

HERD DIARY V9.00

QUICK USER GUIDE

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Services & Fertility (HD)

To record services, bulling, PD+ , PD- or Barren status:

1. Click the RECORD EVENTS button off the main screen
2. Click on “services/fertility”
3. Enter the date for this entry
4. Select which “reason” applies e.g. “service”
5. If the entry is for a group of cows or calves e.g. YM or TH (temporary herd), then specify the group, otherwise the herd group (D, B or Y) should be used.
6. Use the ? button to search for a single animal in a herd group
7. Specify the “brand/id” of the animal (unless working with a group) – you will be warned if no cows or calves match it.
8. Select the bull from the list or use the NEW button to add one
9. Enter quantity, unit (e.g. straw) and price for each straw

10. Select the “inseminator” or use the NEW button to add one
11. Save the entry by clicking on the UPDATE / SAVE button
12. Repeat 3 – 11 to add further fertility entries

The list in the top right shows what entries you’ve made during the session. This may include different types of entries.

PD+ entries will ask you to confirm the “due to calve” date unless part of a large group, when only those “not served” will need confirmation.

Drying Off Cows

Herd Diary users

1. Click the RECORD EVENTS button off the main screen
2. Click on “calvings/dry”
3. Enter the drying off date
4. If the entry is for a group of cows e.g. DC or TH (temporary herd), then specify the group, otherwise use D or B.
5. Specify the “brand/id” of the animal (unless working with a group) – you will be warned if no cows match it.
6. Select a medicine from the list or use NEW button to add one
7. Enter quantity, unit (e.g. tube) and price per unit
8. Select the “administrator” or use the NEW button to add one
9. Save the entry by clicking on the UPDATE / SAVE button
10. Repeat 3 – 9 to add further drying off entries

See Using the Temporary Herd for drying off several cows at the same time.

Calvings – Record Events

1. Click the RECORD EVENTS or RECORD CALVINGS button or use the ADD option from the CALF BOOK button.
2. Click on “calvings/dry”
3. Enter the calving date
4. Select “calving” from the “reason” list
5. Specify the “brand/id” of the cow or heifer

6. Select the “type of calf” from the list or use the NEW button to add one but make sure the quantity is 1 or more if you do.
7. Save the entry by clicking on the UPDATE / SAVE button
8. A “calf details” window pops up for you to specify eartag, brand, sex and breed for the calves born, unless a quantity of 0 was specified. Fill in these details and SAVE.
9. Repeat 3 – 8 to add further calvings

The following notes should help

- ⇒ Calves don’t need to be given tags at this time – especially if they are likely to be shot - just make both eartag boxes blank and use a brand of SHOT or BULL.
- ⇒ If a calf is born dead, change the herd mark and brand to “DEAD” and leave the tag blank.

Tagging calves later

1. Click on PASSPORTS & CIDS button
2. Select “tagging calves”
3. Type in the eartag and brand ([esc] key closes the window)

Calvings - Calf Book Wizard

1. HB – Click on CALFBOOK WIZARD button
2. HD – Click on COW/CALF WIZARD and select “add calves”
3. Fill in the details using one row per calf
4. Click on the CLOSE button in the top window to save changes
5. Say [Yes] to “Transfer .. ?”

It is better to use the [TAB] or [enter] keys to move from column to column until you come back to the first column, then use the [down arrow] key to start the next line.

Pop up lists are available on most columns - use [Rt Mouse] to display the list – then [Lt Mouse] to select item.

The following notes should help

- ⇒ Status – system generated message – leave blank
- ⇒ Type – Use D for Dairy, B for Beef (see pop up list for others)
- ⇒ All calves must have a unique id – use part of the eartag
- ⇒ Doc – Type in Y if the animal has any sort of passport/cert.
- ⇒ Moved From – Type in HR if home reared
- ⇒ Dam – if dam exists, just specify brand – leave eartag blank

- ⇒ Dam's Tag – Enter full tag with spaces e.g. UK HD0000 01234
- ⇒ Calves Born Dead – sex = D, blank eartag, id = DEAD
- ⇒ Eartags can be blank if calf never tagged & shot/died later
- ⇒ Calves that have Died/Left since – enter movement off details under “left on” and “moved to” (use pop up list)

Action Lists

Herd Diary maintains an “Action Diary” which can be viewed/printed either for a single cow/calf or for a date range.

Single action list

1. Click on VIEW/EDIT button off main screen
2. Type in the brand or eartag or use the SEARCH button
3. Click on UPDATE button and then “edit current status”
4. Use the EDIT ACTION LIST button to make any changes

Quick Action lists

1. Click on WEEK AHEAD, TODAY, TOMORROW buttons
2. Add any instructions to the printout under that column
3. Use the DIARY button to see history for selected cow/calf
4. Use the PRINT button to print out one or all of the pages

Action Diary

1. Select “action diary” off the EVENTS/ACTIONS menu
2. Choose period length to view
3. Use the calendar and buttons to change the starting date
4. Use the SELECT button to filter your view or change the order
5. Use the PRINT button to print out the current view

To get a “due to calve” action list in Brand order, go to the relevant herd list, select how many months to view (SELECT button) and change the order to “due to calve”.

Movements

Click on the MOVEMENT BOOK button and select time period

Use the ADD button for new entries, selecting relevant type. This is the only way to add TEMPORARY MOVEMENTS. Otherwise ..

Market sales

1. Select “market sales” off the FARM menu
2. Enter movement date
3. Select a place/mart or use the NEW button to add one
4. Herd Group – D, B or Y for cattle, S or P for sheep and pigs
5. Optionally specify the cow/calf by brand or eartag
6. Click on the UPDATE button – if animal not found, select from the list for that herd group
7. In the pop up window, complete the details and SAVE

Quick sale or death

Find the relevant cow or calf in a herd list, ZOOM button, UPDATE button, select “left the herd”. Fill in the details and SAVE.

Market purchases

1. Select “market purchases” off the FARM menu
2. As for market sales 2, 3, 4
3. Click on the UPDATE button, fill in the herd record and SAVE

Quick add to herd

Use the COWLIST WIZARD – see Setting Up Step 5

Medicines (1)

These are split up into Purchases, Usage and Stock records, all accessed from the MEDICINE BOOK button on the main screen.

Preparing your medicine book

1. Do a physical stock take of your medicine cabinet
2. Put onto the computer using the “stock control” option and the NEW button. Print a list when finished (option off menu).
 - Shortname – 12 character name eg CEPRAVIN
 - Local ID – 7 char. id or short batch number (NOT BLANK)
 - Batch Number – true batch number
 - Brought Forward – quantity in stock now
 - Fill in the rest as prompted and SAVE – see note re Units

Usage

1. Select “usage” option and choose how many months to view
2. Use the ADD button to add new entries.
3. Fill in the “date” and select a “reason”. Health reasons should be added as required, using the NEW button.
4. Enter herd group and brand of animal
5. Select a medicine from the list or use the NEW button to add a medicine including it’s purchase details
6. Select a “person” from the list or use the NEW button
7. Use the “comments” box for more details e.g. RL for Rear Left
8. Click on UPDATE/SAVE button to finish

Stock units should be smallest needed in terms of “usage”

Medicines (2)

Adding Medicines

From the “add/update” option off the menu or a NEW button:

1. Fill in the Name, Local ID and Batch No. boxes (see earlier)
2. Leave “currently held” as 0
3. SAVE and confirm
4. Fill in the purchase details and SAVE
5. Click on the wide list, select the new medicine, click on USE

Purchases

1. Select “purchases” option and choose months to view
2. Use the ADD button to add new entries
3. Select a medicine or follow instructions above for “Adding Medicines”, but DO NOT FILL in a purchase if new (CANCEL it)
4. Click on the USE button
5. Fill in the purchase details and SAVE

Medicine List

- ⇒ All columns can be edited except name and local id, which can be changed and saved in the left box
- ⇒ If a product is finished, enter Y under that column – if there is some left, the programme can “write-off” the difference.

Use “stock control” history to get individual balances of a selected medicine or “stock history” from the STOCKS menu

EPS - Extensification Payment Scheme

Click on STOCKING RATES / EPS button

EPS dates and Eligible Forage Area

1. Choose “Specify Dates / EPS”
2. Select which EPS scheme
3. Fill in your Maximum Stocking Density, Eligible Forage Area and SAPS
4. SAVE the details
5. Click on LU SETTINGS button and make sure these are correctly set for the year chosen – SAVE any changes
6. Enter any published dates in the boxes below
7. To retain the dates, put “Y” under the “EPS date?” column
8. Use the RECALCULATE button to refresh the totals
9. SAVE the dates and results

To view or print projected stocking rates

1. Choose “View or Print For Date Range”
2. Specify date range
3. When “viewing” use the [esc] key to close the window

To drill down on any statistic

1. Choose “Inspection Reports”
2. Enter relevant date
3. Click on statistic to examine, then VIEW or PRINT button
4. When “viewing” use the [esc] key to close the window

Documents

When calves are born or purchased on a temporary passport, you apply for Cattle Passports - this is called “registration”. If using LuxEmail, refer to that documentation.

Passport applications

1. From PASSPORTS & CIDS button, select “passport applications”
2. Select those to be registered by moving them into the right-hand list and clicking OK button

3. Enter a registration date (normally "today")
4. Optionally print a list of those sent off for

Documents returned

When documents are returned to you e.g. new passports, cids or passports returned after claims, select the relevant option under that section. Choose from the list provided and click OK button.

Checking documents

- The HERD OVERVIEW button gives simple totals for documents
- CHECK DOCUMENT button from "passports & cids" gives more detailed totals. Click on the total to examine and press [enter], then use the PRINT button for a report.

CTS Certificates for older cattle

Open up your herd list, change view to Youngstock Type from the OPTIONS button. Update the "regdate" column to 10/09/2000 or later and "ppt" column to Y.

Reviewing Records

Current herd

- To view (or print) a herd, select it off the main screen e.g. YOUNGSTOCK. Use the SELECT button to filter the records and the OPTIONS button to change report style and sorting order.
- To view, update or print a single record, select the cow or calf from a herd list and use the ZOOM button. Alternatively, use the VIEW/EDIT button and type in the brand or eartag.
- To view ancestry up/down the female line, use "trace/find"

Left the herd

- To print a simple report, select "left herd report" off the HERD BOOKS menu. Selections by date, herd, place and reason.
- From the REPORTS menu, select "cattle register" for an official report giving all details.
- Use the "trace/find" option off HERD BOOKS menu to find single records. NOTE: the ? and SEARCH buttons only look in the "left herd" lists.

History (HD only)

From the EVENTS/ACTIONS menu, select "event calendar" or "history". Herd health can also be found on the REPORTS menu.

Files menu

Dams, bulls, places, groups, locations, breeds etc.. can be viewed, edited or listed

Reports / Inspections

- ❑ All books and herd lists can be printed – use the SELECT button to filter the records and the PRINT button for a report.
- ❑ All the tables off the FILES menu can be printed.
- ❑ Inspections – wherever claims can be made there are inspection reports. These are also on the REPORTS menu.

Statistics/summaries

Herd Overview (button), Herd Performance, Summary reports, Dairy or beef herd results, EPS Stocking rates (button)

Detailed reports

- ⇒ Calf Book (big button or FARM menu)
- ⇒ Event list (REPORTS menu) – history for dairy cows – give to milk recorder
- ⇒ Health list (REPORTS menu)– select herd and health reason
- ⇒ Herd census (REPORTS menu) – select month, then print out a report for your census form.
- ⇒ Cattle Register (REPORTS menu) – report in the style of MAFF's herd register book
- ⇒ Left Herd report (HERD BOOKS menu) – lists cattle that have left – selections by date, herd, place and reason

Most summaries and statistics can be EXPORTED to another programme, select this option instead of printing, then choose which type of file e.g. XLS for Excel.

FAQ Frequently Asked Questions (1)

how can I get more help?

- There is a manual on the CD. Copy the folder marked “manual7” onto your hard disk and create a shortcut to “help.htm” on your desktop. This can be opened using a Web browser.

- Changes to the manual are also on the CD as release notes e.g. HDREL900.HTM. These can be found in the “docs” folder.
- The [F1] key can be used to get some contextual help
- Phone your Software Support Line: 01994 484617 or send an email to: rosy@luxsoft.co.uk

how do I delete things?

- Herd records – to completely remove a herd record and associated links, find it (zoom or view/edit), click on UPDATE button and select the “remove herd record” option
- Any form of history or book – clear the date and confirm
- Undo last .. (HD only) – find the cow/heifer (zoom or view/edit), click on UPDATE button, select “diary/history” and double-click on the relevant “undo..” in the list

how do I tag calves after they’re born?

Click on PASSPORTS & CIDS button, choose “tag calves” and enter their eartag and brand in the list

FAQ Frequently Asked Questions (2)

running with the bull?

- Even if you don’t know the exact date of a service, it is better to enter one for any cow/heifer that runs with the bull.
- To enter several services at once, put the relevant brands into the temporary herd and then use “TH” as the herd group.

how do I create a temporary herd list?

- Select the main herd and filter as required. Use the =>TEMP button to add into the temporary herd list, moving them from the left-hand list to the right. Click on OK button.
- From the HERD BOOK menu, select “temporary herd/enter brands”. Add relevant cows/calves to the list by hand.

what can I do with a temporary herd list?

- The list can be exported to other programmes such as Works, which is useful if you want to re-arrange the columns. Only the main information is exported.
- Any “action” except calving and movements onto the farm, can use the TH group. Enter “TH” where “herd group” is asked for – you can still remove some at this stage. E.g. drying off, movements, running with the bull, worming. Individual records will be generated automatically for you.

how do I enter non-bovine movements?

Select "movements/other" off the FARM menu

FAQ Frequently Asked Questions (3)

how do I enter temporary movements ?

In the movement book there are several different types of entries, where MO and MI represent temporary movements. Use the ADD button and select one of the last 2 types. Fill in details.

what do I do if calf/cow not sold at the market?

If you enter the movement BEFORE you go to market:

1. Add movement as a temporary movement off farm (MO)
2. if it returns, add a temporary movement onto farm (MI)
3. if it is sold, delete the MO record in the movement book, and enter it as sold in the normal way

If you enter the movement AFTWERWARDS:

1. Add movement as a temporary movement off farm (MO)
2. Add a temporary movement back onto farm (MI)