

HERD DIARY/BOOKS V9.50

SETTING UP

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Step 1 Installation

1. Put the Herd Diary CD into Drive D:
2. From the RUN command (Off Start Menu or File Manager)
3. Type In: D:\SETUP.EXE [enter]
4. Choose between "single farm" and "bureau" version
5. Select the default directory offered
 - For Single farm: C:\WHDRY
 - For Bureau: C:\BUREAU
6. Complete the installation

If asked to re-start Windows, answer [Yes]

Run the programme from the new icon on the desk top

For Bureau users:

Select a farm then click OK or use the ADD button to register a new farm. You will need Luxsoft to supply you with a registration for each farm set up in the bureau.

As a demo, the software is limited to 50 records & 1 month's trial.

Step 2 Register Programme

1. Open up the HELP menu
2. Enter your holding's 2 herd numbers
3. Enter the farm name (max of 20 characters)
4. Type in the registration number issued to you by Luxsoft

5. SAVE the changes

If the 'Herd Number' has changed from the demonstration herd mark "HD0000", you will be asked if you want to Update Eartags? Answer [Y] if you have already set up your own cows or calves with 'HD0000/745000' eartags. It does no harm to say [Y]!

Step 3 Farm Details/Settings

1. Open up the FARM menu
2. Select "farm details", and enter your farm details – these will appear on documents presented for inspection and should be correct.
 - farmer's name
 - 3 lines of address - press [enter] between each one
 - holding number using "/" format e.g. 59/089/0121
 - herd suffix is only relevant where multiple herds need to be identified for email purposes
 - postal holding number and suffix is for email only
 - SAVE the changes
3. Open up the FARM menu
4. Select "system settings"
5. Check that you are happy with the configuration and settings in force e.g. if you don't want the Farm Messages to appear on startup, change this setting to [N]

6. Remember to SAVE any changes made

Step 4 Setup Reminders

1. Open up the EVENTS/ACTIONS menu
2. Select "reminder settings"
3. Set the automatic action reminders generation timing to suit the way your farm operates. Reminders are generated:
 - After a calving – 1st service reminder only
 - After a service or bulling
4. Reminders appear for a limited period in the action diary and lists according to the "for" column which is in days. Set these to suit you.
5. To avoid clogging up the system with unwanted reminders e.g. steaming up, just set the "days" column to 0
6. If you want the bull breed's gestation period to be used instead of the "default days to calving" , change this to [Y]
7. Leave the clear historical reminders as [N] for the first year of using the programme
8. SAVE any changes made

Step 5 Quick Cows/Calves

The quickest way to add cow or calf records is to use the Cow List and CalfbookWizards. If you have purchased Herd Diary, it will mean that you have to enter "services" or "calvings" afterwards in order for the cows to appear on action lists.

1. Click on COW/CALF WIZARD button on main screen and select "add cows" or "add calves"
2. Complete the wizard registration details
3. Fill in the details using one row per animal. **See Appendix for CTS Download instructions to fill up these rows automatically.**
4. Click on the CLOSE button in the top window to save changes

5. If you think the information in the list so far is correct, then say [Y] to “Transfer details to ...?” . You can always revisit the list later to tidy up the details and continue adding records.

The complete Herd Wizard is accessible off the HERD BOOKS menu. This offers the facility to: Clear all or some of the lists, Undo transfers, Save Wizard Lists to floppy disk, Enter CID claim dates and also gives you statistics relating to Lists and Transfers.

Records in the Wizard list are only temporary and are not accessible from the main programme until they are transferred – this is limited to 50 records in the Demonstration Version.

Step 6 Wizard Lists

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

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

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)
- Doc – Type in Y if the animal has any sort of passport/cert.
- Moved From – Type in HR if home reared, otherwise where purchased. If repeating mart names, it is better to pick from the pop up list if name used before.
- Dam's Tag – Enter full tag with spaces e.g. UK HD0000 01234.

Cow List

- ⇒ Enter lactation if known. If this is left empty, she is assumed to be a heifer and may give you misleading statistics.
- ⇒ Born – if left empty, the programme calculates an approximate date from calving date and lactation number.

CalfBook List – refer to User Guide for more details

- ⇒ All calves must have a unique id – use part of the eartag

⇒ Dam – if dam exists in the main programme, just specify brand – leave eartag blank

Step 7 Adding Herd Records – alternative

Use this method if you want to update the fertility status and last service for cows, as you type in their details, or if you want to put in pedigree information. The cows will then appear in the relevant action lists when their dry off and calving dates approach.

Each individual cow or calf added has a herd record – rather like a card file system. You fill in the details and then SAVE each one separately. More detailed information can be entered using the “ADD” method, including pedigree names and hbn's.

From the HERD BOOKS menu, select “add” and then choose which type of bovine you're adding.

The following notes should help

- Herd group – must be D, B or Y, but can have 1 sub-group letter or number e.g. DB, YM, D2
- Type in the “age” for cows with unknown dates of birth
- Every animal must have a “brand / id” as well as an “eartag”
- It is better to add all your cows before adding the calves, so that they can be referenced as “dams”

Appendix – Download from CTS Online

1. LOGIN to CTS ONLINE (website: <http://www.bcms.gov.uk/>).
2. Click the CATTLE ON HOLDING SUMMARY & DOWNLOAD button.
3. Click the DOWNLOAD SUMMARY button. This opens the list of cattle in a second popup window.
4. Open the File Menu, select SAVE AS.

5. Change the "Save As Type" to TXT file.
6. Enter a sensible name and location, where you can find it again. If you save it to: C:\WHDRY\CTSOLINE folder as CTSDOWN.TXT the programme will find it easily.

Back on your desktop:

1. From the START button, choose RUN .
2. Type in: **C:\whdry\ctsload.exe**, and click OK
3. Locate the file you saved in the OPEN Dialogue box and click OPEN.
4. To carry on, answer YES to the "Convert file ..?" question.
5. A list of cows is displayed. Use F10 to print the list.
6. Press ESC to close the window or click in the top left corner and choose CLOSE.
7. This is repeated for the calves.

The summary screen gives your cattle totals. If you are happy to continue, click on: EXPORT TO COW WIZARD and then EXPORT TO CALF WIZARD. Launch Herd Diary:

1. Run HERD WIZARD (found on the Herd Books menu) and use the COW LIST or the CALF LIST buttons to tidy up your cattle details. *For Example:*
 - a. **Brand** – Each cow or calf needs a "unique" identity or short name. When this is taken from the eartag, duplicates can arise. Add a trailing letter to the number, to resolve this.
 - b. **Calving dates** should be entered for all cows plus a lactation number. Otherwise, when they calve they are assumed to be heifers.
 - c. **Dates of Birth** – unknown dates are shown incorrectly – sort these out.
 - d. **Dam's** details can be added if known (cows only – CTS know all the calves' dams).
 - e. If the animal was **moved in**, type in the "From Place" or "HR" for Home Reared.
 - f. Check if **cows** and **calves** are in the correct lists – just make a note of them for now. All animals under 18 months old are in the Youngstock list.
2. When completely happy, use the TRANSFER option to copy the Wizard records into Herd Diary tables.

NOTE

If you are already using Herd Wizard Lists, they will be overwritten by these new ones. It is OK to OVERWRITE, if you no longer want the original Wizard files or this is a second or third attempt to load from CTS Online.

For more help speak to Rosalie on 01792 371469

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