase**. If purchase is selected you will be prompted to enter purchase information
2. Select whether the animal was bought from another holding or a market. If the market or holding has already been entered, it will be in the drop down menu. If it is a new holding or market, click on **Add New Holding / Market**. This will take you to the relevant screen (accessed directly through the Farm Records menu) where you will be able to enter the details and save.
3. Animals can also be entered into a management group and / or on-farm location from this screen. The group will appear in the drop down list if already entered, if not click on the relevant **Add** button and create the new group or location as detailed earlier.
4. When all the known information is added, click on **OK/Save**. Certain information will remain populated until you change it or exit the screen, so it makes life easier if you can add animals that were bought on the same day and from the same vendor in batches.



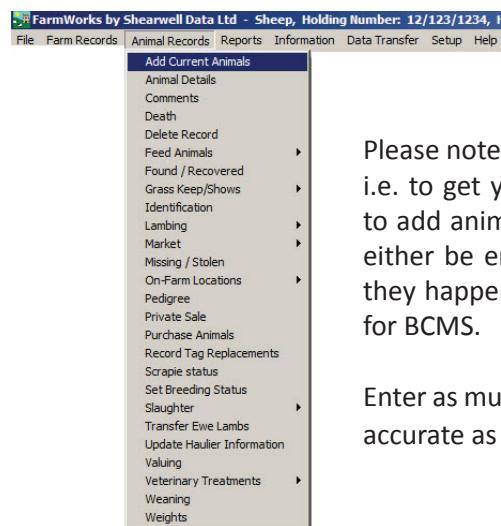
# Enter Your Animals

## Cattle

### Adding Current Animals

When you have finished setting up your basic farm records you can enter the details for the individual animals present on the farm at your chosen start date.

To access the required screen, choose **Animal Records>Add Current Animals**.



Please note that you must only use this screen when setting up your initial data, i.e. to get your current stock onto the program. You must not use this screen to add animals subsequently purchased or born into your stock - these should either be entered in the purchase screen or the lambing screen as and when they happen. This screen does not create passport or movement notifications for BCMS.

Enter as much information as you have on your animals to keep the herd book as accurate as possible. There are three ways to enter the basic animal details.

### Entering animal details using a Barcode Scanner

Plug the barcode scanner into a free USB port. This can be left plugged in even after the PC is turned off. There are two barcodes on the passport: -

1. A large one at the top of the passport – this holds just the herd number and the tag number
2. And a thin one at the bottom of the passport – this one holds the animal information

When you enter this screen, the cursor will be flashing in the barcode scan box. Scan the thin barcode at the bottom of the passport. The following information will be populated: - Tag number, DOB, sex, and breed.

The passport only stores the animal sex as either male or female and FarmWorks requires one of the following – heifer, steer, bull or cow to be completed. The sex line on the screen will now be highlighted. You can fill this by either typing in H for heifer, B for bull etc, or using the drop down list to select the sex.

### Manually entering the information

- The Herd Id field must be entered exactly as it appears on the animal's official documentation (i.e. Passport in the UK), including the 'UK' prefix if relevant.
- For UK tags the check digit and any leading zeros should not be entered; for example if the tag number is 700012 just enter the trailing '12' and the program will enter the check digit and leading zeros as necessary.
- For older animals with alpha numeric herd numbers the program will pad the zeros. For example were the tag number is UKAB1234 00012, type in UKAB1234 and the 12.
- If the registration certificates (some older cattle) shows a date of 11/11/1111 you should use your best estimate, although for UK users we would recommend the CTS document/passport is returned to BCMS so that the CTS and FarmWorks records are the same.



# Enter Your Animals

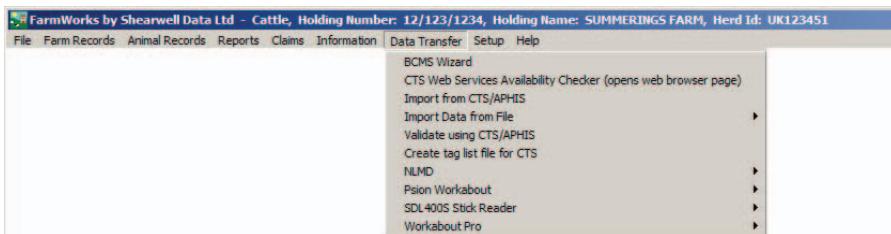
To use any of the CTS transfer options you will need your CTS Webservices user ID and password. This is not the same as the Government gateway username and password that you would use for the CTS website (CTS Online).

To get the appropriate details contact BCMS on their general enquiry line and ask them very specifically for your holding's CTS Webservices user ID and password and for them to ensure that it is still active. (BCMS tel: 0845 050 1234).

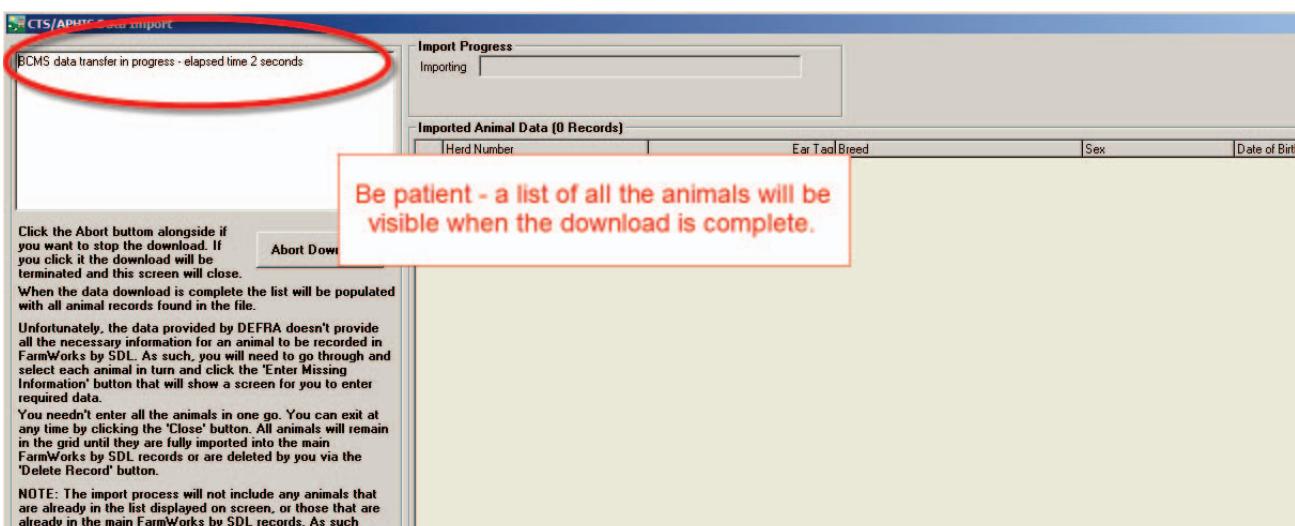
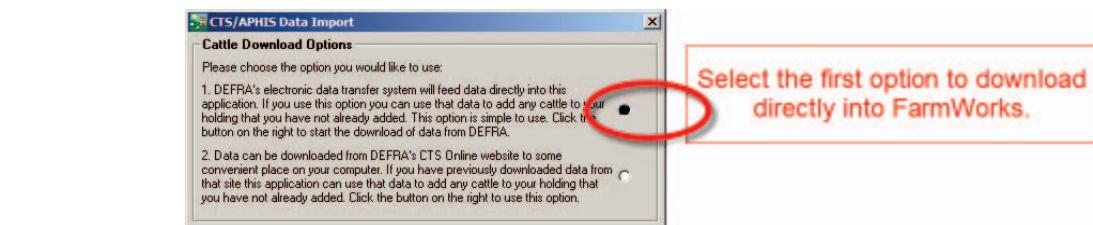
## Downloading Data from CTS (Cattle Tracing System)

### Automated Method (Recommended)

- This will import animal records that CTS have listed as being on your holding as of 24 hours ago (their system updates overnight) and is probably the fastest and most accurate way of loading your current stock onto the program.



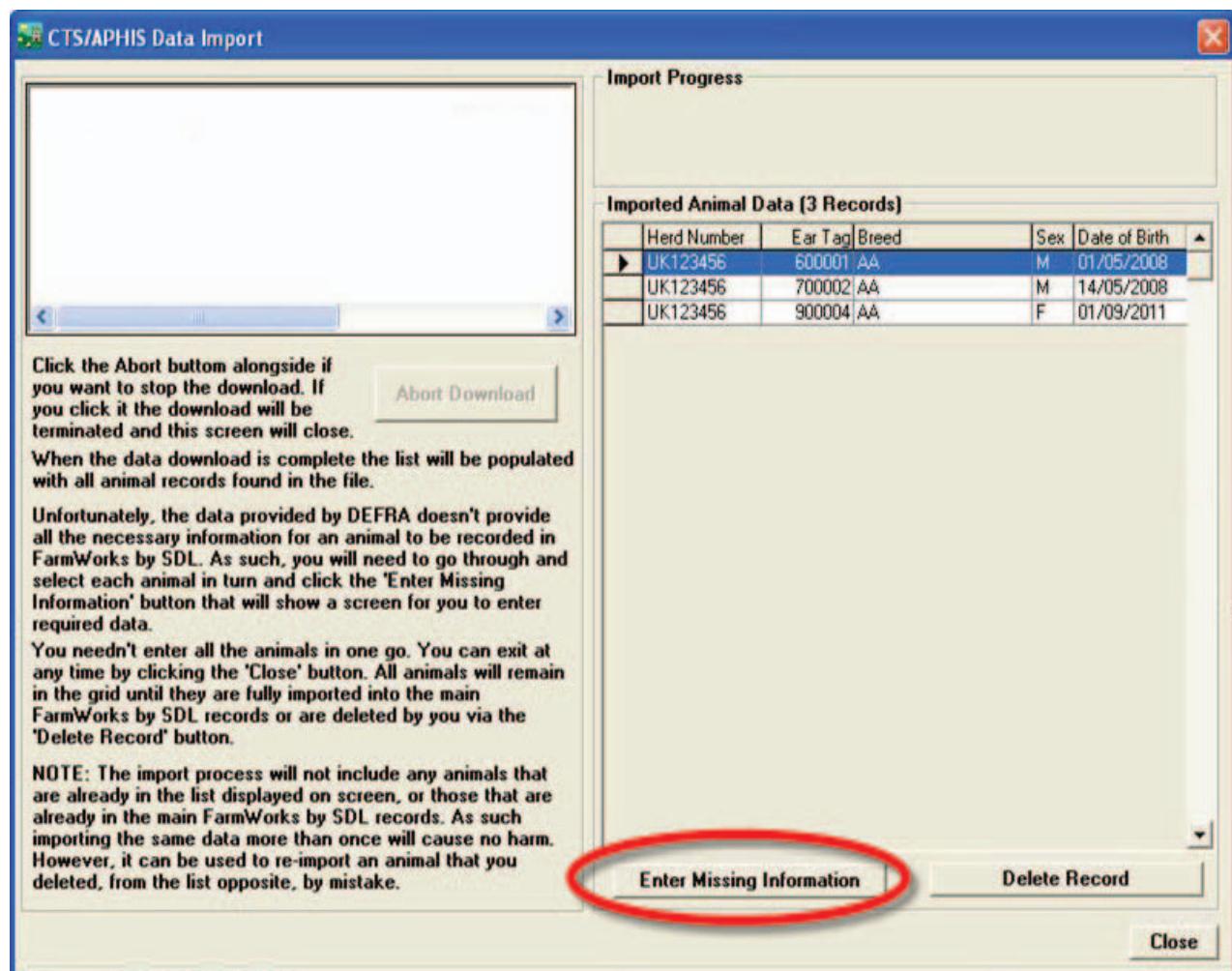
- Go to **Data Transfer > Import from CTS/APHIS**. Choose the first option and you will be prompted for your CTS Webservices user ID and password. Enter them here, click **Save** and they will be retained for future use.
- The program will then automatically connect to CTS and download your animal information.





## Enter Your Animals

- The CTS import does not contain sufficient information for your records, so you will have to supply the missing detail.
- Select one animal in the list by highlighting the line and click the **Enter Missing Information** button. A screen will be displayed (the **Add Current Animals** screen) where you can enter the missing information and save it or exit it without saving.
- If you save the information the animal will have been added to your records and removed from the list of animals waiting to be added.
- Click the **Close** button to exit the screen. You do not need to process all the animals in the list in one session and you can return to this screen at any time. If you do return to this function at a later date and re-import the animals from CTS, animals you have already added will not re-appear – i.e. the program prevents you from being able to add duplicates.



### Import from file (Cattle and Sheep)

You can use this feature to import animals from a 'csv' file. All 'csv' stands for is 'comma separated variable', which in normal English just means that each bit of data, e.g. tag number, breed, sex, date of birth, etc. has a comma between it. This however does require a certain amount of familiarity with file layouts and perhaps Excel spreadsheets – there are comprehensive instructions within the function itself, but they must be adhered to absolutely.



# Enter Your Animals

## Entering Additional Information when initially Adding Animals

Whichever method is chosen to enter the animal information, the following details will also need to be completed before the record is saved.

1. Select either **On-Farm Birth** or **Purchase**
2. If purchase is selected you will be prompted to enter purchase information
3. Select whether the animal was bought from another holding or at a market. If the market or holding has already been entered, it will be in the drop down menu. If it is a new holding or market, click on **Add New Holding / Market**. This will take you to the relevant screen where you will be able to enter and save the details.
4. Animals can also be entered into a management group and / or on-farm location from this screen. The group will appear in the drop down list if already entered, if not click on the relevant **Add** button and create the new group or on-farm location as detailed earlier.
5. When all the known information is added, click on **OK/Save**.

**Animal Details**

Barcode Scan

Origin:  On-Farm Birth  Purchase

Dam: UK123456 600111 Sire: UK123456 600111

Warn if dam or sire not entered?

For hints, tips and general help on the entry of cattle tags please click here

**Purchase Details**

From Market  From Holding  Add New Holding

Place Purchased From: Burton Farm

Name Purchased From: R S WEBBER

Date of Purchase: 11/04/2012

Purchase Price: 455

Service prior to purchase: Service date:  Bull  AI

Commission:  Inspection:  Other Costs:

Sire herd:  Sire tag:

Holding moved to: SUMMERINGS FARM

## Adding Animals and Maintaining Records after the Initial Set up is Complete

After completing the records for animals present from your chosen date, new animals should be added through the **Purchase animals**, **Calving** or **Lambing** screens. The other options under the **Animal Records** menu item can be used for additional maintenance of animal details.

Animal movements can be recorded by choosing, among others, the **Grass Keep** or **Market** menu items, recording their private sale, sending them to slaughter and recording their death. It should be noted that sending animals to market or slaughter does not change the animals to be 'old stock' – as far as FarmWorks is concerned they are still under your ownership – it just records a movement to a new location for the animal. To move it to old stock you must actually record the slaughter of an animal through **Record Slaughter of Animals**, and likewise to sell an animal at market, **Record Sale of Animals At Market**.

Further options also exist to maintain animal details, for example recording Passports, Pedigree, or Veterinary Treatments administered to animals.



# Purchase Animals

## Purchasing Animals

1. From the menu bar select: **Animal Records > Purchase Animals**.
2. Enter the details of the animal. Use the dropdown boxes to select breed and sex.
3. Use the drop down box to select where the animal was purchased from, or you can **Add New Market / Add New Holding** by clicking on the appropriate button.
4. Fill in the purchase details. **Purchase Price** plus **Other Costs** will be combined into a Gross Price when you create a Purchase report.
5. Animals can be put straight into a management group or location at this point.
6. Click **OK/Save** to record the purchase.

- Some information will remain on the screen to avoid typing in duplicate information if the animals purchased are from the same vendor and on the same date. These lines will remain populated until the screen is either exited or the data changed.

- If you do not wish for a warning asking you to add dam and sire details to appear, un-tick the box.
- If the animal is female and has been put to ram prior to purchase, enter the details here.
- To exit the screen click **Cancel/Exit**.

**Purchase Record**

**Animal Details**

Flock number: UK4631212  
Tag Number: 20045  Use zero padded eartags  
Management Tag:   
Name:   
Sex: Ewe lamb   
Breed: Dalesbred   
Date of Birth: 11/04/2012   
Weight (Kilos):   
Breeding stock:   
Dam's Full Ear Tag:    
Sire's Full Ear Tag:    
Mgt Group:

**Purchase Details**

From Market  From Holding  Add New Market  
Place Purchased From: Exeter Livestock Centre  
Name Purchased From: Jim Buffet  
Date of Purchase: 25/08/2012  Service prior to purchase  
Service date: 12/08/2012  Ram  AI  
Purchase Price: 150  Sire flock:   
Other Costs:  Sire tag:   
Holding moved to: SUMMERINGS FARM   
On-farm Location: Isolation Unit

OK/Save  Cancel/Exit

**Purchase Record**

**Animal Details**

Barcode:   
Herd Number: UK234167 For hints, tips and general help on the entry of cattle tags please click here  
Tag Number: 420043  
Management Tag:   
Sex: Cow   
Breed: Simmental   
Colour: Red and White   
Name:   
Date of Birth: 05/06/2009   
Weight (Kilos):   
Blood Test Date:   
Dam's full ear tag:   Warn if dam or sire not entered?  
Sire's full ear tag:   
Breeding:   Add New Mgt Group  
Mgt Group:

**Purchase Details**

Purchased from: Market  Holding   
Place Purchased From: Hallworthy Market  Add New Market  
Name Purchased From: Rhett  
Date of Purchase: 30/06/2012  Service prior to purchase  
Service date: 18/06/2012  Bull  AI  
Purchase Price: 1250  Sire herd:   
Commission:   
Inspection:   
Other Costs:   
Holding moved to: SUMMERINGS FARM

Untick this box to remove the warning.

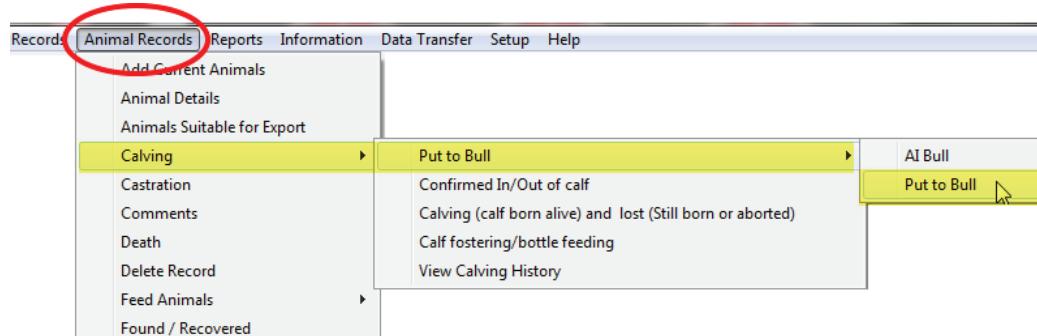


# Breeding

## Service for Cattle

If a service is recorded then the sire will automatically appear in the calves' data when the birth is recorded. Having known sires allows you to compare the offspring of different bulls.

1. Before you can record service make sure all your breeding bulls are entered into FarmWorks on the computer. Go to **Animal Records > Animal Details** and filter to find all your bulls.
2. Check each bull's details. Make sure the box is ticked to designate the animal as breeding stock.
3. To record a service go to **Animal Records > Calving > Put to Bull > On-farm Bull**. If you are recording an artificial insemination then use **Animal Records > Calving > Put to Bull > AI Bull**.



4. Select the date of service.
5. Select from the cows from the grid that were available that date.
6. Select the bull from the bottom grid. Click **OK/Save**.

**Served by Bull**

Service Date: 02/04/2015

**Select Cows / Heifers to be Served**

Number of animals selected in grid: 11 out of 11 The grid is currently filtered by Breeding status

Type	Herd No.	Ear Tag	Mgt Tag	Breed	Sex	Date of Birth	Age
<input type="checkbox"/> Cows	UK124966	400224		Belgian Blue X	Cow	09/09/2004	4064d
<input type="checkbox"/> Heifers	UK181322	300977		Belgian Blue X	Cow	05/12/2007	2882d
<input checked="" type="checkbox"/> Breeding	UK181322	501063		Belgian Blue X	Cow	17/09/2008	2595d
<input type="checkbox"/> Non-Breeding	UK181322	601071		Belgian Blue X	Cow	17/10/2008	2565d
	UK181322	601099		Belgian Blue X	Cow	12/12/2008	2509d
	UK181333	700625		Belgian Blue X	Cow	24/08/2005	3715d
	UK181343	101724		Belgian Blue X	Cow	03/07/2009	2306d
	UK181343	301964		Belgian Blue X	Cow	14/07/2010	1930d
	UK181343	501980		Belgian Blue X	Cow	26/07/2010	1918d
	UK181343	401993		Belgian Blue X	Cow	26/08/2010	1887d
	UK182328	200475		Limousin X	Cow	10/06/2009	2329d

Filter by: Mgt Group:  Select all  Breed  Select all  Location  Select all  Birth  Select all  Year  Select all

**Select the Bull to Serve**

Number of animals selected in grid: 1 out of 4 The grid is currently filtered by Breeding status

Type	Herd No.	Ear Tag	Mgt Tag	Breed	Sex	Date of Birth	Age
<input checked="" type="checkbox"/> Breeding	UK187577	500035		Devon	Bull	27/03/2010	2039d
<input type="checkbox"/> Non-Breeding	UK187563	400062		Aberdeen Angus	Bull	12/01/2011	1748d
	UK187563	700044		Simmental	Bull	20/02/2012	1344d
	UK185325	500214		Simmental	Bull	12/02/2010	2082d

Filter by: Mgt Group:  Select all  Breed  Select all  Location  Select all  Birth  Select all  Year  Select all

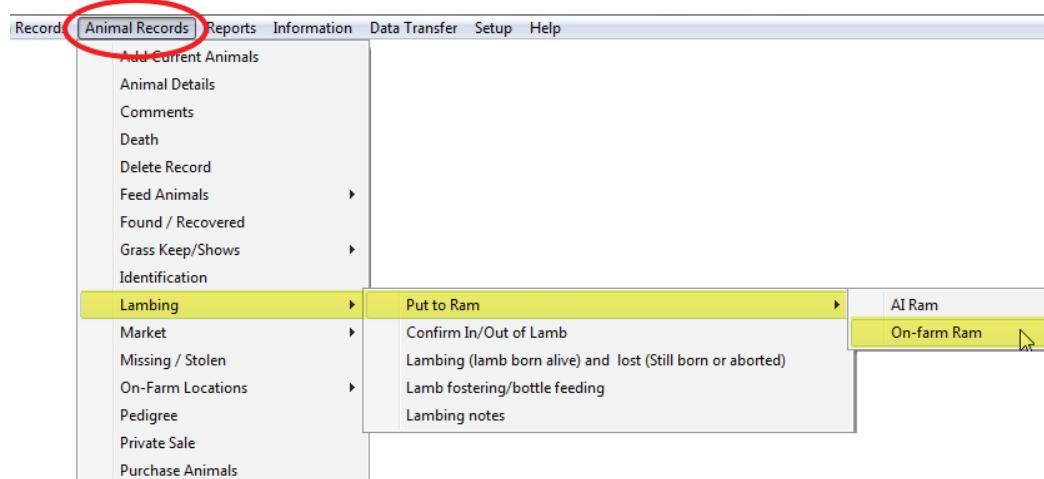


# Breeding

## Tupping for Sheep

If tupping is recorded then the sire will automatically appear in the lambs' data when the birth is recorded. Having known sires allows you to compare the offspring of different rams.

1. Before you can record breeding make sure all your rams are entered into FarmWorks on the computer. Go to **Animal Records > Animal Details** and filter to find all your rams.
2. Check each ram's details. Make sure the box is ticked to designate the animal as breeding stock.
3. To record breeding in FarmWorks go to **Animal Records > Lambing > Put to Ram > On-farm Ram**. If you are recording artificially insemination then use **Animal Records > Lambing > Put to Ram > AI Ram**.



4. Select the tupping date.
5. Select from the ewes from the grid that were available that date.
6. Select the ram from the bottom grid. Click **OK/Save**.

Flock No.	Ear Tag	Mgt Tag	Breed	Sex	Date of Birth	Age
UK010099	00249		North of England Mule	Ewe	01/04/2011	1669d
UK0101099	01936		North of England Mule	Ewe	01/04/2012	1303d
UK0101099	01950		North of England Mule	Ewe	01/04/2012	1303d
UK0101926	01924		North of England Mule	Ewe	01/04/2012	1303d
UK0101926	01926		North of England Mule	Ewe	01/04/2012	1303d
UK0101926	01927		North of England Mule	Ewe	01/04/2012	1303d
UK0101926	01930		North of England Mule	Ewe	01/04/2012	1303d
UK0101926	01938		North of England Mule	Ewe	01/04/2012	1303d
UK0101926	01951		North of England Mule	Ewe	01/04/2012	1303d
UK0101926	01957		North of England Mule	Ewe	01/04/2012	1303d
UK0104511	00395		North of England Mule	Ewe	01/03/2010	2065d
UK0104527	00372		North of England Mule	Ewe	01/03/2010	2065d

Flock Number	Ear Tag	Management Tag	Breed
UK0125201		00437	Bellex
UK0127288		00107	Texel
UK0180919		00920	Earshaw Vanguard
UK0182792		02721	Uncle Rodders
UK0183463		00290	Texel
UK0185650		02985	James
UK0185650		04112	Bellex X



# Assisted Reproduction

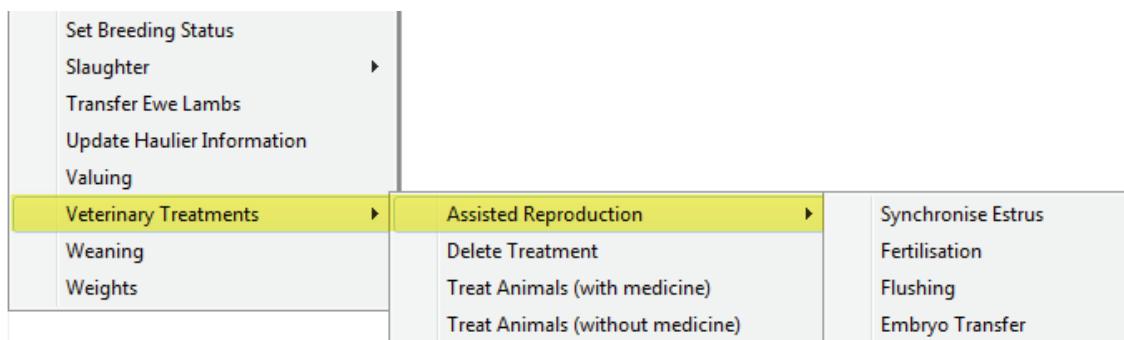
## Assisted Reproduction in Sheep

The Assisted Reproduction feature is comprised of estrus synchronization, fertilization of donor ewes for the purpose of producing embryos, flushing of donor ewes to retrieve embryos, and the surgical implantation of embryos into recipient ewes.

Embryo transfer in FarmWorks is recorded in two parts - the veterinary procedures for producing embryos from donor ewes, and the insertion of embryos into recipient ewes that results in pregnancy. There is no requirement to record all of the procedures in order to record an ET breeding, and no requirement to record an ET breeding if you wish to simply enter a genetic dam into a pedigree that differs from the 'birth dam'.

### Synchronize estrus

1. Go to **Animal Records > Veterinary Treatments > Assisted Reproduction > Synchronize Estrus.**



2. Click **Insert pessary**. Select an insertion date.
3. Select a single ewe or multiple ewes to receive a pessary. Click **Save**.
4. The number of days to leave the pessary can be adjusted below the grid. The removal date for the number of days selected is displayed.

The screenshot shows the 'Reproduction - Pessary insertion/removal' screen. At the top, there are buttons for 'Insert pessary' (radio button selected) and 'Remove pessary'. Below this, a message says 'Number of animals selected in grid: 0 out of 1093'. A table grid shows animal details: Flock No. (UK010099, UK0101099, UK0101099, UK0101099) and Ear Tag (00249, 01936). A 'Synchronise Estrus (Insert Pessary)' dialog box is open, showing 'Days to removal? 12' and 'Remove pessary on 07/11/2015'.

### For pessary removal

1. Go to **Animal Records > Veterinary Treatments > Assisted Reproduction > Synchronize Estrus.**
2. Click on **Remove pessary**. Select a date.
3. Select a single ewe or multiple ewes for pessary removal.
4. Record a dose of PMSG that each ewe received. Click **Save**.

The screenshot shows the 'Synchronise Estrus (Remove Pessary)' dialog box. It contains a message: 'Select all the animals for pessary removal with the same PMSG Dose, enter the PMSG dose then click one of the 'Save' buttons'. A text input field shows 'PMSG Dose 250 IU'.



## Assisted Reproduction

### Fertilization

Donor ewes are fertilized by a natural or AI breeding.

1. Go to **Animal Records > Veterinary Treatments > Assisted Reproduction > Fertilisation**.
2. Select a date. Select natural or AI breeding.
3. Select the donor ewes to be fertilised.
4. Select the ram to sire the embryos.
5. Click **Save**.

The screenshot shows a grid of donor ewes and a list of rams. The 'Breeding' dropdown in the sire details section is highlighted with a red circle.

Flock No.	Ear Tag	Mgt Tag	Breed
UK0125201	00161	Currie	Texel
UK0125201	00437	R002	Belte
UK0125201	00461	R026	Belte
UK0126251	00474		Suffolk
UK0127288	00107	Stonebridge	Texel
UK0130100	00005		Suffolk
UK0130100	00020	Farnham Vanguard	Texel

### Flushing

Fertilised ewes are flushed to retrieve the embryos for freezing or transfer.

1. Go to **Animal Records > Veterinary Treatments > Assisted Reproduction > Flushing**.
2. Select a date.
3. Select one donor ewe.
4. Fill in the number of viable embryos and number of discarded embryos.
5. Click **Save**.

The screenshot shows a form for entering embryo counts. The 'Viable' field contains '8' and the 'Discarded' field contains '2'.

Viable	Discarded
8	2

### Reproduction Report in Sheep

1. Go to **Reports > Sheep > Reproduction**.
2. Any ewe with a record of synchronization, fertilization or flushing can be selected from the grid.
3. Use the filters and date ranges to refine the report.

Note: Embryo transfer is reported separately from Assisted Reproduction.

Go to **Reports > Sheep > Embryo Transfer Breeding**.



## Embryo Transfer

Embryo transfer is the surgical transplant of embryos from a donor ewe into a recipient ewe with a resulting pregnancy and birth of full-term lambs. Thus the donor ewe is referred to as the 'genetic dam' of any lambs born, and the recipient ewe is referred to as the 'birth dam'.

It is not necessary to have recorded synchronization, fertilization and flushing in order to record an embryo transfer breeding.

1. Go to **Animal Records > Veterinary Treatments > Assisted Reproduction > Embryo Transfer**.
2. Select a date.
3. From the top grid select up to 8 recipient ewes to receive embryos. Their tag numbers appear at the bottom of the screen
4. Select a donor ewe to contribute embryos; select a ram to sire the embryos.
5. The default number of embryos is 2 per recipient but you can change that to a maximum of 4. Select either fresh or frozen embryos. Click **Save**.

A recipient dam will be considered "put to ram" when an ET breeding is recorded against her. Scanning results and projected lambing dates will be calculated from the date of embryo transfer.

Offspring born from embryo transfer should be recorded through **Animal Records > Lambing** in FarmWorks on the PC, not on the stock recorder, in order to have the correct genetic dam and sire assigned to the lambs.

UK0103298	02096	North of England Mule	Ewe	01/04/2011
UK0103593	01834	North of England Mule	Ewe	01/04/2012
UK0103593	01836	North of England Mule	Ewe	01/04/2012
UK0103593	02023	North of England Mule	Ewe	01/04/2012
UK0103634	01596			
UK0103639	03758			
UK0103639	03796			
UK0103739	03396			
UK0104495	00903			
UK0104495	00909			
UK0104511	00390			
UK0104511	00395	North of England Mule	Ewe	01/03/2010
UK0104527	00372	North of England Mule	Ewe	01/03/2010
UK0104537	01953	North of England Mule	Ewe	01/04/2011

**Select recipient ewes from the top grid. Their tag numbers appear at the bottom.**

Select the donor dam and sire from the grid below or fill in the details directly

Number of animals selected in grid: 1 out of 121 The grid is currently filtered by Breeding status and Breed

Type	Flock No.	Ear Tag	Mgt Tag	Breed	Sex	Date of Birth
<input type="checkbox"/> Rams	UK0185650	02154	Suffolk	Ram		21/02/2012
<input type="checkbox"/> Ewes	UK0126251	00474	Suffolk	Ram		01/03/2011
<input type="checkbox"/> Ewe Lambs	UK0185650	02881	Suffolk	Ram		21/01/2013
<input checked="" type="checkbox"/> Breeding	UK0185650	02898	Suffolk	Ram		23/01/2013
<input type="checkbox"/> Non-Breeding	UK0185650	02899	Suffolk	Ram		23/01/2013
	UK0185650	02895	Suffolk	Ram		23/01/2013
	UK0185650	02909	Suffolk	Ram		24/01/2013
	UK0185650	02891	Suffolk	Ram		25/01/2013
	UK0185650	02907	Suffolk	Ram		27/01/2013
	UK0185650	03032	Suffolk	Ram		30/01/2013
	UK0185650	02993	Suffolk	Ram		27/01/2013
	UK0185650	02994	Suffolk	Ram		27/01/2013
	UK0185650	02997	Suffolk	Ram		27/01/2013
	UK0185650	03027	Suffolk	Ram		29/01/2013
	UK0185650	02328	Suffolk	Ewe		20/03/2012
	► UK0185650	02071	Suffolk	Ewe		09/02/2012
	UK0185650		Suffolk	Ewe		28/01/2014

**Donor dam and sire.**

Donor Dam	UK0185650	02071	Suffolk	Breed			
Donor Sire	UK0185650	02997	Suffolk				
UK0103639 02536 UK0103298 02096 UK0103593 01836 UK0103634 01596				Fresh <input type="radio"/> Frozen <input checked="" type="radio"/>			
Number of Embryos	2	Number of Embryos	2	Number of Embryos	2	Number of Embryos	2
UK0103639 03758	UK0103639 03796	Number of Embryos	2	Number of Embryos	2		

**Recipient ewes. The default is 2 embryos each.**



## Embryo Transfer

### Simple addition of ET dams for sheep and cattle

The birth dam of an animal is also considered to be its genetic dam, unless an ET donor dam is identified. An animal born as the result of embryo transfer can have its genetic dam entered manually under Animal Details, without recording the initial embryo transfer breeding.

1. Go to **Animal Records > Animal Details**.
2. Under dam and sire, type in the embryo transfer donor that is the genetic dam.
3. If an E.T. donor is recorded here, you will have the option in calving and lambing reports to view either the genetic dam or the birth dam.

Dam's Tag	UK147854	100105
Sire's Tag	UK152654	700072
Sire's Name		
Foster Dam		
E.T. Donor	UK147854	300016



## Births

### Recording lambing - live lamb

1. From the menu bar select: **Animal Records > Lambing > Lambing (lamb born alive) and lost (Still born or aborted)**. Note that you are also able to record when the animal is served and the scanning / pregnancy diagnosis results. For more details press F1 on the keyboard when in the relevant screen.
2. Select the date the animal lambed. A list of dams will be displayed. Select the dam from the list.
3. Your own herd number and the dam's tag information will automatically be shown. If an appropriate service record has been recorded then the sire's tag information will also be shown.
4. Enter the tag number of the lamb. Enter the name or management tag of the lamb (optional).
5. Use the dropdown menus to select the breed and sex of the lamb.
6. Select if the animal is to be used as breeding stock.
7. Enter the birth weight of the lamb (optional).
8. Select how easy lambing was if required from the drop down list (optional).
9. Enter any comment that you wish to make on the lambing and click on **Add comment**. This comment will then appear in the main details section for the dam.

Develop a scoring system to help you select breeding stock.

Add a comment to the ewe's record

### Recording lambing - dead lamb

1. If the lamb was stillborn/aborted or died before tagging select **Lamb Lost**.
2. Select a breed and sex of the lamb.
3. Select a **Death reason** from the list or add a new one.
4. Select the date of death.
5. Click on **OK/Save** to save changes.
6. Click on **Cancel/Exit** to exit the screen.

Lambing (lamb born alive)  Lamb lost (Still born or aborted)

Death reason

Still born

Death Date 01/11/2013

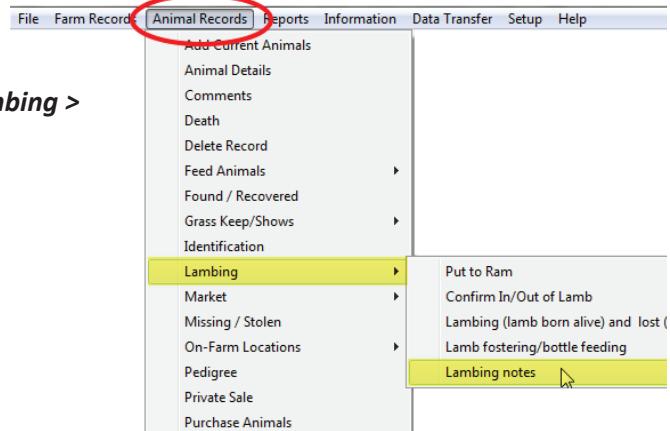


## Births

### Recording lambing - Lambing Notes

Use Lambing Notes to mark that a ewe has lambed but without adding the lambs into FarmWorks. Lambing Notes uses the Comments function to flag the ewe, the date, and the number of lambs born. When you are ready to tag the lambs you can see record the birth as usual.

1. From the menu bar select: **Animal Records > Lambing > Lambing Notes.**



2. Select a date and a ewe, or select multiple ewes that will have the same comment recorded on the same date.
3. Select a colour to mark the Importance (optional).
4. Add the number of lambs born per dam. This will be applied to each ewe selected.
5. Save and exit.

Enter the comment in the box below, record the number of lambs, the importance and whether to show on Stock Recorder or Mobile App.

Number of Lambs per Dam	3	Lamb(s) born					
<input type="checkbox"/> Show comment on Stock Recorder or Mobile App when tag read							
<table border="1"> <tr> <td>Importance</td> </tr> <tr> <td><input checked="" type="radio"/> High</td> </tr> <tr> <td><input type="radio"/> Medium</td> </tr> <tr> <td><input type="radio"/> Low</td> </tr> <tr> <td><input type="radio"/> None</td> </tr> </table>			Importance	<input checked="" type="radio"/> High	<input type="radio"/> Medium	<input type="radio"/> Low	<input type="radio"/> None
Importance							
<input checked="" type="radio"/> High							
<input type="radio"/> Medium							
<input type="radio"/> Low							
<input type="radio"/> None							
<input type="button" value="Save details and stay in this screen"/>		<input type="button" value="Save details and exit this screen"/>					
<input type="button" value="Delete selected note"/>							

### Remove a Lambing Note from a ewe's record

1. From the menu bar select: **Animal Records > Lambing > Lambing Notes.**
2. Select a date. Select the ewe on the grid.
3. Highlight the ewe on the bottom grid. Click on Delete selected note.
4. Exit the screen.

Flock No	Ear Tag	Lambs
UK0100999	00249	3
UK0185650	00049	1
► UK0185650	00853	2
UK0185650	00986	3
UK0185650	00988	3
UK0185650	06114	4

Edit the comment in the box below, record the number of lambs, the importance and whether to show on Stock Recorder or Mobile App.

Number of Lambs per Dam	2	Lamb(s) born					
<input type="checkbox"/> Show comment on Stock Recorder or Mobile App when tag read.							
<table border="1"> <tr> <td>Importance</td> </tr> <tr> <td><input checked="" type="radio"/> High</td> </tr> <tr> <td><input type="radio"/> Medium</td> </tr> <tr> <td><input type="radio"/> Low</td> </tr> <tr> <td><input type="radio"/> None</td> </tr> </table>			Importance	<input checked="" type="radio"/> High	<input type="radio"/> Medium	<input type="radio"/> Low	<input type="radio"/> None
Importance							
<input checked="" type="radio"/> High							
<input type="radio"/> Medium							
<input type="radio"/> Low							
<input type="radio"/> None							
<input type="button" value="Save details and stay in this screen"/>		<input type="button" value="Save details and exit this screen"/>					
<input type="button" value="Delete selected note"/>							



## Births

### Recording calving - live calf

1. From the menu bar select: **Animal Records > Calving > Calving (calf born alive) and lost (Still born or aborted).**
2. Select the date the animal calved. A list of dams will be displayed. Select the Dam from the list.
3. Your own herd number and the dam's tag information will automatically be shown. If an appropriate service record has been recorded then the sire's tag information will also be shown.
4. Enter the tag number of the calf. Enter the name or management tag of the calf (optional).
5. Use the dropdown menus to select the breed and sex of the calf.
6. Enter the birth weight and calving difficulty from the drop down list (optional).
7. Enter any comment that you wish to make on the calving and click on **Add comment**. This comment will then appear in the main details section for the dam.
8. Click **View Calving History** to get a report on the dam's production.

Bulls  
 Cows  
 Heifers  
 Breeding  
 Non-Breeding  
  
 Tag Search  
  
 By Mgt Tag

UK123451	506253
UK123451	406798
UK123456	300003
UK123456	500005
UK123456	700007
UK123456	300010
UK123456	200016
UK123456	400018
UK123456	600104 34
UK123456	700105
UK123456	400109 131
UK123456	600111
UK123456	400151
► UK123456	500159
UK123458	200097
UK223223	700643 643
UK345345	400654
UK382985	300081
UK382985	400082
UK383061	400164
UK383061	600166

Filter by: Mgt Group  Select all Breed  Select all

Calving (Calf born alive)  Calf lost (Still born)

Animal Id: UK123451 101279 Dam's Tag: UK123456 500159 Sire's Tag: Name: Man Tag: Breed: Simmental

Comments about births for the Dam Date: 30/06/2012 New Comment: Infected eye Add Comment

For hints, tips and general help on the entry of cattle tags please click here

Colour: Black and White Sex: Heifer Weight: kgs

Breeding stock:  Calf at birth:  Died before tagging:  Ease of birth: 1

Calving difficulty:  Calf at birth:  Died before tagging:  Ease of birth: 1

Click here to see a calving report for this cow.

**Calving Report by Dam filtered by Breeding stock including calves bought at heel**

Owner: J SUMMERS Holding Number: 12/123/1234 Holding Name: SUMMERINGS FARM Date Printed: 30/06/2012

Dam Tag	Man.Tag	Date Of Birth	Sire Tag	Calf Tag	Calf Sex	Days Gestation	Birth Weight
UK123456 500159		01/04/2011	Unknown	UK123451 105269	Bull	56.00	
		22/04/2010	UK123455	UK123451 500233	Heifer	50.00	
		22/04/2009	UK123455	UK123451 500212	Heifer	50.00	
		24/03/2008	400170	UK123455	Heifer	298	50.00
				400170			

End of Report

Total No Dams: 1 Total No Calves: 4  
 Longest Gestation: 298 Shortest Gestation: 298 Average Gestation: 298  
 Heaviest: 56.00 Lightest: 50.00 Average weight: 51.50

**View Calving History** **Animal Event Test**

OK/Save  Cancel/Exit

### Recording calving - dead calf

1. If the calf was stillborn/aborted or died before tagging select **Calf Lost**.
2. Select a sex and breed for the calf.
3. Select a **Death reason** from the list or add a new one.
4. Select the date of death.
5. Click on **OK/Save** to save changes.
6. Click on **Cancel/Exit** to exit the screen.

Calving (Calf born alive)  Calf lost (Still born or aborted)

Animal Id	Herd number	Ear Tag
UK123456	100001	
Sire's Tag		
Name		
Man Tag		
Breed	Maine Anjou	

For hints, tips and general help on the entry of cattle tags please click here

Calving difficulty: Mgt Group: Add New Mgt Group

**Calving Scores**

Dam	Mothering ability	Milk at birth
Calf	Vigour at Birth	Ease of birth

Death reason:  Aborted  Still born  Died before tagging  Other

Scour: Add Reason

Death Date: 01/11/2013



# Animal Movements Off the Farm

## Movements to Grass Keep, Market or Abattoir

- From the menu bar select: **Animal Records > Market > Send Animals to Market** or **Animal Records > Slaughter > Send to Slaughter** or **Animal Records >> Send to Grass Keep**.
- Enter the date the animals are being sent. The list of available animals will then be displayed.
- Select the market / holding or abattoir to which the animals are going using the drop down box. If it is a new market / holding or abattoir click on **Add New** .....
- Enter the lot number (optional – market only).
- To select animals to send to market, click on the left-hand side of the grid entry for the animal. The line will then be highlighted. To select more than one animal use one the methods of selection outlined on Pages 11/ 12. Only click **OK / Save** when you have selected all animals being moved or all animals in one lot (market only).
- Cattle can be selected using the barcode scanner. Click in the tag search box and scan the large barcode at the top of the passport. Keep on scanning the barcodes until all animals are highlighted in the grid. Only click **OK / Save** when you have selected all animals being moved or all animals in one lot (market only).
- The number selected will be shown above the grid. Click **OK/Save**.

**Send to Grasskeep or Showground**

Date Sent	01/07/2012	Add New Holding or Showground Details												
Holding Sent to Carlumb Farm Chidesters Dinhams Farm East Lydacott Fm Gare Farm Gill House <b>GUPWORTHY FARM</b> Higher Denzell Farm														
Type	<input type="checkbox"/> Ram <input checked="" type="checkbox"/> Wether <input type="checkbox"/> Ewe <input type="checkbox"/> Ewe Lamb <input type="checkbox"/> Breeding <input type="checkbox"/> Non-Breeding													
Tag Search	<input type="checkbox"/> By Mgt Tag <input type="checkbox"/> Select All													
In any animal movement screen, pick the date, select the destination (holding, market, abattoir) then select the animals from the grid and click OK/Save.														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>02136</td><td>Romney</td><td>Wether</td><td>30/01/2011</td></tr> <tr><td>02135</td><td>Romney</td><td>Wether</td><td>30/01/2011</td></tr> <tr><td>02136</td><td>Inverdale</td><td>Wether</td><td>30/01/2011</td></tr> </table>			02136	Romney	Wether	30/01/2011	02135	Romney	Wether	30/01/2011	02136	Inverdale	Wether	30/01/2011
02136	Romney	Wether	30/01/2011											
02135	Romney	Wether	30/01/2011											
02136	Inverdale	Wether	30/01/2011											

**Send Animals to Market**

Date Being Sent	30/06/2012	Market Name	Liskeard Market
Number of animals selected in grid: 7 out of 2315			
Type	Flock No.	Ear Tag	Mgt Tag
<input type="checkbox"/> Rams	UK0123456	02136	
<input type="checkbox"/> Wethers	UK0123456	02137	
<input type="checkbox"/> Ewes	UK0123456	02138	
<input type="checkbox"/> Ewe Lambs	UK0123456	02139	
<input type="checkbox"/> Breeding	UK0123456	02140	
<input type="checkbox"/> Non-Breeding	UK0123456	02141	
Tag Search	UK0123456	02142	
	UK0123456	02143	
	UK0123456	02144	
	UK0123456	02145	
	UK0123456	02146	
	UK0123456	02147	
	UK0123456	02148	
	UK0123456	02149	
	UK0123456	02150	
	UK0123456	02151	
	UK0123456	02152	
	UK0123456	02153	
	UK0123456	02154	
	UK0123456	02155	
	UK0123456	02156	
	UK0123456	02157	
	UK0123456	02158	
	UK0123456	02159	
	UK0123456	02160	
	UK0123456	02161	

- To see a Transport , FCI or AML1 Certificate, click the appropriate **View...**button.
- The Transport Certificate will then appear on the screen. To print this click on the printer symbol at the top left hand corner of the screen. To exit the Transport Certificate, click the X at the top right hand side of the screen.
- To exit the Send Animals to Market screen, click **Cancel/Exit**.

**Animal List for Movement from Holding Number 12/123/1234 To Be Attached to FCI Document**

Herd Id	Tag Number	Breed	Sex	Date of Birth
UK0123456	02136	Inverdale	Wether	30/01/2011
UK0123456	02145	Romney	Wether	30/01/2011
UK0123456	02147	Romney	Wether	30/01/2011
UK0123456	02148	Romney	Wether	30/01/2011
UK0123456	02152	Romney	Wether	30/01/2011
UK0123456	02154	Poll Dorset	Wether	30/01/2011
UK0123456	02156	Inverdale	Wether	30/01/2011

**ML1 Animal List**

7 animals moved from 12/123/1234 to 07/156/8000 on 30/06/2012				
Herd Id	Tag Number	Breed	Sex	Date of Birth
UK0123456	02136	Inverdale	Wether	30/01/2011
UK0123456	02145	Romney	Wether	30/01/2011
UK0123456	02147	Romney	Wether	30/01/2011
UK0123456	02148	Romney	Wether	30/01/2011
UK0123456	02152	Romney	Wether	30/01/2011
UK0123456	02154	Poll Dorset	Wether	30/01/2011
UK0123456	02156	Inverdale	Wether	30/01/2011

**Movement Document under the Sheep and Goats (Records, Identification and Movement) (England) Order 2009**

Please complete in BALLPOINT pen and press firmly but before doing so read the important notes overleaf.

1. Departure Location

Departure CPH 12 123 1234

Keeper's name and full postal address of holding of Departure

J SUMMERS, SUMMERINGS FARM, Wheddon Cross, Minehead, Somerset

Animals	Sheep/Goats	Number	Individual Identification or Flock/Herd Mark

43



# Animal Movements On the Farm

## Adding animals to an On Farm Location

You can access this screen from the **Farm Records>Farm Locations** screen or directly from **Animal Records > On-Farm Locations > Assign Animals to On-farm Location**.

Once you have set up the sub-locations on your farm, you can assign animals to them. To begin you must choose a date in the **Date of Move to Location** box. You can see a list of animals that are currently on the main holding but aren't assigned to an on-farm location by clicking **Click here to display animals not assigned to any specific on-farm location** in the locations tree on the left.

To assign an animal to an on-farm location

1. Click on the name of the sub-location you wish to move the animals to in the locations window. The words **Selected new location** and the sub-location name will appear on the right hand side to confirm your choice.
2. Select the animals to be moved to the location, by either using the Tag Search box, the grid filters or by using the Ctrl or Shift keys to select multiple animals. (See page 11 & 12)
3. Click **OK/Save**. The animals you selected will be added to the sub-location you chose.
4. The locations window will automatically update itself and display the animals at the sub-location you moved them to. You can view animals at any other sub-location by clicking the one you wish to see and choosing **Click here to display animals at...**
5. You can also shortcut to the De-assign Animals screen or the Adding / Amending On-Farm locations screen.

Number of animals selected in grid: 204 out of 204 The grid is currently filtered by Management Group

Type	Flock No.	Ear Tag	Mgt Tag	Breed	Sex	Date of Birth	Age
Rams	UK0123456	01478	Poll Dorset	Ewe lamb	28/10/2010		
Wethers	UK0123456	01479	Poll Dorset	Ewe lamb	28/10/2010		
Ewes	UK0123456	01480	Poll Dorset	Ewe lamb	28/10/2010		
Ewe Lambs	UK0123456	01485	Poll Dorset	Ewe lamb	31/10/2010		
Breeding	UK0123456	01486	Poll Dorset	Ewe lamb	31/10/2010		
Non-Breeding	UK0123456	01487	Poll Dorset	Ewe lamb	31/10/2010		
	UK0123456	01491	Poll Dorset	Ewe lamb	31/10/2010		
	UK0123456	01494	Poll Dorset	Ewe lamb	01/11/2010		
	UK0123456	01496	Poll Dorset	Ewe lamb	01/11/2010		
	UK0123456	01505	Poll Dorset	Ewe lamb	02/11/2010		
	UK0123456	01506	Poll Dorset	Ewe lamb	02/11/2010		
	UK0123456	01510	Poll Dorset	Ewe lamb	02/11/2010		
	UK0123456	01513	Poll Dorset	Ewe lamb	02/11/2010		
	UK0123456	01517	Poll Dorset	Ewe lamb	02/11/2010		
	UK0123456	01518	Poll Dorset	Ewe lamb	04/11/2010		
	UK0123456	01519	Poll Dorset	Ewe lamb			

Filter by: Mgt Group  Clear all  Breed  Select all

SUMMERINGS FARM - Data shown is as of 30/06/2012

- Click here to display animals not assigned to any specific onfarm location
- Isolation Unit - opened 09/06/2011
- Lambing Barn - opened 01/01/2011
- Stubble fields - opened 18/06/2011
- West pasture - opened 01/01/2012

To de-assign an animal from an on-farm location

1. Go to **Animal Records > On-Farm Locations > De-assign Animals from On-farm Location**
2. Select the animals to be de-assigned from any sub-location, by either using the Tag Search box, the grid filters or by using the Ctrl or Shift keys to select multiple animals. You can also select animals from the locations window, and this will automatically select them in the grid above.
3. Click **OK/Save**. The animals you selected will be de-assigned from all sub-locations on the date chosen.
4. The locations window will automatically update itself and display all unassigned animals at the main holding. You can view animals at any other sub-location by clicking the one you wish to see and choosing **Click here to display animals at...**
5. You can also shortcut to the **De-assign Animals** screen or the **On-Farm locations** screen.
6. To exit the screen click **Cancel/Exit**.



## Sell Animals

### Private Sale

This section refers to a private sale of animals from one farm to another.

1. From the menu bar select: **Animal Records > Private Sale**.
2. Select the date of sale. A list of available animals will be displayed.
3. To sell an animal, click on the left-hand side of the grid entry for the animal to be sold. This animal will then be highlighted. To sell more than one animal, hold the Ctrl key down and click on the animals to be sold, or use the tag search box. For large numbers of animals use the filters under the grid to narrow your search.
4. Select a holding from the drop down list or click **Add Holding**.
5. To record the sale without any sale details click **OK/Save**.
6. To record the sale with sale details enter the sale details. If there are sale deductions, **Total Commission** and **Total of other charges** will be divided by the number of **Animals in Sale**.
7. Tick the box **Create export file** to create a file that another FarmWorks user can import into their FarmWorks data. Save the file on your PC, then make a copy for the purchaser.
8. To complete the sale click **OK/Save**. To exit the screen click **Cancel/Exit**.

### Selling animals at market

Selling animals at a market is a two step process. The animal movement must be recorded first, then the actual sale details can be entered after the sale has taken place. To learn how to record a movement of animals to market - see page 34.

1. From the menu bar select: **Animal records > Market > Send Animals to Market**. Select the date, the animals you wish to send and the market to send them to. Click **OK/Save**.
2. Record the off-farm movement through.
3. Record the sale: **Animal Records > Market > Record Sale of Animals at market**.
4. Select the date of sale. A list of available animals will be displayed.
5. To complete the sale but not enter any sale details highlight the animals and click **OK/Save**. This will remove the animals from your inventory, marked as sold.
6. To record sale details, click on the left-hand side of the grid entry for the animal to be sold. This animal will then be highlighted.
7. To sell more than one animal, hold the Ctrl key down and click on the animals that are going to be sold, or use the tag search box. For large numbers of animals use the filters under the grid to narrow your search.
8. Select a holding from the drop down list or click **Add Holding**.
9. Enter the sale details. Total is the individual price multiplied by the number of animals on the sheet. Deductions will be divided by the number of animals on the sheet. (The Sales Report will show both the gross and net price received for each animal.)
10. To record the sale click **OK/Save**.
11. To exit the screen click **Cancel/Exit**.

**Record Sale of Sheep at Market**

Number of animals selected in grid: 2 out of 4					
Type	Flock No.	Ear Tag	Sex	Breed	Market Sent To
Rams	UK0123456	01344	Wether	Zwartbles	Cullsville Market
Wethers	UK0123456	01351	Ewe lamb	Zwartbles	Cullsville Market
Ewes	UK0123456	01374	Wether	Zwartbles	Marble Market
Ewe Lambs	UK0123456	01392	Ewe lamb	Zwartbles	Marble Market
Breeding					
Non-Breeding					

**Filter by:** Mgt Group  Select all Breed  Select all Market  Select all  
Date Sent  Select all Lot No  Select all

**Sale Details**  
Purchaser: RJ Gibson  
Individual Price: 96.5 Total: 193.00  
Average Weight: 51.8 Grade:   
Sale Deductions  
Number of Animals on Sheet: 2 Total Commission: 6.40 Total of other charges: 3.30

**Total** is the individual price multiplied by the number of animals in the lot.

details that are on screen when you Save will be recorded for each animal that has been selected.

Total commission and other charges will be divided by the number of animals in the lot. The Purchase Report will show the gross price and the net price received per animal.



# Sell Animals for Slaughter

Selling animals to an abattoir is a two-step process. The animal movement must be recorded first, then the actual sale and carcass details are entered after the slaughter has taken place.

1. From the menu bar select: **Animal Records > Slaughter > Send to Slaughter**. Select the date, the animals you wish to send and the abattoir to send them to. Click **OK/save**.
2. From the menu bar select: **Animal Records > Slaughter > Record Slaughter of Animals**.
3. Select the date of slaughter. A list of available animals will be displayed.
4. To complete the sale but not enter any slaughter details highlight the animals and click **OK/Save**. This will remove the animals from your inventory, marked as slaughtered.
5. To record slaughter details for an individual animal, click to the left of the tag on the grid to highlight it. Its last recorded weight will appear in the **Live Weight** field (or you can enter a different live weight) and you can enter its dead weight, sale price and fat grade (optional).
6. To sell more than one animal, hold the Ctrl key down and click on the animals that are going to be sold, or use the tag search box. For large numbers of animals use the filters under the grid to narrow your search.
7. Creating a Kill Sheet for large groups of slaughter animals can speed data entry by applying the same standard deductions (levy, commission, VAT, etc) to each animal.
8. To record slaughter details against multiple animals, select the animals on the grid then enter the average live weight, dead weight, price and fat grade.
9. To record the sale click **OK/Save**.
10. To exit the screen click **Cancel/Exit**.

**Record Animal Slaughter**

Date of Slaughter 01/07/2012

Number of animals selected in grid: 1 out of 9

Type	Flock No.	Ear Tag	Mgt Tag	Breed	Sex	Date of Birth	Age	Date Sent	Abattoir
Rams	UK0123456	02136		Inverdale	Wether	30/01/2011	518d	29/06/2012	Welsh Country Foods
Wethers	UK0123456	02145		Romney	Wether	30/01/2011	518d	29/06/2012	Welsh Country Foods
Ewes	UK0123456	02147		Romney	Wether	30/01/2011	518d	29/06/2012	Welsh Country Foods
Ewe Lambs	UK0123456	02148		Romney	Wether	30/01/2011	518d	29/06/2012	Welsh Country Foods
Breeding	UK0123456	02152		Romney	Wether	30/01/2011	518d	29/06/2012	Welsh Country Foods
Non-Breeding	UK0123456	02154		Poll Dorset	Wether	30/01/2011	518d	29/06/2012	Welsh Country Foods
	UK0123456	02156		Inverdale	Wether	01/02/2011	516d	29/06/2012	Welsh Country Foods
	UK0123456	02159		Suffolk X	Wether	01/02/2011	516d	29/06/2012	Welsh Country Foods
	UK0123456	02160		Suffolk X	Wether	01/02/2011	516d	29/06/2012	Welsh Country Foods

Tag Search  By Mgt Tag  Select All

Filter by: Mgt Group  Select all Breed  Birth Year  Select all

**Select either an individual sheep and enter its details, or select multiple animals and enter the group average price, dead weight and grade against all of them.**

**Slaughter Details**

**Edit/Add Kill Sheet**

Kill Sheet Number	LPV120701
Abattoir / Purchaser	Welsh Country Foods
Live Weight	76
Dead Weight	31
Price	112
Fat Grade	E2

The Live Weight will be filled in as the last known weight of the animal or you can type in a different weight.

You have selected one animal in the grid. If you wish to save any individual details that you are entering for this animal's

**OK/Save** **Cancel/Exit**

**Kill Sheet Details**

To add a new Kill Sheet just enter a new number in the box below and then enter the rest of the details. To edit a current Kill Sheet select it from the drop down list and then change the details. Pressing OK/Save when finished.

Kill Sheet Number	LPV120701
Abattoir / Purchaser	Chitty Food Group
Slaughter Date	01/07/2012
No of Animals on Sheet	8
Commission	
Levies	
Inspection	
Other Charges	
VAT	

**OK/Save** **Cancel/Exit**

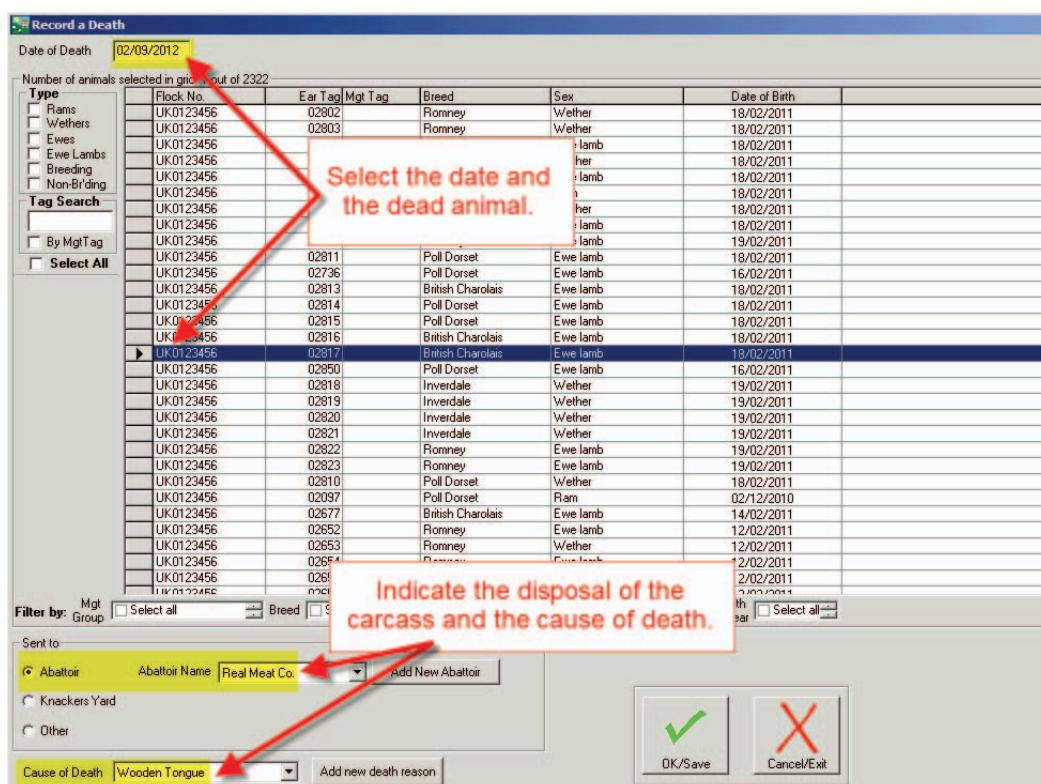
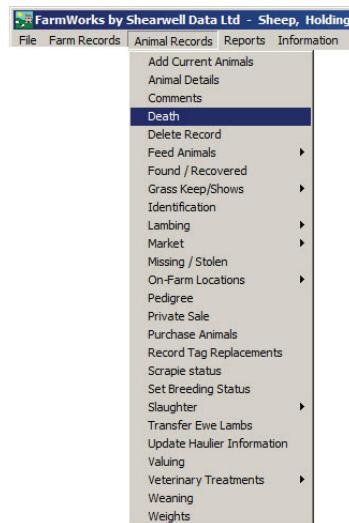


## Deaths

## Deaths

A cause of death must be included when recording a dead animal. You can enter your own causes of death or download a list of death reasons from the NLMD in **Farm Records> Death Reasons** (see instructions page 20).

1. From the menu bar select: ***Animal Records > Death***.
2. Select the date of death. A list of eligible animals will be displayed.
3. Click on the left-hand side of the animal that has died.
4. To search for an individual animal, enter the tag number, or the management number in the ***Search for Tag*** box and press the return key on the keyboard. This line will then be highlighted.
5. Select where the animal has gone: ***Abattoir, Knackers Yard or Other***.
6. If you selected ***Abattoir***, use the dropdown menu to select which abattoir.
7. You can click ***Add Abattoir*** to enter the details of a new abattoir.
8. If you chose ***Knackers Yard or Other*** you will need to enter details of either ***Name*** and ***Kill Reference Number*** or location.
9. Click ***OK/Save*** to record the death.
10. To exit the screen click ***Cancel/Exit***.





# Medical Treatments

## Treatments

- From the menu bar select **Animal Records > Veterinary Treatments > Treat Animals (with medicine) or Treat Animals (without medicine)**.
- Select the treatment **Start Date**. A list of available animals will be displayed. Select the treatment **End Date**. This may be the same if a one off treatment.
- Select the ailment in **Problem being treated** from the drop down list or add a new one. You can also enter your own ailments or download a list of ailments from the NLMD in **Farm Records > Ailments** (see instructions page 20)
- Select one animal or many. The line(s) will then be highlighted and the number of animals selected displayed above the grid.
- If treating with medicine, select the medicine by clicking the left-hand side of the grid on the medicine that has been administered.
- Enter the amount of drug administered. This is per animal for the whole course of treatment.  
*Note: If you are treating an animal with a "part unit" of treatment (e.g. 1/3 tube) then enter 1/3 for the amount as this will enable the program to calculate a much more exact total quantity for all animals treated (i.e. do NOT use 0.33 instead of 1/3). If you are using, for example, 1 and 1/3 sachets per animal then enter the amount as 1 + 1/3 or 4/3.*
- Enter the name of the person who has administered the drug.
- Click **OK/Save** to record the treatment. A message indicating that the treatment has been recorded will be displayed. Click **OK** to clear the message from the screen.  
*Note: Once the treatment has been recorded, this screen will continue to display the animals you selected and the medicine selected. This is so that you can either treat the same animals with another medicine without having to reselect them or another group of animals with the same medicine without having to reselect it. If you are going to record another treatment before exiting the treatment screen then ensure you deselect the animals or the medicine as necessary. You can do this by clicking Clear data input which will clear everything except the treatment start date or by selecting the first of the new group of animals or by selecting another medicine as appropriate.*
- If there is insufficient medicine in the grid, click on **Purchase More Medicines** to buy more medicines. (See instructions pages 21/22.)
- To exit the treatment screen click **Cancel/Exit**.

**Treatment**

Start Date		End Date		Problem being treated	Add new ailment																																																																															
23/08/2012	25/08/2012			Mastitis																																																																																
Number of animals selected in grid: 1 out of 95																																																																																				
Type	Herd No.	Ear Tag	Mgt Tag	Breed	Sex	Date of Birth	Age																																																																													
<input type="checkbox"/> Bulls	UK123234	500765	765	Charolais X	Steer	04/05/2011	479d																																																																													
<input type="checkbox"/> Steers	UK123288	608756		Aberdeen Angus	Steer	02/05/2011	481d																																																																													
<input type="checkbox"/> Cows	UK123443	100668		Aberdeen Angus X	Cow	25/09/2008	1430d																																																																													
<input type="checkbox"/> Heifers	UK123443	500680		Aberdeen Angus X	Cow	01/10/2008	1424d																																																																													
<input type="checkbox"/> Breeding	UK123451	400022		Limousin X	Cow	04/03/2002	3827d																																																																													
<input type="checkbox"/> Non-Breeding	UK123451	700228		Limousin X	Heifer	12/04/2010	866d																																																																													
<input type="checkbox"/> Tag Search	UK123451	100229		Limousin X	Heifer	13/04/2010	865d																																																																													
<input type="checkbox"/> By Mgt Tag	UK123451	200230		Limousin X	Heifer	17/04/2010	861d																																																																													
<input type="checkbox"/> Select All	UK123451	300231		Limousin X	Heifer	18/04/2010	860d																																																																													
	UK123451	400232		Limousin X	Heifer	20/04/2010	858d																																																																													
	UK123451	500233		Limousin X	Heifer	22/04/2010	856d																																																																													
	UK123451	700235		Limousin X	Steer	27/04/2010	851d																																																																													
	UK123451	100236		Limousin X	Heifer	28/04/2010	850d																																																																													
	UK123451	300238		Limousin X	Heifer	02/05/2010	846d																																																																													
	UK123451	400239		Limousin X	Steer	30/04/2010	848d																																																																													
	UK123451	600241		Limousin X	Steer	07/05/2010	841d																																																																													
Filter by: Mgt Group <input type="checkbox"/> Select all <input type="checkbox"/> Breed <input type="checkbox"/> Select all <input type="checkbox"/> Location <input type="checkbox"/> Select all <input type="checkbox"/> Birth Year <input type="checkbox"/> Select all																																																																																				
<b>Medicine</b> <table border="1"> <thead> <tr> <th>Name</th> <th>Batch</th> <th>Amount</th> <th>Unit</th> <th>Date Purchased</th> <th>Expiry Date</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Pen &amp; Strep Suspension for Injection</td> <td>0143-50</td> <td>71</td> <td>Millilitres</td> <td>07/02/2011</td> <td>25/08/2012</td> <td></td> </tr> <tr> <td>RYCOBEN SC 2.50 % w/v Oral Suspension for sheep</td> <td>P608351</td> <td>590</td> <td>Millilitres</td> <td>22/02/2011</td> <td>30/04/2012</td> <td></td> </tr> <tr> <td>RYCOBEN SC FOR SHEEP</td> <td>P608196</td> <td>10</td> <td>Millilitres</td> <td>15/03/2006</td> <td>01/06/2006</td> <td></td> </tr> <tr> <td>RYCOBEN SC FOR SHEEP</td> <td>P608244</td> <td>25</td> <td>Millilitres</td> <td>15/03/2006</td> <td>01/06/2006</td> <td></td> </tr> <tr> <td>Scabivax Forte</td> <td>0013-93</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Selectan 300 mg/ml Solution for Injection for Cattle and Swine</td> <td>7XOL-1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Selectan Scour Half oral solution 50 mg/ml</td> <td>388A3</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Selectan Scour Half oral solution 50 mg/ml</td> <td>397A1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Selectan Scour Half oral solution 50 mg/ml</td> <td>399A1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Urea and Ringer 500mls Infused tablet</td> <td>100410005</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								Name	Batch	Amount	Unit	Date Purchased	Expiry Date	Cost	Pen & Strep Suspension for Injection	0143-50	71	Millilitres	07/02/2011	25/08/2012		RYCOBEN SC 2.50 % w/v Oral Suspension for sheep	P608351	590	Millilitres	22/02/2011	30/04/2012		RYCOBEN SC FOR SHEEP	P608196	10	Millilitres	15/03/2006	01/06/2006		RYCOBEN SC FOR SHEEP	P608244	25	Millilitres	15/03/2006	01/06/2006		Scabivax Forte	0013-93						Selectan 300 mg/ml Solution for Injection for Cattle and Swine	7XOL-1						Selectan Scour Half oral solution 50 mg/ml	388A3						Selectan Scour Half oral solution 50 mg/ml	397A1						Selectan Scour Half oral solution 50 mg/ml	399A1						Urea and Ringer 500mls Infused tablet	100410005					
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<b>Enter the total amount of medicine per animal - 10 ml per day for three days is 30 ml.</b>																																																																																				
				Total amount per animal - you can use fractions (e.g. 1/3 or 2/3 or 4/3 etc.) if appropriate	30	Millilitres																																																																														
 You have no current valid farm assurance scheme membership. Select one from the list below to view																																																																																				



## Weaning

## Weaning

There are two ways to record weaning – either by choosing the lamb / calves first or by selecting the dam. Whichever is selected the other grid will display the relevant progeny / dam. Wean weights can also be recorded in this screen.

1. From the menu bar select: **Animal Records > Weaning**
2. There are two choices for weaning - **Wean by dam** and **Wean by Progeny**
3. If **Wean by progeny** is selected then all the lambs or calves that are currently still nursing their mothers appear in the top grid. You can select individuals or use the usual filters - management group, breed, location. When a lamb or calf is highlighted, its dam shows on the bottom grid.
4. If **Wean by Dam** is selected then all the dams currently nursing lambs or calves appear in the bottom grid. Select individual dams or use the filters. When a dam is highlighted all her progeny will appear in the top grid. You can de-select a lamb or calf that you don't want to wean by holding the Ctrl key and clicking beside its number on the grid.
5. If you want to manually enter weaning weights for each lamb or calf you can select up to eight animals at a time and weight boxes will appear at the bottom of the screen.
6. If you select more than eight or **Select All** then just one box will appear at the bottom and you can enter one average weight for the entire group.

**Weaning**

Date of Weaning: 25/08/2012  Wean by dam  Wean by Progeny  Record Wean Weights

Number of progeny selected in grid: 8 out of 8

Type	Flock No.	Ear Tag	Mgt Tag	Breed	Sex	Date of Birth
Rams	► UK0123456	000243		Poll Dorset	Ewe lamb	15/05/2012
Wethers	UK0123456	000543		Poll Dorset	Wether	15/05/2012
Ewe Lambs	UK0123456	000812		Poll Dorset	Wether	15/05/2012
Breeding	UK0123456	0945		Poll Dorset	Ewe lamb	14/06/2012
Non-Breeding	UK0123456	34123				15/06/2012
	UK0123456	53267				15/06/2012
	UK0123456	54387				15/06/2012
	UK0123456	98345				14/06/2012

**These are the progeny selected for weaning.**

Filter by: Mgt Group  Select all  Breed  Select all  Location  All

Number of dams selected in grid: 0 out of 8

Type	Flock No.	Ear Tag	Mgt Tag	Breed	Sex
Ewes	► UK0123456	00016		Poll Dorset	Ewe lamb
Ewe Lambs	UK0123456	00017		Poll Dorset	Ewe
Breeding	UK0123456	00020		Poll Dorset	Ewe
Non-Breeding	UK0244220	15092	RED	Poll Dorset	Ewe
	UK0244220	15114	WHITE	Poll Dorset	Ewe
	UK0244220	15109	RED	Poll Dorset	Ewe
	UK0244220	15107	RED	Poll Dorset	Ewe
	UK0244220	15095	GREEN	Poll	

**These are the dams of the progeny selected for weaning.**

Filter by: Mgt Group  Select all  Breed  Select all  Location  All

Enter weaning weights for up to 8 animals at a time.

Tag number: 000243	Tag number: 000543	Tag number: 000812	Tag number: 53267
Wean Weight: 15	Wean Weight: 13	Wean Weight: 22	Wean Weight: 20

Tag number: 98345	Tag number: 54387	Tag number: 34123	Tag number: 0945
Wean Weight: 15	Wean Weight: 19	Wean Weight: 27	Wean Weight: 18

By Mgt Tag  Select All

Filter by: Mgt Group  Select all  Breed  Select all  Location  All

Number of dams selected in grid: 0 out of 16

Type	Flock No.	Ear Tag	Mgt Tag
Ewes	► UK01232323	00526	
Ewe Lambs	UK123456	52050	GREEN
Breeding	UK123456	52093	GREEN
Non-Breeding	UK0123456	00020	
	UK0123456	00017	
	UK0123456	00020	
	UK0123456	51989	BLUE
	UK0123456		
	UK0123456		
	UK123456		
	UK123456		
	UK123456		
	UK0123456		
	UK123456		

**For multiple animals use an average for the weaning weight for the whole group.**

Filter by: Mgt Group  Select all  Breed  Select all  Location  All

Wean Weight: 33



# Pedigrees

## Pedigree

The grid is populated with all animals that are or have been on farm. Select an animal in the usual way. All known lineage will be displayed. If you wish to add further historical details, click into the relevant box where it says **Not found**. If it is a sire that you are adding you will be asked if it is an AI Sire or not. Add the additional details and click on **OK/Save**.

If you would like to view or add details further back than four generations, click on one of the sires or dams to make this the youngest animal in the pedigree.

This screen can be used to view lineage of all animals – not just pedigree animals.

**Select an animal from the grid**

**Click in any box with *Not found* and fill in the pedigree details.**

**Click on an animal in the pedigree to add more details or record EBV.**

**Details**

**Record Date:** Add new EBV 01/07/2012 Recorded EBVs

8 week weight EBV	Mature weight EBV	Litter size EBV	Maternal ability EBV	Scan weight EBV	Muscle depth EBV	Fat depth EBV	Lean weight EBV	Fat weight EBV	Muscularity EBV	Index
2.00	-12.00	0.50	1.50							

To edit or view an existing EBV record for an animal, select the EBV date from the right hand drop down list, the EBVs will be displayed in the grid, they can be changed if required, changes will be saved automatically. To delete all EBVs for a given date, select the date and click 'Delete EBV'.

**OK/Save** **Cancel/Exit**

**Animal details**

**Details**

Flock Number: D26  
Tag Number: P000195  
Name: Blackhill P195  
Pedigree number:   
Breed: Poll Dorset

**EBVs**

**Add/View further details**

**Make this animal the youngest in view**

**Close**

**Estimated Breeding Values**

**Record Date:** Add new EBV 01/07/2012 Recorded EBVs

8 week weight EBV	Mature weight EBV	Litter size EBV	Maternal ability EBV	Scan weight EBV	Muscle depth EBV	Fat depth EBV	Lean weight EBV	Fat weight EBV	Muscularity EBV	Index
2.00	-12.00	0.50	1.50							

To edit or view an existing EBV record for an animal, select the EBV date from the right hand drop down list, the EBVs will be displayed in the grid, they can be changed if required, changes will be saved automatically. To delete all EBVs for a given date, select the date and click 'Delete EBV'.

**View Report** **Delete EBV** **Close**



# Delete or Correct Records

## Deleting or Correcting Records

If you accidentally update an animal's record with incorrect information (for example sending an animal to market on the wrong date) there are several ways of correcting it. A previous backup of your data can be restored but this will overwrite all other data you have entered since that backup was taken. If you have made a major error, for example accidentally recording the sale of all your animals, then restoring from a previous backup is your only option as it will return all your data to exactly how it looked before the catastrophe – the more recent the backup, the better.

Some data can be changed in **Animal Records > Animal Details**. Sometimes the best solution is to partially delete the record through the **Animal Records > Delete Record** screen.

### Changing information in Animal Details

Certain information can be changed in the **Animal Details** screen, by selecting the relevant animal and overtyping details as required. Detail that can be changed here includes: Date of Birth, Sex (sheep only), Breed, Sire or Dam tag, Comments, Weight, Sale / Slaughter Details and Management Tag. After changing an entry click on **OK / Save**.

### Deleting information in the *Delete Record* screen

Go to **Animal Records > Delete Record**. You will see a list of your animals. In the lower half of the screen are two option buttons - **Partial deletion** and **Complete deletion**.

### Complete deletion

As it suggests, **Complete Deletion** removes the entire animal record and there will effectively be no trace of it left in the program – it will be as though the animal was never entered.

**Note: Back up your data before you delete multiple animals! If you accidentally delete the wrong animals there is no option to restore them unless you have a data backup.**



The screenshot shows a list of animals in a table format. The table has columns for Tag Number, Breed, Location, Birth Year, and a date field. The last row, which is highlighted with a red box, represents the animal to be deleted. The animal's tag number is UK123456, breed is Dorset Horn, location is Wether, and birth year is 25/11/2000. The date field is empty. Below the table, there is a message: "Choose Complete Deletion for mistakes that can't be easily fixed." A red circle highlights the radio button for "Complete deletion". The message continues: "Partial deletion - All records for the animal AFTER the date selected will be deleted EXCEPT for those on the animal's initial date of birth or purchase. This allows you to correct mistakes you may have made in the animal's history by rebuilding the history from the date you choose. Note that any claims which included the animal may become invalid and the animal may be sent to BCMS and you will not be able to claim on or after the date you specify. Also, for cattle, any movements recorded on or after the date you specify will be sent to BCMS and you will not be able to claim on or after the date you specify. Any movements you create for the animal may be rejected by BCMS and any passport information will not be valid. All records for the animal BEFORE the date selected will remain in the database. This allows you to correct mistakes you may have made in the animal's history by rebuilding the history from the date you choose. Note that any claims which included the animal may become invalid and the animal may be sent to BCMS and you will not be able to claim on or after the date you specify. Also, for cattle, any movements recorded on or after the date you specify will be sent to BCMS and you will not be able to claim on or after the date you specify. Any movements you create for the animal may be rejected by BCMS and any passport information will not be valid." At the bottom, there is an "Enter Deletion Details" dialog box with a "Reason for Deletion" field containing "Not a wether". There are two buttons at the bottom right: "OK/Save" with a green checkmark and "Cancel/Exit" with a red X.



## Delete or Correct Records

## Partial Deletion

1. To remove events incorrectly recorded against an animal's record select one animal or multiple animals and select the ***Partial deletion*** option.
2. Enter the date after which you want all events to be deleted (so enter the last date on which the record was correct) - you may wish to first check that animal's event dates through '***Show Event Report History***'. This can be found by clicking on the button on the right-hand side of the screen, selecting the animal and viewing the report. Note that in the case of a movement, for example, the partial deletion will not record the animal as having had the incorrect movement reversed, it will be as if the incorrect movement had never been recorded.
3. Click ***OK/Save*** to record the partial deletion.

## Correcting mistakes when recording lambing or calving

If a dam has incorrect information entered about a recent lambing or calving there is a two-step process to undo the birth event.

1. Use a **Partial Deletion** for the ewe or cow from the date before the birth. Click **OK/Save** to record the partial deletion.
2. Use a **Complete Deletion** to remove the lambs or calves. Click **OK/Save**.
3. Return to the lambing or calving screen to enter correct information for that dam.



## Comments

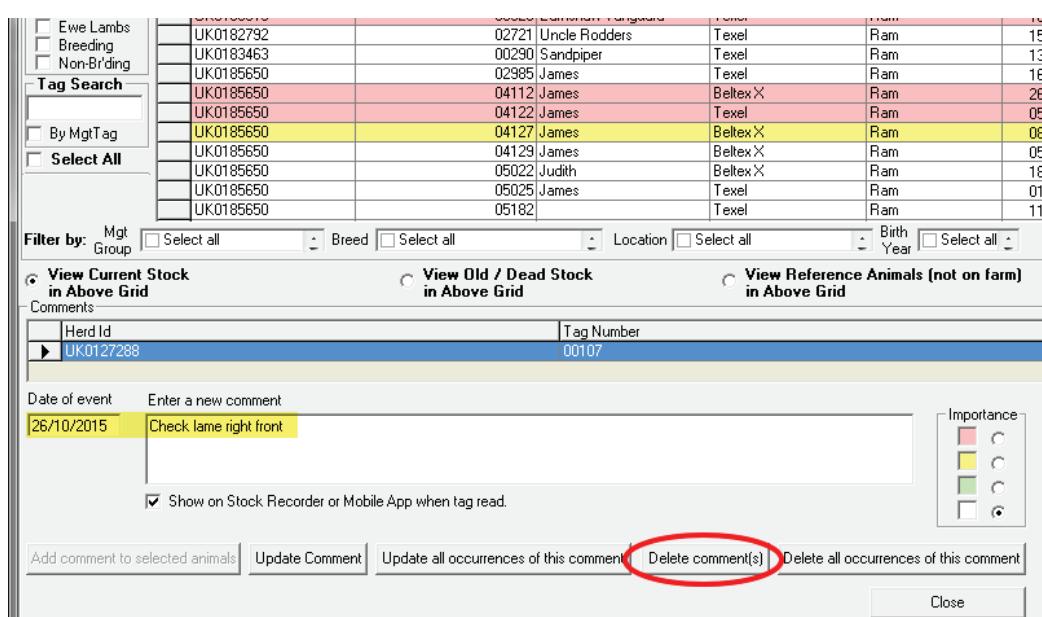
You can add comments against individual animals as additional information on their record. Comments can be added to one animal on the grid, or multiple animals can be selected from the grid and the same comment applied to each of them. Comments can also be added and displayed on the Stock Recorder.

1. Open **Animal Records > Comments**.
2. Select one animal or multiple animals, using the filters to refine your search if necessary.
3. The selected animal records will appear on the bottom grid. Any existing comments will be displayed.
4. Click on the date field to change the date.
5. Tick the box if you want the comment to show on the stock recorder or the FarmWorks Mobile app the next time the tag is read.
6. Select a colour to designate importance. The animal will be highlighted in the grid with that colour.
7. Type in your comment and click **Add comment to selected animals**.
8. Click **Close** to exit the screen.



### To remove comments

1. Open **Animal Records > Comments**.
2. Select one animal or multiple animals, using the filters to refine your search if necessary.
3. The selected animal records will appear on the bottom grid. Any existing comments will be displayed.
4. Select one animal or multiple animals by clicking beside their number on the grid.
5. Click on **Delete this comment** to remove that comment, or **Update this comment** if you wish to edit the comment.
6. To delete a specific comment from all animals on the farm, highlight one animal with that specific comment and click **Delete all occurrences of this comment**. That specific comment will be removed from every animal.
7. Click **Close** to exit the screen.





## Animal Details Screen

The Animal Details screen is for viewing the history, performance and personal details of individual animals. The grid at the top of the screen can be filtered, sorted and searched to find any current animal, or use the tick boxes to search for animals no longer on the farm. Use the Animal Details Report (page 50) to print out the history, performance, treatments, comments, etc for specific individual animals.

### Main Details tab

The bottom of the screen is divided into sections, each with its own tab. The Main Details tab always opens first. The left-side of the main details page is for identification - tags, sex, breed and age. Date of Identification is the day the electronic tag was applied.

Main Details	Treatment	Comments	Picture	Weights	Lambing history	Not Available	Performance
Tag Number: UK0244220   12474 Management Tag: 474B Electronic Tag: 0826024422012474 Pedigree Number: Name: Breed: Bluefaced Leicester Date of Birth: 12/02/2012   Age: 20 months Sex: Ewe Date of Weaning: 04/06/2012   Date Identified: 30/10/2013 Previous Tags: Location: On-farm at West Field, Pasture	Farm Born? <input type="checkbox"/> Breeding? <input checked="" type="checkbox"/> Bottle Fed? <input type="checkbox"/> Barren? <input type="checkbox"/> Number in litter: 1 Scrapie Genotype:	Dam Tag: UK852314   4578 Sire Tag: UK852314   632 Foster Dam: E.T. Donor:	Bought From: Fiddler's Crossing Purchase Date: 12/02/2013 Price: 120	Put to Ram: Confirmed in Lamb: Projected Lambing Date: Last Lambed on: 28/10/2013 Last stillbirth or abortion:			

Bottom of the screen shows the purchase details, plus breeding and lambing details.

Bought From: Fiddler's Crossing Purchase Date: 12/02/2013 Price: 120	Put to Ram: 11/09/2013 Confirmed in Lamb: Projected Lambing Date: 03/02/2014 Last Lambed on: 01/04/2013 Last stillbirth or abortion:
--	--

If the animal was not raised by its natural dam then the foster dam will be displayed on the right-hand side or the **Bottle Fed** box will be ticked in the centre. Click on the blue text to see the animal record for the dam, sire, foster dam or E.T. donor.

ure	Weights	Lambing history	Not Available	Performance
Farm Born? <input checked="" type="checkbox"/> Breeding? <input type="checkbox"/> Bottle Fed? <input checked="" type="checkbox"/> Barren? <input type="checkbox"/> Number in litter: 2 Scrapie Genotype:	Dam Tag: UK0244220   15071 Sire Tag: UK0244220   15393 Foster Dam:	Farm Born? <input checked="" type="checkbox"/> Breeding? <input type="checkbox"/> Bottle Fed? <input type="checkbox"/> Barren? <input type="checkbox"/> Number in litter: 1 Scrapie Genotype:	Dam Tag: UK0123456   00008 Sire Tag: UK0244220   15393 Foster Dam: UK0244220   12474 E.T. Donor:	



## Animal Details Screen

### Treatments tab

- View all medical treatments, with date, dose and medicine administered.
- **Wdraw Date Meat** and **Wdraw Date Milk** refers to the withdrawal date after which the meat and milk can be consumed.

Main Details	Treatment	Comments	Picture	Weights	Lambing history	Not Available	Performance
	Date	Medicine Administered	Dosage	Treatment Reason	Wdrw Date Meat	Wdrw Date Milk	
12/07/2013	Ivomec Classic Injection for Cattle and Sheep (Ivermectin)	5 Millilitres	Worming	18/08/2013			
18/08/2013	Levamisole Hydrochloride 75 mg/ml Oral Solution	7 Millilitres	Worming	07/09/2013			
03/09/2013	Pen & Strep Suspension for Injection	10 Millilitres	Abscess	04/10/2013			
10/10/2013	Terramycin/LA 200 mg/ml Solution for Injection	12 Millilitres	Pneumonia	03/11/2013			

### Comments tab

- Add, update or delete comments for one selected animal. (To add the same comment to multiple animals see page 45.) Click **Save** and close.
- **Show on HH at run through** box can be ticked if you wish to see this comment when the animal is scanned with the handheld stock recorder.

If you have a Psion WorkaboutPro stock recorder checking the 'show at runthrough' box will display the comment for this animal when it is recognised by the hand held.

Show on HH at run through

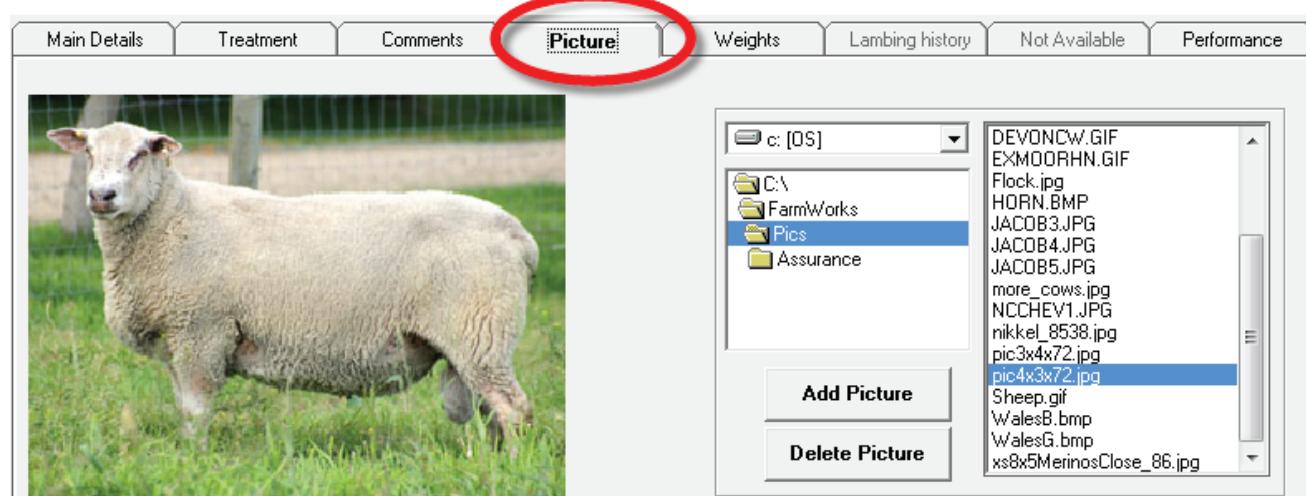
Date of event      Enter a new comment for this animal

30/10/2013      Lump on jaw

Add    Update    Delete

### Picture tab

- Add, update or delete a photo of the animal.
- Find the folder where you have stored your own photos. Double-click to select a picture.





## Animal Details Screen

### Weights tab

- View all weights and weigh dates. The weaning weight will be highlighted in yellow.
- Update or delete a recorded weight, or add a new weight.

Main Details	Treatment	Comments	Picture	Weights	Lambing history	Slaughter Details	Performance																																		
<table border="1"> <thead> <tr> <th>Date</th> <th>Weight</th> <th>Condition</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td>► 03/09/2013</td> <td>47.6</td> <td></td> <td></td> </tr> <tr> <td>01/09/2013</td> <td>48</td> <td></td> <td></td> </tr> <tr> <td>01/08/2013</td> <td>35</td> <td></td> <td></td> </tr> <tr> <td>01/07/2013</td> <td>29</td> <td></td> <td></td> </tr> <tr> <td>02/04/2013</td> <td>4</td> <td></td> <td></td> </tr> </tbody> </table>				Date	Weight	Condition	Grade	► 03/09/2013	47.6			01/09/2013	48			01/08/2013	35			01/07/2013	29			02/04/2013	4			<table border="1"> <tr> <td>Weight</td> <td>52</td> </tr> <tr> <td>Date weighed</td> <td>30/10/2013</td> </tr> <tr> <td>Condition</td> <td></td> </tr> <tr> <td>Grade</td> <td></td> </tr> <tr> <td colspan="2"> <input type="button" value="Add or Update"/> <input type="button" value="Delete"/> </td> </tr> </table>				Weight	52	Date weighed	30/10/2013	Condition		Grade		<input type="button" value="Add or Update"/> <input type="button" value="Delete"/>	
Date	Weight	Condition	Grade																																						
► 03/09/2013	47.6																																								
01/09/2013	48																																								
01/08/2013	35																																								
01/07/2013	29																																								
02/04/2013	4																																								
Weight	52																																								
Date weighed	30/10/2013																																								
Condition																																									
Grade																																									
<input type="button" value="Add or Update"/> <input type="button" value="Delete"/>																																									
<p>To modify or delete a weight click to the left of its date in the grid above</p> <p><span style="background-color: yellow;">█</span> Indicates Wean Weight</p>																																									

### Lambing/Calving history tab

- The Lambing or Calving History tab is accessible only for females that have given birth.
- View details of all offspring. Click beside a lamb or calf tag number to view that animal's details.
- A lamb or calf that is being fostered will be highlighted in colour.

Main Details	Treatment	Comments	Picture	Weights	Lambing history	Not Available	Performance	
Dam	UK852314 4578	No of lambs Born Alive	1		Last lambed on	28/10/2013		
Sire	UK852314 632	No of lambs Born Dead			Last stillbirth or abortion		Days since lambed	0
Flock Number	Ear Tag	Management Tag	Date of Birth	Date of Death	Age	Sex	Breed	Fostering
► UK0244220	12475		30/10/2013		0m	Wether	Bluefaced Leicester	From: UK0123456 00008
			28/10/2013	28/10/2013	0m	Wether	Bluefaced Leicester	

### Sale or Slaughter Details tab

- This tab is only accessible if the animal is selected from the grid set for **View Old/Dead Stock**.

Main Details	Treatment	Comments	Picture	Weights	Lambing history	Sale Details	Performance
Market	Fattening Jim's						
Purchaser	Mr Sale						
Sale Date	03/11/2011	Gross Price	£200.00				
Lot Number		Commission	£10.00				
Weight	90	VAT	£20.00				
Condition		Levies	£15.00				
		Inspection	£12.00				
		Other Charges	£6.00				

# Animal Details Report

History, details and performance information that is displayed in the Animal Details screen can be viewed in an Animal Details report. This is particularly useful when selling animals so the buyer can see previous weight gain, lambing history, medical treatments, etc.

- Go to **Reports > Animal Details**.



- Select an individual animal, or group of animals, using the filters.
- Standard animal details include tag, management tag, breed, date of birth and death, sex, name, pedigree number, dam, sire, days on farm and age.

Tag Number	Mgt. Tag	Breed	Sex	Date of Birth/ Death	Name	Pedigree Number	Dam	Sire	Days on Farm	Age
UK0184036 01973		Beltex X	Ewe	25/03/2011			UK103069 8402	UK181347 841	1676	1,676d

- **Purchase Details** includes the purchase date, the seller, purchase price, purchase costs, and net purchase price.
- **Sale Details** includes the sale date, the buyer, sale price, deductions, and net sale price.
- **Slaughter Details** includes the slaughter date, abattoir, price, deductions, net price, live weight, dead weight and price per kilo.
- **Lambing Details** includes lambing date, litter size, lambs born alive, lambs born dead, and progeny tag numbers.
- **Weights** includes weigh date, weights, Daily Live Weight Gain (DLWG) from the first time it was weighed, DLWG from birth, DLWG from weaning, and DLWG from the last time it was weighed.
- **Treatments** includes medicine, start date, end date, does, batch number and ailment.
- **Comments** includes each comment and the date it was applied.
- **EBVs** include date an EBV recorded, accuracy % and index for traits recorded.

**Animal Selection**

All Animals  
 Current Animals

**Select the details to be shown for each animal**

Purchase Details <input checked="" type="checkbox"/>	Lambing details <input checked="" type="checkbox"/>	Comments <input checked="" type="checkbox"/>
<input type="radio"/> Latest first	<input type="radio"/> Oldest first	<input checked="" type="radio"/> Latest first
<input type="radio"/> Oldest first	<input checked="" type="checkbox"/> Latest first	<input type="radio"/> Oldest first
Sale details <input checked="" type="checkbox"/>		
Weights <input checked="" type="checkbox"/>		
Slaughter details <input checked="" type="checkbox"/>		
Treatments <input checked="" type="checkbox"/>		

Report sort options	Show ages of animals in reports as:
Primary: <input type="radio"/> Ascending <input checked="" type="radio"/> Descending	<input type="radio"/> Days <input checked="" type="radio"/> Weeks
Secondary: <input type="radio"/> Ascending <input checked="" type="radio"/> Descending	<input type="radio"/> Months <input type="radio"/> Months and Days
Date of Birth <input type="button" value="▼"/>	<input type="radio"/> Years and Months
None <input type="button" value="▼"/>	

**View Report**



## Reports

## Creating Reports

All the data you collect in FarmWorks can be used to generate reports. Select **Reports** from the main menu bar and then the area to be reported on, for example Movements. You are then presented with a screen where you can tailor the report to your requirements, by selecting the type and/or breed of animal, date or age ranges, management groups and more.

## Setting up the Report

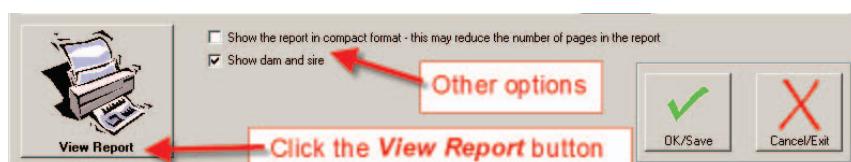
All reports work in the same way, but all have different sorting options depending on the report. As with grids throughout the program, you can either select individual animals, management groups or filter the grid by the various options. If no animals are selected all the animals in the grid will be included in creating the report. The total number of animals selected is shown at the top of the grid.

### Date Range

All reports can be shown either for all records or for records between certain dates.

## Sort Order

To select the order in which you would like the report printed, select an option from the drop down list. For example, selecting date will order the report in date order, selecting tag number will order the report in tag number order. These can either be shown as ascending or descending.





# Reports

## Grouping on a Report

Some reports have additional options of grouping. These can be grouped by dam, by source or by sire and display an average at the bottom of each group.

*Please note that the animals will be displayed on a report in the selected 'sort by' or 'grouped by' options, and not the order displayed in the grid.*

Lambing Report from 01/01/2011 to 31/03/2011 by Dam

Date range Jan 1 to March 31, 2011

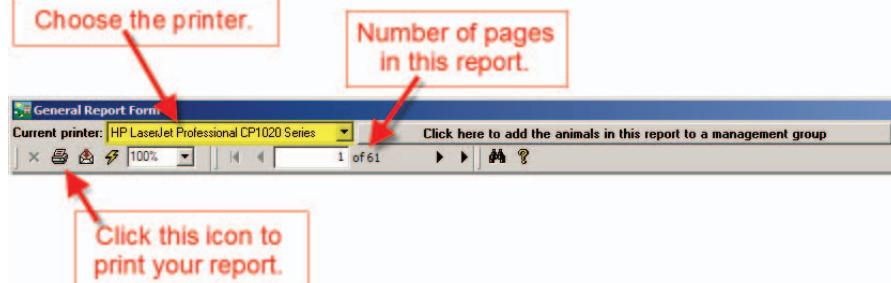
Holding Name: SUMMERINGS FARM

Date Printed: 01/07/2012

Dam Tag	Date of Birth	Ram Tag	Tag Number	Sex	BirthWeight	Litter Size
UK0123456 00008	30/01/2011	UK123456 DORSET	02118	Ewe lamb	3.00	1
Total number of Lambs according to lamb selection						1
UK0123456 00013	07/03/2011	Unknown	02943	Wether	4.00	1

## Printing Reports

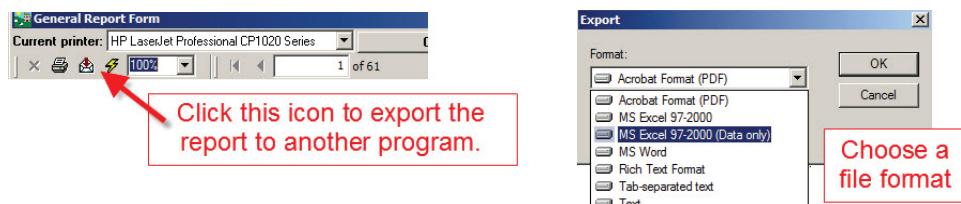
Select the records required for reporting and click on **View Report** (not on the OK/Save tick button). After a moment a preview of the report will be displayed on your screen with the option to print on the top left hand toolbar.



## Exporting Data from a Report

Once a report has been generated and is on the screen, you are able to export the data from the report to a variety of file formats for viewing outside FarmWorks.

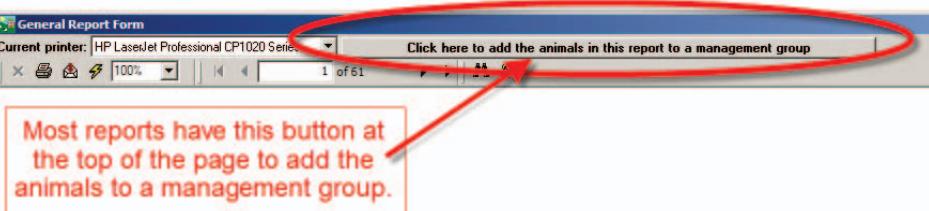
1. Click on the symbol of the opened envelope next to the printer icon at the top left hand side of the screen.
2. Choose the format that you would like to save the data in and click **OK**.
3. Select whether you would like all of the pages exported or selected pages and click **OK**.
4. Using the drop down list select where you would like to save the document. Name the document and click **Save**. You will then be able to open that report outside FarmWorks from wherever you have saved it.



## Adding Animals in a Report to a Management Group

FarmWorks has the facility to add any animal that is shown in a report into a management group. When the report is viewed **Click here to add the animals in this report to a management group** appears at the top of the page.

Follow the instructions on page 23 to learn how to use this feature.





# Reports

## A Brief Description of the Reports

### Animal Details

History, details and performance information that is displayed in the Animal Details screen can be put into an Animal Details report. This is particularly useful when you are selling a group of animals so the buyer can see previous weight gain, lambing history, medical treatments, etc. See page 50.

### Barren Ewes / Cows

Females that have been recorded in the **Animal Records > Lambing > Confirmed in / out of lamb** screen as being barren will be displayed in this report.

### Lambing/Calving

This report can be grouped by dam or sire with the option to display dams that have never been on farm. The 'Breeding' filter is ticked as default. A female that has given birth but not recorded as breeding in either the **Animal Details** screen or **Options** will not be displayed unless both (or neither) of the filter boxes are ticked.

### Annual Flock Record

This report provides a list of movements and running totals of either male or female animals. It does not list tag numbers. See the movements report for a running total listing animal tag numbers.

### Flock Report

This report provides a list of animals – tag number, management tag, breed, sex, colour, DOB and location. There are options to reduce the information displayed on the page by clicking on the option at the bottom of the screen to view the animals in compacted order, and additional options of grouping by dam or sire.

### Holding Register (sheep)

This is the official holding register, populated with the information required by legislation for the country of your holding.

### Official Ear Tag Changes

Displays tag numbers that have been changed.

### Projected Lambing / Calving Dates

Shows tag number, management tag number, breed, sex and estimated birth date.

### Tupping / Service

Report showing female tag number, date of service, estimated birth date, sire tag number and sire management tag number.

### Stock Totals (cattle)

This is a useful report for detailing or summarising stock on farm on any give date. For example, use this report to calculate stock levels for the Defra June Return or for end of year accounts. Enter the date that you would like the report to calculate stock for and select whether you would like a summary report, a detailed report or an official report (this shows which category the animals come into – for example ewe lamb under 6 months etc). Detailed reports also provide the usual sort by options. If selecting animals under 6 months, note that the age range must be from 0 to 5 months. This will include all animals under 6 months.

### Closing

Calculates the profit margin for an individual animal, or a group of animals, using income and expense options.



# Reports

## Comments

This report displays comments that have been recorded against an animal. These can be recorded in **Animal Records > Comments**, **Animal Records > Animal Details**, or in **Animal Records > Lambing > Lambing born alive** or on the Psion Workabout Pro. The report can be displayed showing all comments, or comments containing key words.

## Dam or Sire Productivity

Lets you compare productivity traits within your flock. Traits include lambs born, lamb survival and lamb growth rates.

## EBV

For those animals that have EBV details these are displayed here.

## EID

There are a number of types of report that can be generated in this screen, mainly relevant to animals with EID tags having had activity recorded against them with the Stock Recorder.

- A list of animal with their EID numbers
- A list of EID reads, showing the tag number, EID number (s) dates of read and read events
- Animals whose EID tags haven't been read within a chosen date range
- Animals with EID tags which haven't been 'handled' via the Stock Recorder within a chosen date range.
- Animals without EID tags.

## Feeds Eaten

This report lists the name of the feed, batch number, supplier, amount fed, period fed and cost per animal.

## Feed List

This lists all feeds on farm.

## Fields Management

There are various reports that can be produced from this screen. Activities that have been performed in the fields such as ploughing and sowing can be displayed. Lists of fertilizer and seed purchases can also be produced.

## Fostering

This report shows fostering details including the date of fostering, the reason, the natural dam and the foster dam. This report can be listed by natural dam or by foster dam.

## Grade

All animals that have had the slaughter details recorded will be displayed in this report. This report will show the number of animals in each part of the grid together with average weight and price for that group. Sire breed, dam breed, sire, dam etc can grouped in this report.

## Locations / movements

This report displays animals at specific on farm locations. There are three options for this report: -

- View animals locations on a specific date
- View animals movements to a specific holding between two specified dates.
- View animals movements from a specific holding between two specified dates.

## Losses

This report displays a list of animals that have either died or are recorded as missing. Where they have died, the reason for death is shown.



## Reports

### Management Groups

Animals are grouped into management groups in this report. Listing tag number, mgt tag number, breed, DOB and age (in months). The report shows all stock. To see a specific management group, use the filter under the grid to select a group. Note that this report will show all the management groups that the selected animals are in, if they are in more than one – i.e. it is a report to show which management groups selected animals are in, rather than specifically which animals are in a particular management group.

### Medicines on Farm

There are two options for this report, either to show all medicines purchased, or to only show current medicines on farm. The report shows the name of the medicine, the manufacturer, supplier, batch number, date purchased, amount purchased, amount left in stock and the expiry date.

### Medicines Disposed of/Lost

This report shows medicines that have been recorded as lost (spilled, broken bottles, damaged, misplaced, etc) and medicines that have been disposed of due to expiry.

### Movements

There are two reports that can be generated from this screen.

- Movement Report - provides a running total of animals on farm showing all movements, births and deaths and listing animals individually
- Herd Book - shows the official Herd Book listing all animals and showing movements on and off together with births and deaths.

### Pedigree

This report shows the parental lineage of all animals, not only pedigree animals. Additional information can be added in this screen.

### Sales

This report shows all animals that have been sold either through a market or at a private sale. The reports can be displayed showing only home bred stock, only bought in stock or all stock and can be grouped by dam, by sire or by source.

### Slaughter

This report displays the kill details for animals slaughtered at abattoir. The reports can be displayed showing only home bred stock, only bought in stock or all stock and can be grouped by dam, by sire or by source. There are additional filters on the grid for grade, source and kill sheet. The report also has an option to provide a sire summary for homebred stock allowing the performance of sires to be compared easily.

### Stock Recorder Animal List

The stock recorder can import a list of tag numbers from animals that are not known to FarmWorks. The tags are displayed but the animals themselves are not imported into your FarmWorks data.

### Suckling

Use this report to show dams with or without lambs/calves at foot.

### Transport Documents

Empty certificates or previous certificates can be printed. This includes FCI forms and the AML1 forms for sheep.



## **Veterinary**

These reports can be filtered by medicine or by animal or by reason for treatment. By using the multiple selection methods outlined previously you can select one or more medicines and the report will list which animals had the treatment. By selecting the 'By animal' option, the screen is populated with the normal grid and you may select animals in the usual way.

The standard report shows tag, medicine, dosage, batch number, treatment start and end dates, withdrawal dates, administered by, supplier and reason for treatment.

The summary report shows treatment date, medicine, number of animals treated and reason for treatment.

## **Weaning**

This report has the options to display current stock or all stock and can be grouped by dam or none. There are options to view other information by ticking or un-ticking the options on the right hand side of the screen.

## **Weight**

The weight report has the option to select all stock, Home Bred stock or Bought in stock. Animals can be grouped by Source, by Dam or by Sire and there are various options to display the age of the animal. This report will display the animal details and weights. Current Stock or All stock can be displayed.

## **Weight Gain**

The weight gain report has the option to select all stock, Home Bred stock or Bought in stock. This has additional options to group by dam, sire, sire summary or source. This report calculates the weight gain for any animal that has at least two weights. The report can be narrowed down to shorter periods if required.

## **Wool Score**

If wool scores are being recorded on the handheld then an option for a Wool Scores report will be visible in Farm-Works.



## Connect to BCMS

### Data Transfer options.

These allow you to send or receive data between FarmWorks and outside sources. Many of them concern BCMS or CTS, and only relate to cattle – they are marked as such below.

If and when a national database is created for sheep, it will become our highest priority to add the appropriate functionality.

To use any of the BCMS/CTS transfer options you will need your CTS Webservices user ID and password. This is not the same as the Government Gateway username and password that you would use for the CTS website (CTS Online).

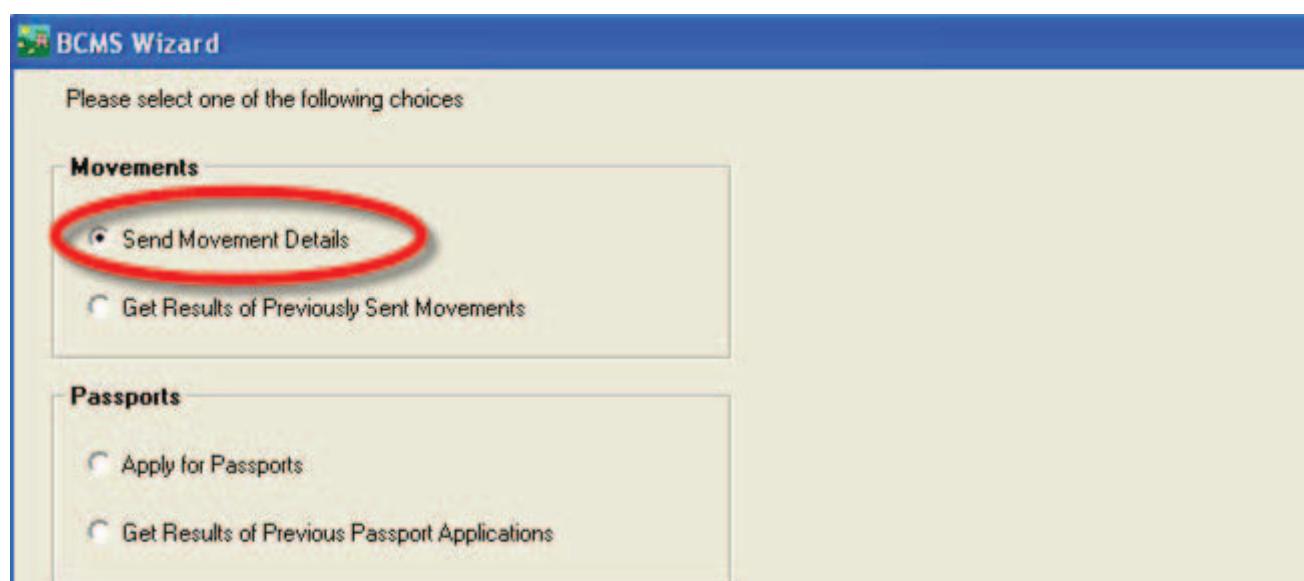
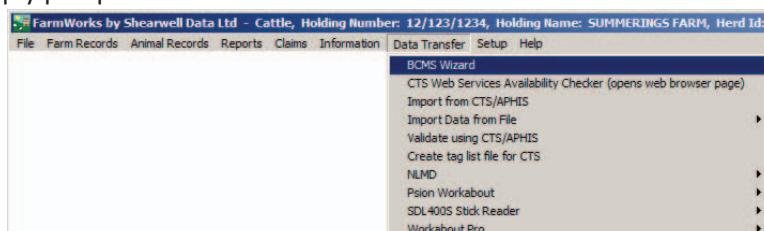
To get the appropriate details contact BCMS on their general enquiry line and ask them very specifically for your holding's CTS Webservices user ID and password and for them to ensure that it is still active (BCMS tel: 0845 050 1234).

You will be asked for your CTS Webservices user ID and password when you first try to use any of these functions. FarmWorks will then remember them.

### BCMS Wizard (Cattle)

#### Send Movements or Apply for Passports

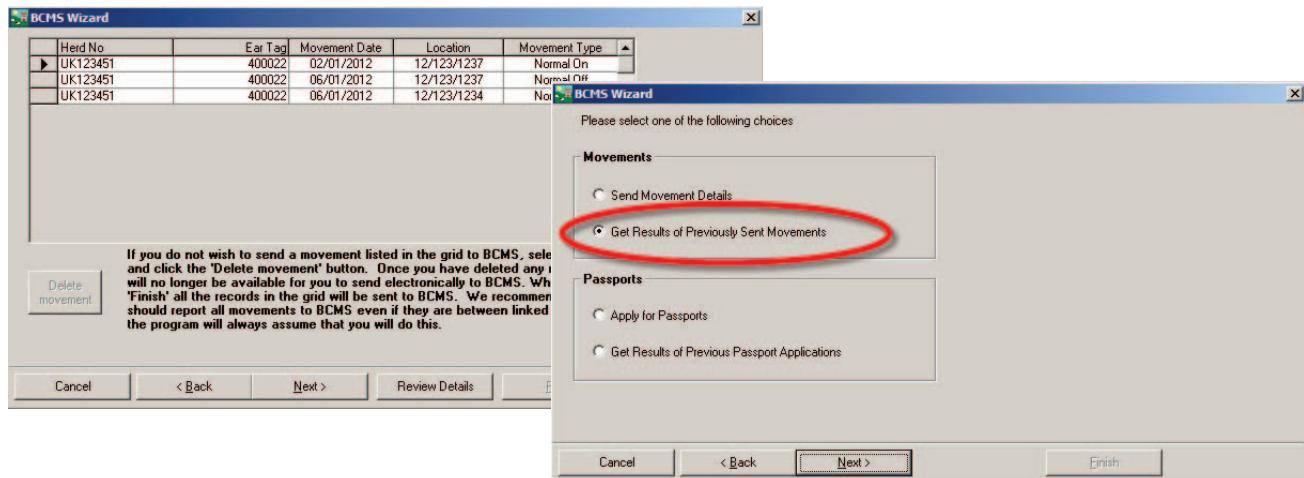
1. Go to **Data Transfer > BCMS Wizard**.
2. Choose option to send movements or apply passports.



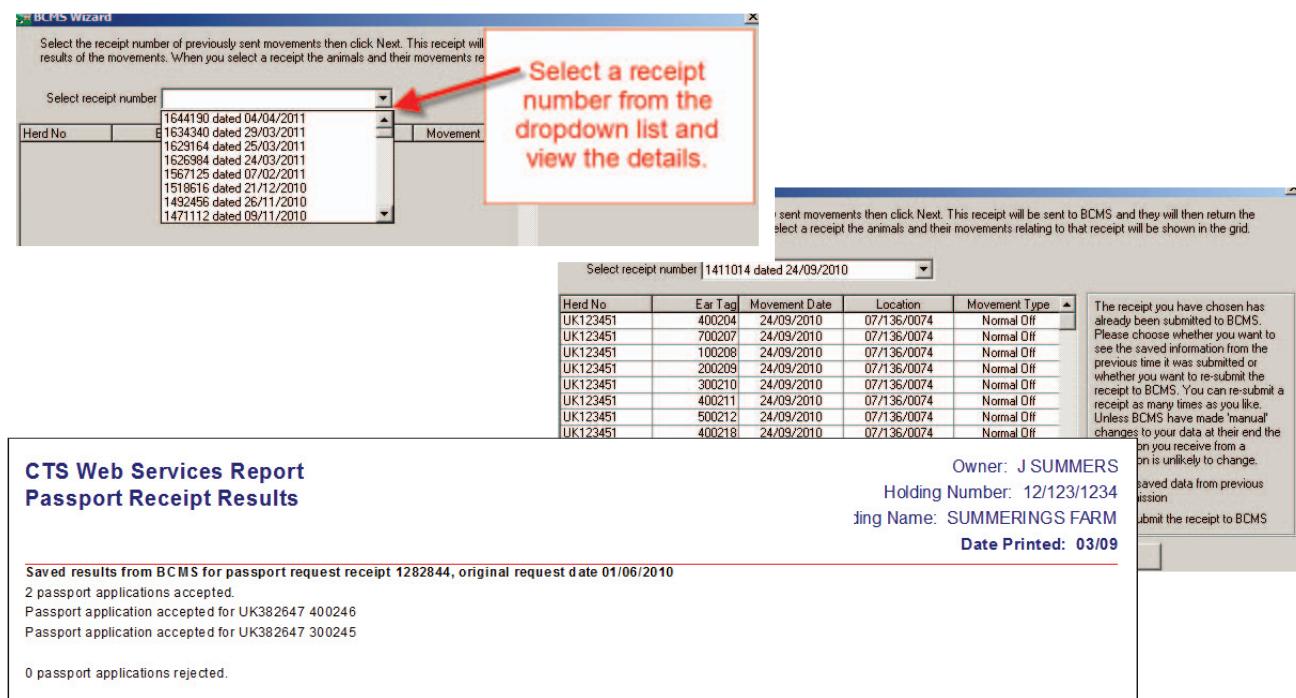


## Connect to BCMS

3. Review the list of animal records. If you do not wish to send a particular record, highlight it on the grid and click **Delete the Selected BCMS Record Above**. Click **Next**.



4. The Wizard will contact BCMS and a receipt number will be returned.  
 5. Go back to the selection screen and choose "Get Results from Previously Sent Movements" or "Get Results of Previous Passport Applications".  
 6. Check the receipt to confirm that the movement (or passport) was accepted. Select the receipt number off the list and check the details.



**VERY Important – you must check your receipts. The BCMS receipt only confirms that they have received your passport application or movement notification. This does not mean that they have actually processed it. Use this facility in the program to check the receipt number for previous passport applications and movements to ensure that BCMS have processed them fully.**



## CTS Webservices Availability Checker (Cattle)

If you are normally able to connect to BCMS through FarmWorks, but on any particular occasion encounter a problem, this connects to their website where you can see if CTS Webservices is operational. This site is maintained by CTS – we cannot guarantee that the information on it is up to date.

Open this link to check if the CTS website is online.

Customers who are not registered with CTS Online can contact BCMS, for details click here.

CTS Online: CTS Online is working as normal.

CTS Web Services: CTS Web Services is working as normal. Please note that CTS Web Services is unavailable between 7pm and 8pm each evening to allow information to be backed up.

CTS Self Service Line: CTS Self Service Line is working as normal.

## Import from CTS (Cattle)

Import current stock from CTS (detailed under initial ‘getting started’ section).

## Validating using CTS Online records (Cattle)

There are also two methods for comparing your data against that held by CTS. The recommended method is the first, automatic option – it’s quick and easy, compared to the second option which produces exactly the same results but needs a lot more fiddling about.

This is a pretty useful way of checking that BCMS records match your own, and is worth doing fairly regularly (invaluable before an inspection). As the BCMS system updates overnight (starting at 7pm) their records may be 24 hours out of date, so if you used FarmWorks to notify them of a movement today, the validation might highlight that as a problem (until their system is updated with that movement ‘tomorrow’).

Open **Data Transfer > Validate using CTS/APHIS** and click the first option.

Select this option to compare your FarmWorks records to the CTS database.

1. DEFFRA's electronic data transfer system will feed data directly into this application. If you use this option you can check your Cattle on Holding and any Passport Applications and Movements that are currently queried by BCMS. This option is simple to use. Click the button on the right to start the validation.

2. Data can be downloaded from DEFFRA's CTS Online website to some convenient place on your computer. If you have previously downloaded data from that site this application can use that data to check Cattle on Holding on the day that the download was done. It is also possible to download Movement information for particular animals. This application can also check that data. Using this option can be quite complex as you have to run the BCMS CTS Online website outside this application. Click the button on the right to use this option.

After the data transfer has taken place you will have up to three reports:

- Animals in your records but not in theirs – simply put, FarmWorks has the animal listed as being on your farm, but BCMS don’t – perhaps you haven’t applied for the passport or notified them of the ‘on’ movement?
- Animals in their records but not in yours – they think that the animal is on your farm – perhaps you haven’t yet recorded the purchase on FarmWorks, or they haven’t been notified of a death, or the abattoir hasn’t told them, or you have sold the animal but BCMS aren’t aware of the movement off your farm?
- Mismatches – normally something simple, like BCMS have the animal down as a Limousin but on FarmWorks it’s been recorded as a Limousin X.

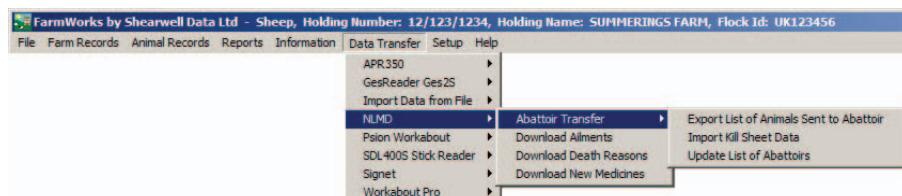


## Connect to NLMD

### NLMD - National Livestock Management Database (Cattle and Sheep)

Items within this option allow you to import standard lists of ailments, death reasons and medicine details into FarmWorks. If you make backups of your data to the NLMD and your abattoir uploads kill data to the NLMD, then you can import kill sheet data for your animals.

Further information regarding the NLMD and its range of services can be found by visiting the NLMD website at [www.nlmd.co.uk](http://www.nlmd.co.uk).

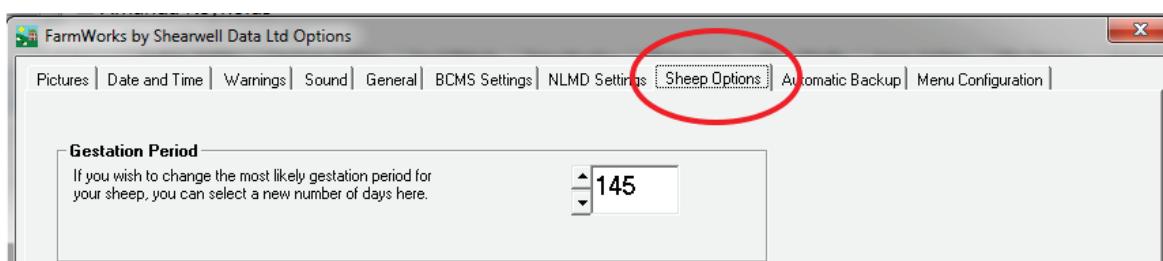
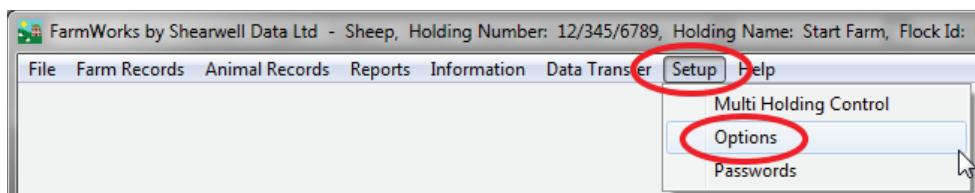




## Sheep movements to ARAMS

If you have a holding in England, sheep movements on and off your English holding that are recorded in FarmWorks can be forwarded to the Animal Reporting and Movement Service (ARAMS).

- First register an ARAMS account through their website [www.arams.co.uk](http://www.arams.co.uk). You will be issued a user name and password for sending records electronically.
- Enter your ARAMS account details into FarmWorks through **Setup > Options > Sheep options**.

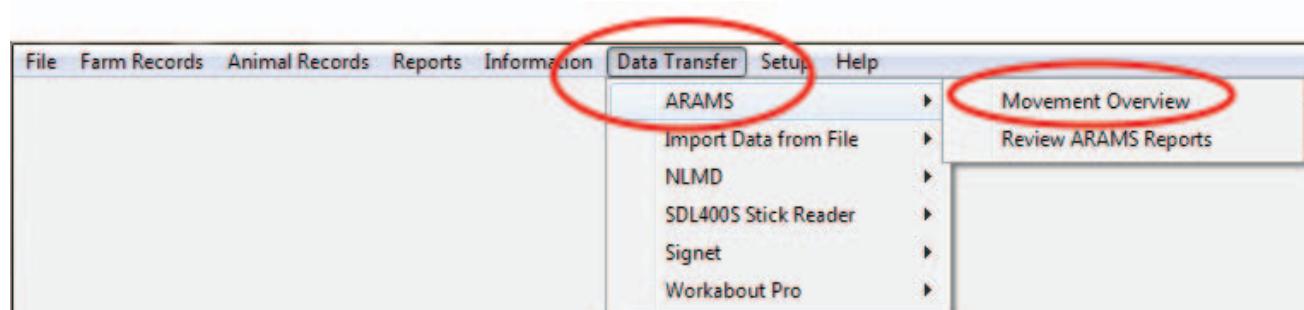


### Submitting sheep movements off your holding

#### Send to slaughter, send to grasskeep or private sale

**NOTE: You are NOT required to submit a movement to market through ARAMS.**

1. Record a movement to slaughter or grasskeep or private sale in FarmWorks on the PC or stock recorder as usual.
2. Go to **Data Transfer > ARAMS > Movement Overview**





## Sheep movements to ARAMS

3. Highlight the movement on the grid.
4. On the bottom of the page click on **Process selected movement**.

In the grids above the background colours indicate:

All details are complete for sending or the movement is awaiting your confirmation  

No further action is required  

These movements cannot be confirmed via FarmWorks by SDL as they contain animals that are not individually identified.  

Process Selected Movements Check ARAMS For New Movements View ARAMS Reports

5. Confirm the haulier details.

**ARAMS Movement Detail**

Movement Summary					
Date	Number	From	To	Status	Information
02/06/2014	1	12/345/6325	12/345/6789	To be sent	Private Purchase to Home holding

**Haulier Details**

Departure Keeper  Receiving Keeper  Neither

Movement Details - Selected: 0 OK to send: 1 Not		
Flock	Tag Number	Breed
► UK6598745	46541213	Texel X

6. Review the animals in the movement record. If correct then click **Send movement to ARAMS**.

In the grid above the background colours indicate:

The animal has all necessary details for sending to ARAMS  

The animal needs further details before it can be sent to ARAMS  

The movement has already been processed or doesn't need processing  

Send movement to ARAMS Confirm movement with ARAMS Mark as already processed Close

7. A message will show if the off-movement was successfully received.
8. If the movement was unsuccessful, then correct the errors and resend.

Sending your data to ARAMS - please wait...

ARAMS data transfer in progress - elapsed time 0 seconds

**ARAMS Request ID: 162030**

**Movement ID: 38223**

Your data was sent successfully.

**The following movement was sent to ARAMS**

From: 36/104/0087 to 8070 on 03/05/2014

8 animals

UK024160500733  
UK024160500734  
UK024160500735  
UK024160500736  
UK024160500737  
UK024160500738  
UK024160500739  
UK024160500740



# Sheep movements to ARAMS

## Sheep movements on to your holding

Sheep farmers in England should check for any pending movements on ARAMS that were recorded by the departure holding before creating a new on-movement record. The departure keeper may have recorded an electronic off-movement for the sheep you are moving on. If there is a pending movement, then you can confirm the details and import the animals without creating a new movement record.

To view any movements that were recorded by the departure keeper:

- Go to **Data Transfer > ARAMS > Movement Overview**.
- At the bottom of the page click on Check ARAMS for New Movements
- The grid will display any pending movements for your holding. Select the appropriate movement to confirm.

In the grids above the background colours indicate:  
All details are complete for sending or the movement is awaiting your confirmation (Green)  
No further action is required (Grey)  
These movements cannot be confirmed via FarmWorks by SDL as they contain animals that are not individually identified (Red)

Process Selected Movements    Check ARAMS For New Movements (highlighted with a red circle)    View ARAMS Reports

1. Any movements waiting to be confirmed will be displayed on the lower grid.
2. Highlight the relevant movement you wish to confirm. Click Process Selected Movements.

ARAMS Movements Overview

Date of Movements to Display

From: 02/05/2014    To: 02/06/2014

By Movement Type

Moves On  
 Moves Off  
 Both

By Movement Location

Holding \ Showground  
 Market  
 Abattoir

By ARAMS Action

All  
 To Be Sent  
 Need Confirming  
 Completed

Movements Recorded in FarmWorks

Movement Date	Number	Moved From	Moved To	Status	Information
13/05/2014	5	36/104/0087	09/001/0134	No action needed	Home holding to Market
03/05/2014	3	36/094/0056	09/001/0100	To be sent	Grasskeep to Grasskeep
03/05/2014	2	36/094/0056	20/006/8000	No action needed	Grasskeep to Market
03/05/2014	8	36/104/0087	8070	To be sent	Home holding to Slaughter
03/05/2014	10	36/094/0056	8070	To be sent	Grasskeep to Slaughter
03/05/2014	2	20/006/8000	36/104/0087	No action needed	Market return to Home holding
03/05/2014	1	20/006/8000	36/104/0087	No action needed	Market to Home holding (Purchase)
03/05/2014	1	20/006/8000	36/094/0056	No action needed	Market to Grasskeep (Purchase)
02/05/2014	3	36/094/0056	09/001/0100	To be sent	Grasskeep to Grasskeep
02/05/2014	7	36/104/0087	09/001/0100	To be sent	Sale from Home holding
02/05/2014	5	36/104/0087	20/006/8000	No action needed	Home holding to Market
02/05/2014	5	09/001/1100	36/104/0087	To be sent	Private Purchase to Home holding

Total: 13

ARAMS movements to be confirmed

Date	Number	Moved From	Moved To	Status	Request ID
14/05/2014	9	36/094/0056	36/104/0087	To be confirmed	162075
14/05/2014	5	09/001/0134	36/104/0087	To be confirmed	162075

Total: 2

In the grids above the background colours indicate:  
All details are complete for sending or the movement is awaiting your confirmation (Green)  
No further action is required (Grey)  
These movements cannot be confirmed via FarmWorks by SDL as they contain animals that are not individually identified (Red)

Process Selected Movements (highlighted with a red circle)    Check ARAMS For New Movements    View ARAMS Reports    Close



## Sheep movements to ARAMS

1. Review the animals on the movement record.
2. On the right-hand side of the grid select the action associated with this movement (market, grasskeep, purchase).

**ARAMS Movement Detail**

Movement Summary				
Date	Number	From	To	
14/05/2014	9	36/094/0056	36/104/0087	

**Haulier Details**

Departure Keeper     Receiving Keeper     Neither

Movement Details - Selected: 3   OK to send: 0   Not OK to send: 9				
Tag Number	From	To	Movement	Ok to Send or Movement Required
► UK 0 241605 00590	36/094/0056	36/104/0087	14/05/2014	Private Purchase to Home holding
UK 0 241605 00591	36/094/0056	36/104/0087	14/05/2014	Private Purchase to Home holding
UK 0 241605 00592	36/094/0056	36/104/0087	14/05/2014	Private Purchase to Home holding

**FarmWorks Actions for Selected Items**

Select All Rows

**Record purchase** (This button is circled in red)

Record private sale

Record movement to grasskeep

Record return from grasskeep

Record return from market

3. Complete the associated screen and click **Save** to add these animals to your FarmWorks data.
4. On the ARAMS Details screen review the animals and click **Confirm Movement with ARAMS**.

**ARAMS Movement Detail**

Movement Summary				
Date	Number	From	To	
14/05/2014	9	36/094/0056	36/104/0087	

**Haulier Details**

Departure Keeper     Receiving Keeper     Neither

Movement Details - Selected: 0   OK to send: 9   Not OK to send: 0				
Tag Number	From	To	Movement	Ok to Send or Movement Required
► UK0241605 00590	36/094/0056	36/104/0087	14/05/2014	To be confirmed
UK0241605 00591	36/094/0056	36/104/0087	14/05/2014	To be confirmed
UK0241605 00592	36/094/0056	36/104/0087	14/05/2014	To be confirmed
UK0241605 00598	36/094/0056	36/104/0087	14/05/2014	To be confirmed
UK0241605 00599	36/094/0056	36/104/0087	14/05/2014	To be confirmed
UK0241605 00600	36/094/0056	36/104/0087	14/05/2014	To be confirmed
UK0241605 00601	36/094/0056	36/104/0087	14/05/2014	To be confirmed
UK0241605 00602	36/094/0056	36/104/0087	14/05/2014	To be confirmed
UK0241605 00603	36/094/0056	36/104/0087	14/05/2014	To be confirmed

**FarmWorks Actions for Selected Items**

Select All Rows

**Record purchase**

Record private sale

Record movement to grasskeep

Record return from grasskeep

Record return from market

In the grid above the background colours indicate:  
 The animal has all necessary details for sending to ARAMS (Green)  
 The animal needs further details before it can be sent to ARAMS (Yellow)  
 The movement has already been processed or doesn't need processing (Purple)

 
  (This button is circled in red)



## Sheep movements to ARAMS

1. A message will be displayed if the on-movement was successfully received.
2. If the movement is unsuccessful then correct the errors and resend.

Sending your data to ARAMS - please wait...  
ARAMS data transfer in progress - elapsed time 0 seconds  
**ARAMS Request ID: 162030**  
**Movement ID: 38223**  
Your data was sent successfully.

**The following movement was sent to ARAMS**

From: 36/104/0087 to 8070 on 03/05/2014

8 animals

UK024160500733  
UK024160500734  
UK024160500735  
UK024160500736  
UK024160500737  
UK024160500738  
UK024160500739  
UK024160500740

Sending your data to ARAMS - please wait...  
ARAMS data transfer in progress - elapsed time 1 second  
**ARAMS Request ID: 1396856**  
**ARAMS reported errors in your data as follows:**  
Username and/or password is invalid (code 3001)  
Your data was not successfully sent to ARAMS

**The following movement failed to be sent to ARAMS**

From: 12/345/6789 to 05698 on 02/06/2014

6 animals

UK012345600501  
UK012345601583  
UK012345601501  
UK012345601539  
UK012345601545  
UK012345601546

[View Report](#)

[Exit](#)



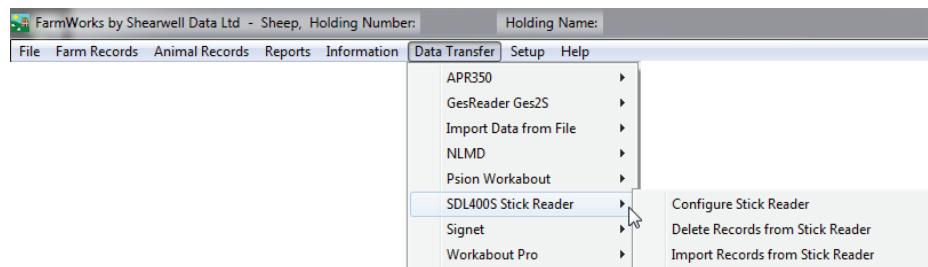
## Connect to SDL400S Stick Reader

### SDL400S Stick Reader (Cattle and Sheep)

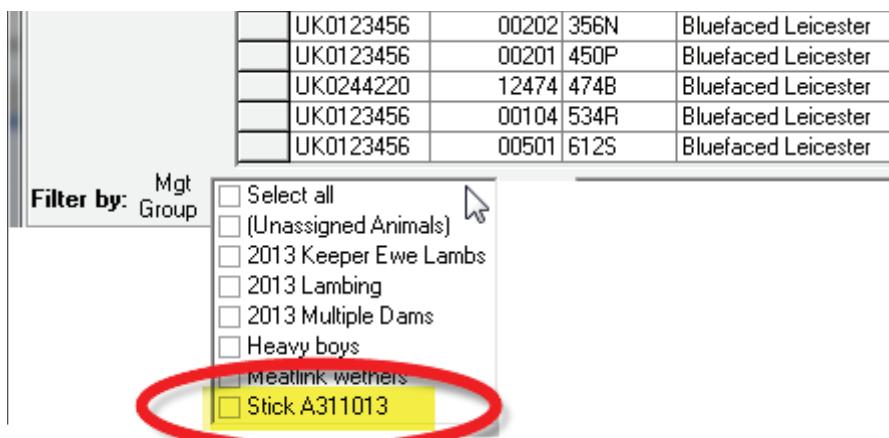
If your PC is Bluetooth enabled it can be linked to Shearwell's stick reader. Follow the instructions that came with your SDL400S stick reader for adding a Bluetooth adapter and installing the PC software. Once the stick reader is successfully linked to your PC then tag numbers can be exported from the stick reader into your FarmWorks program.

#### Transferring tag numbers from the stick reader

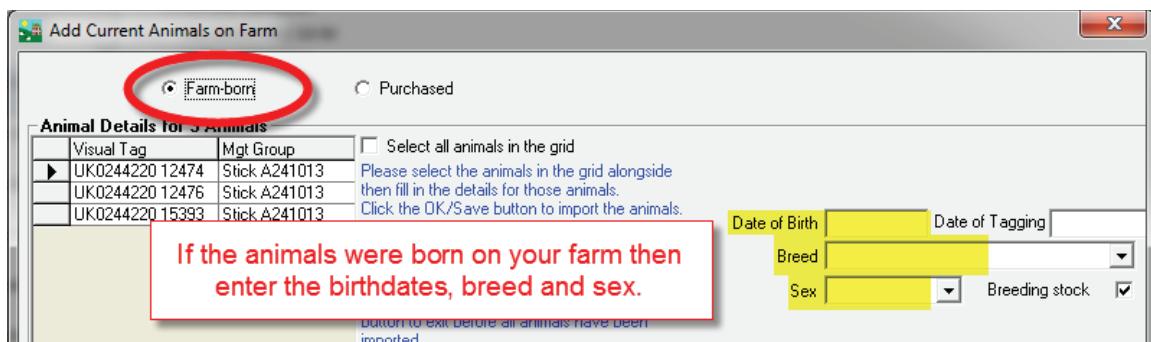
1. Turn on your stick reader and make sure it has a Bluetooth connection to the PC.
2. Open **Data Transfer > SDL400S Stick Reader**
3. Select **Import Records from Stick Reader**



4. If the EID numbers are already known to FarmWorks the tag numbers will be imported and placed in a new management group, named with today's date.



5. If the EID numbers are unknown to FarmWorks then you will be given the opportunity to add the animal details so that FarmWorks can import the animals.
6. Select one or more animals from the grid. If the animals were born on your farm then enter their birth-dates, sex and breed. Click **OK to save**. A confirmation window shows the number of animals that have been added to your data.





## Connect to SDL400S Stick Reader

7. If the animals were purchased from another holding then enter the purchase details. Click **OK to save**. A confirmation window shows the number of animals that have been added to your data.

If the animals were purchased then add the purchase details.

**Purchase Details**

Date of Purchase: 24/10/2013

From Market  Add New Market

From Holding

Holding moved to: Backbone Ranch

Place Purchased From: Brandon Market

Name Purchased From: White, S

Purchase Price (per animal): 125

Other Costs (per animal):

Service prior to purchase

Service date:   Ram  AI

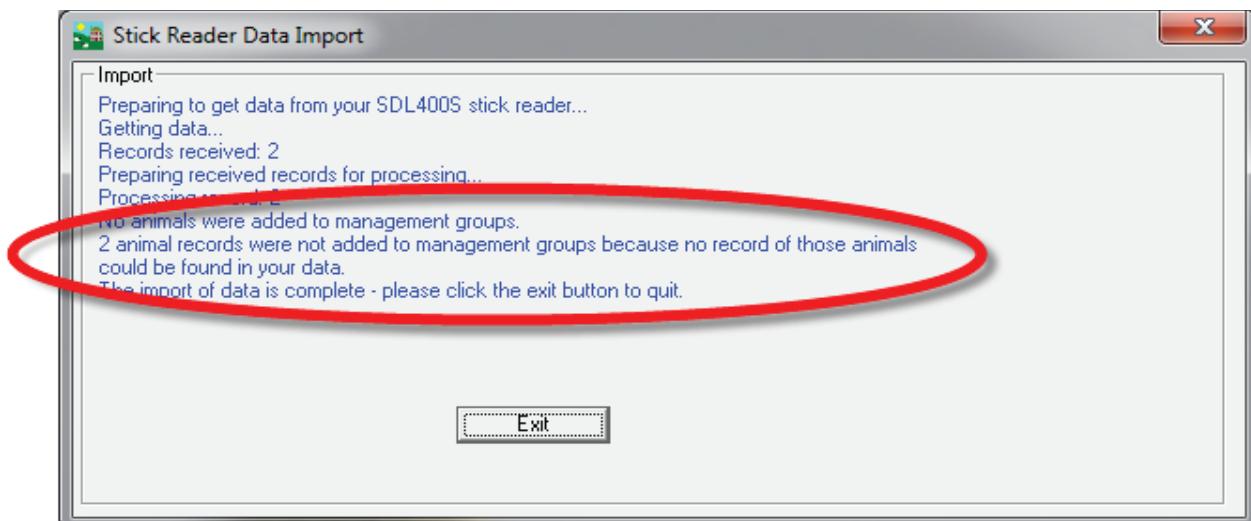
Sire flock:

Sire tag:

Add New Mgt Group

Add New Location

8. If the tag numbers are not known to FarmWorks and not in the UK format then they cannot be imported into FarmWorks from the stick reader. If you are reading UK cattle EID tags or sheep EID tags from before 2010 then you must have a tag file loaded into FarmWorks before you can import from the stick reader. A tag file is a cross reference between the numbers inside the tag on the microchip and the number printed on the outside of the tag. See page 60 for instructions on loading a tag file into FarmWorks.



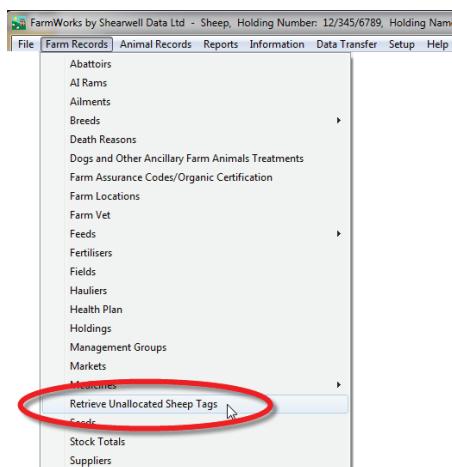


## Load a Tag File

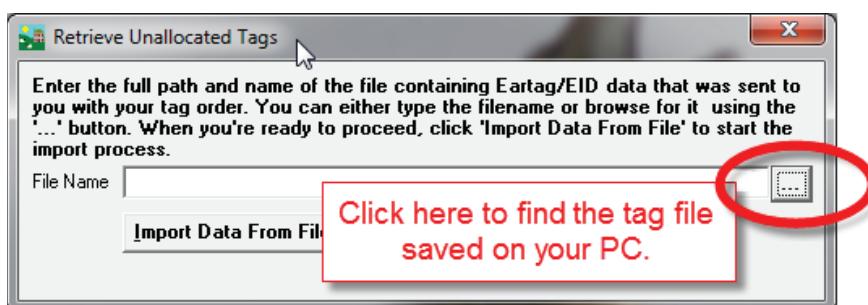
The EID number in cattle EID tags (and pre-2010 sheep EID tags) is not the same number that is physically printed on the tag. For example, the EID number programmed into the microchip might look something like 0940000001245796, but the number printed on the tag itself could be UK123456 600001. A tag file is a cross-reference of the interior EID numbers and the numbers printed on the exterior of the tags. When you purchase electronic tags your supplier will also provide you with a 'tag file' or 'tag bucket' that you can load into FarmWorks.

### Loading a tag file

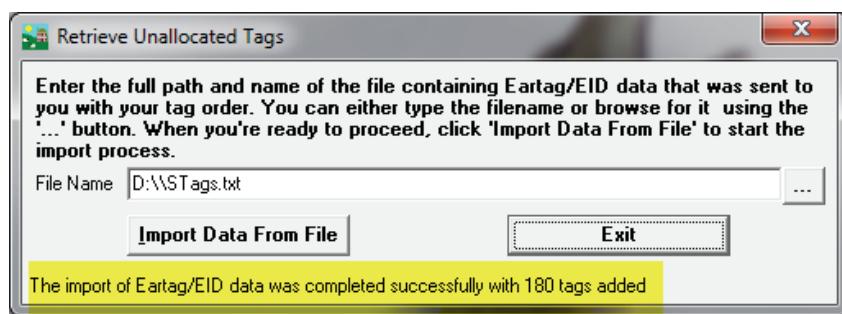
- Insert the tag file CD into the DVD drive on your PC.
- In FarmWorks go to **Farm Records > Retrieve Unallocated Tags**.



- Click on the  button at the end of the **File Name** field. Locate the tag file on the CD in your DVD drive on your PC. It will be named **Ctags.txt** if it is for cattle tags, or **Stags.txt** if it is for sheep tags.



- Highlight the tag file and click **Open**.
- Click **Import Data From File**.
- Total number of tag numbers imported will show in the import window. Click **Exit**.



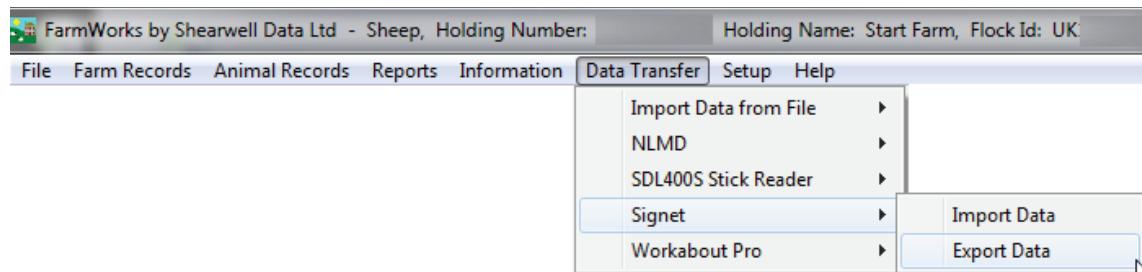


## Connect to Signet

### Signet (Sheep)

This can be used to produce a file for births, 8 week and 20 week weights which can be sent to Signet. The file is in a format compatible with their software so it can be imported directly into their system.

1. Go to **Data Transfer > Signet**
2. Choose **Import** to bring in a csv file from Signet. Find the file on your PC and click **Import Data**.
3. Choose **Export** to produce a file for export to Signet.
4. Select the required animals or group from the grid.
5. Use the tick boxes to include dam and sire data, or include lambs that died before tagging.
6. Click on **Export to CSV**. Name the file and choose a location to save it.

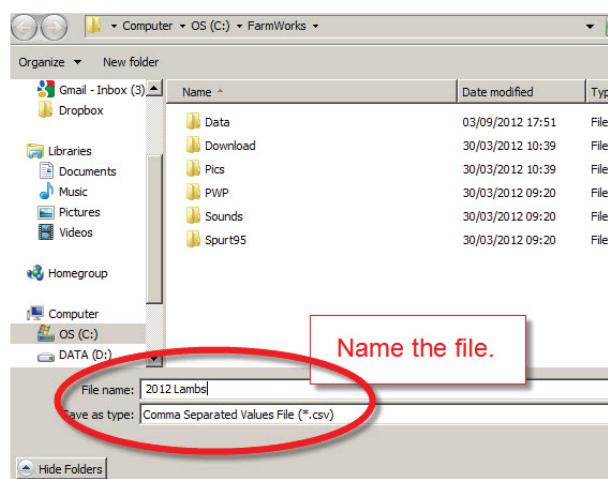


	UK123456	00078	Bleu Du Maine	Ewe	02/03/2009
Filter by:	UK123456	00076	Bleu Du Maine	Ewe	02/03/2009
	UK123456	00075	Bleu Du Maine	Ewe	02/03/2009
	UK123456	00073	Bleu Du Maine	Ewe	02/03/2009
	UK123456	00093	Bleu Du Maine	Ewe	02/03/2009
	UK123456	00072	Bleu Du Maine	Ewe	02/03/2009
	UK123456	00071	Bleu Du Maine	Ewe	02/03/2009

Export Type  
 Birth  
 8 Week  
 20 Week

Include Dam and Sire Data in Export?  
 Include Data for Lambs that Died Before Tagging?

Export to CSV



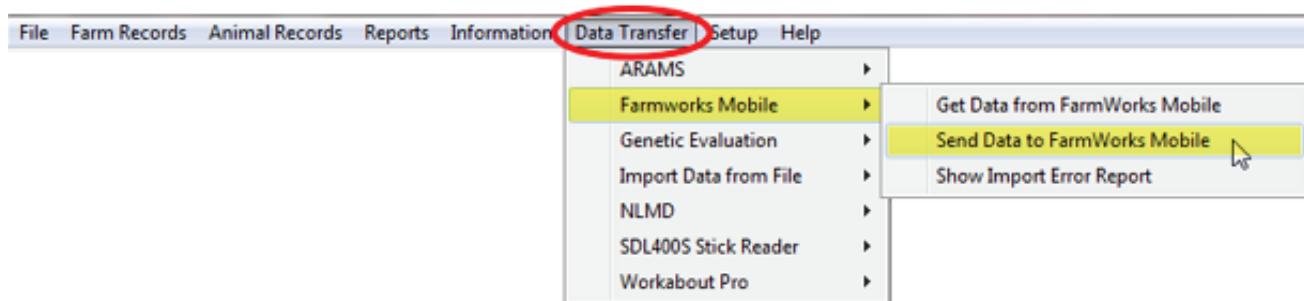


## Connect to FarmWorks Mobile

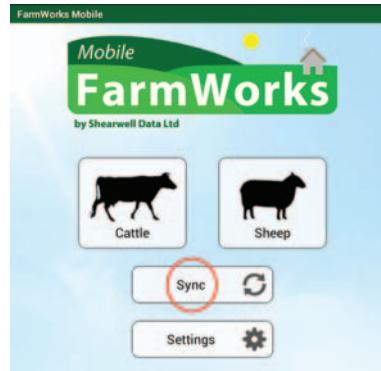
FarmWorks Mobile is an app for smart phone or tablet that links into FarmWorks on your PC. The mobile app has the basic functionality of FarmWorks for recording statutory information (births, deaths, movements), medical treatments, comments and management groups. It is a yearly subscription service that requires a separate software license, and is compatible only with FarmWorks versions 1.8.58 and above.

Data collected on the mobile app is uploaded into FarmWorks through a data transfer. Before you can use FarmWorks Mobile for the first time you must do an initial data transfer to export all your farm details and animal tags into the app.

1. Go to **Data Transfer > FarmWorks Mobile > Send Data to FarmWorks Mobile**.



2. On your mobile app, press **Sync**.



3. On the PC, click on **Send Data to Mobile Device**.

4. Close and exit when the export is complete.



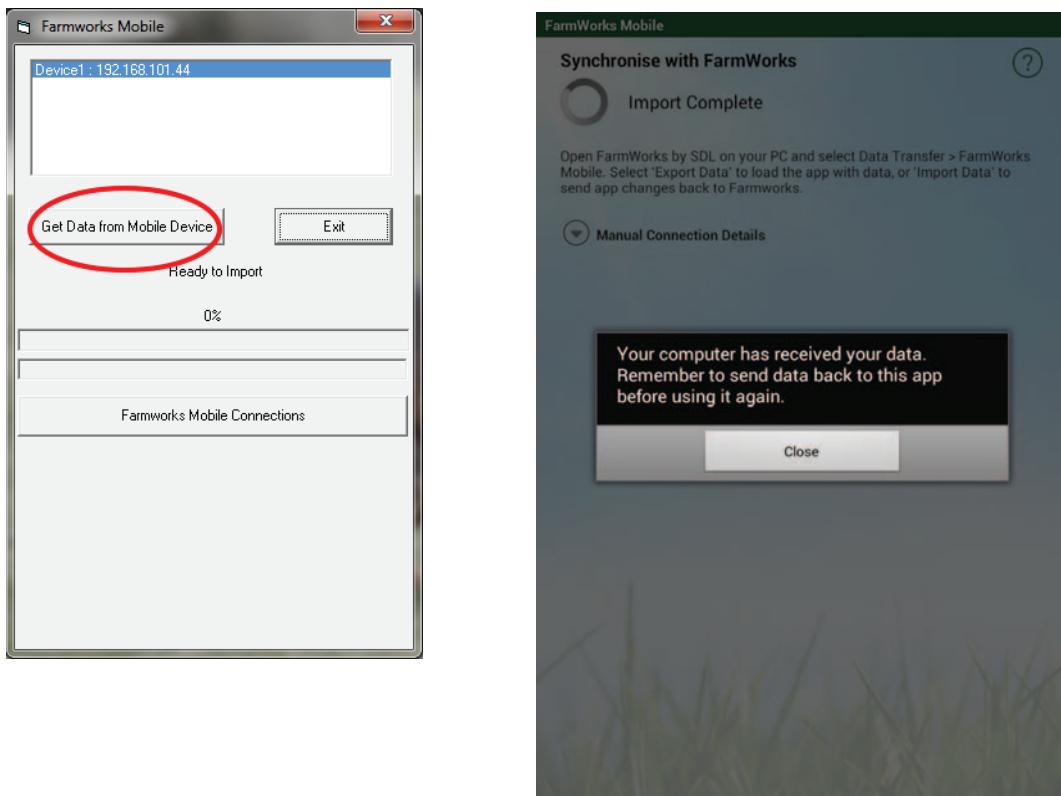
# Connect to FarmWorks Mobile

To send data from FarmWorks Mobile to FarmWorks on your PC:

1. Go to **Data Transfer > FarmWorks Mobile > Get Data from FarmWorks Mobile**
2. On your mobile app, press **Sync**.



3. On the PC, click on **Get Data from Mobile Device**.
4. When the import is complete you must do a data transfer back to your mobile device before you can use it again.





## Contact Us

**For technical support telephone:** +44 (0) 1643 841814

**You can email technical support at:** [support@shearwell.co.uk](mailto:support@shearwell.co.uk)

**For general enquiries telephone:** +44 (0) 1643 841611

**Fax:** +44 (0) 1643 841628

**Alternatively visit our website at:** [www.shearwell.co.uk](http://www.shearwell.co.uk)

**You can visit the NLMD at:** [www.nlmd.co.uk](http://www.nlmd.co.uk)

Context-sensitive help is available within the program at any time by pressing the F1 key on the screen you need help on, or you can visit the online support website which contains a large database of easy to search, helpful information, including frequently asked questions. Please see [www.shearwell.co.uk](http://www.shearwell.co.uk)

Lines are open from Monday to Friday between 8am - 5pm GMT.