

FarmWorks by Shearwell Data Ltd



Getting started in FarmWorks

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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 better these specifications then you will have no problems running our programs. These are minimum requirements - the program would run faster on a higher specification computer.

- ☒ Windows 7, Windows 8, Windows 10
- ☒ 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

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 to not be an administrator.

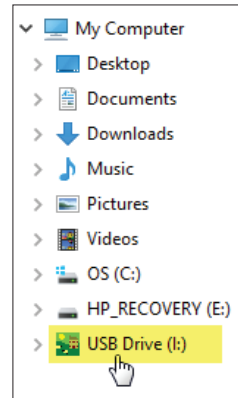
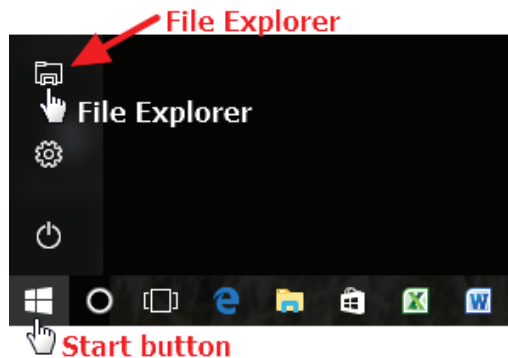
An Internet connection is required to:

- 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.

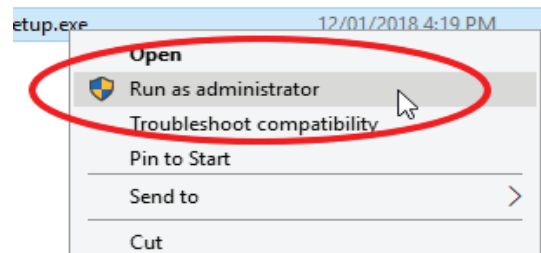
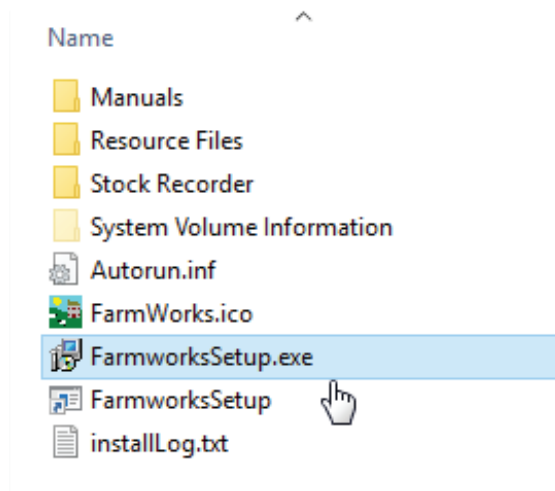


Installing FarmWorks

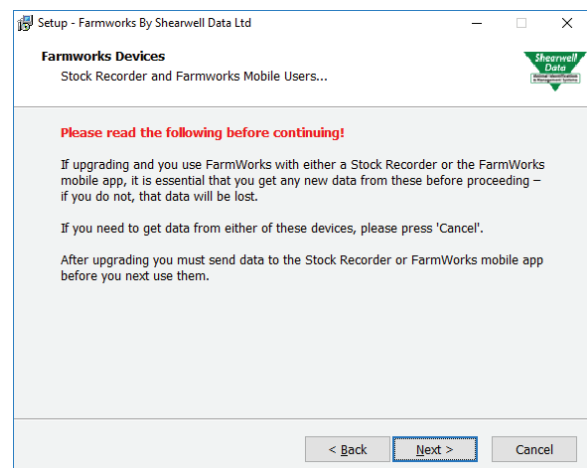
- » Insert your FarmWorks by SDL memory stick into a USB port on your PC.
- » Click on the Start button, then click on **File Explorer**. Find the USB drive.



- » Open the FarmWorks USB. Right-click with your mouse on **FarmWorksSetup.exe**.
- » Click on **Run as administrator**.



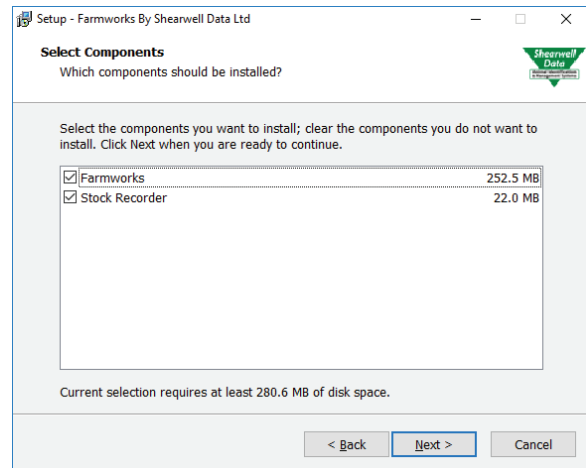
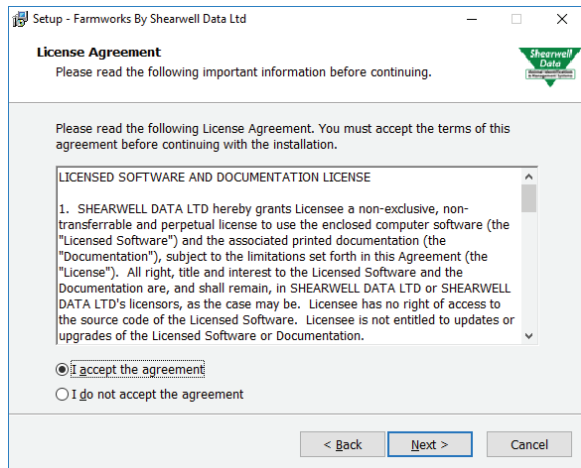
- » Allow the app to make changes to your computer.
- » The first page is the FarmWorks Installation Wizard. Click **Next**.
- » On the second page, if this is a new installation then click **Next**.



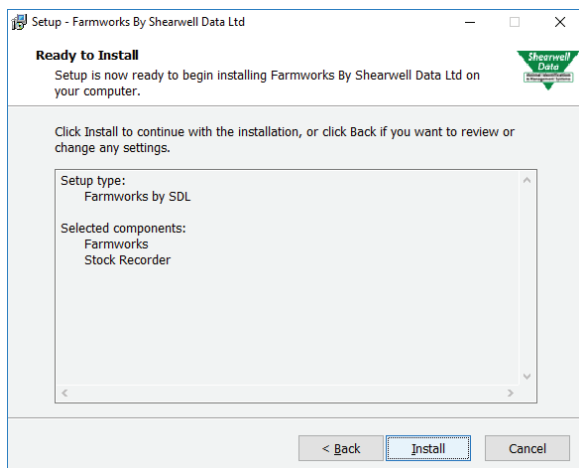


Installing FarmWorks

- » 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.

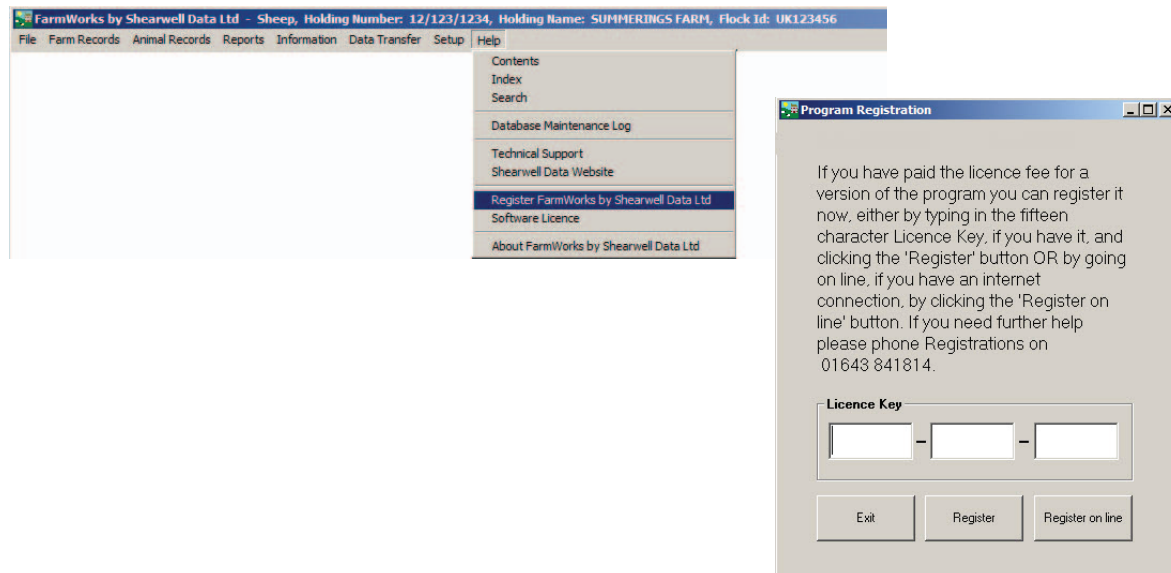
If you have not paid for the full product you will have been automatically issued a demonstration registration on first installing the program, which will be valid for 30 days. The demonstration version will provide you with a copy of the Cattle, Sheep and Flock parts of the system.

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. 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. Once registered you will be able to install FarmWorks on another PC.

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.





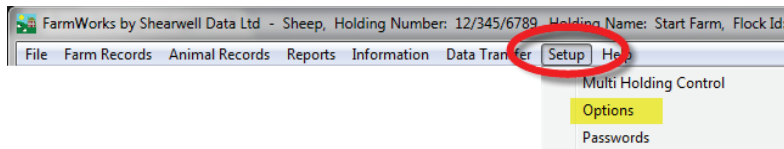
Upgrade Your Software

FarmWorks by Shearwell Data is constantly being improved, with new and better features. 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.

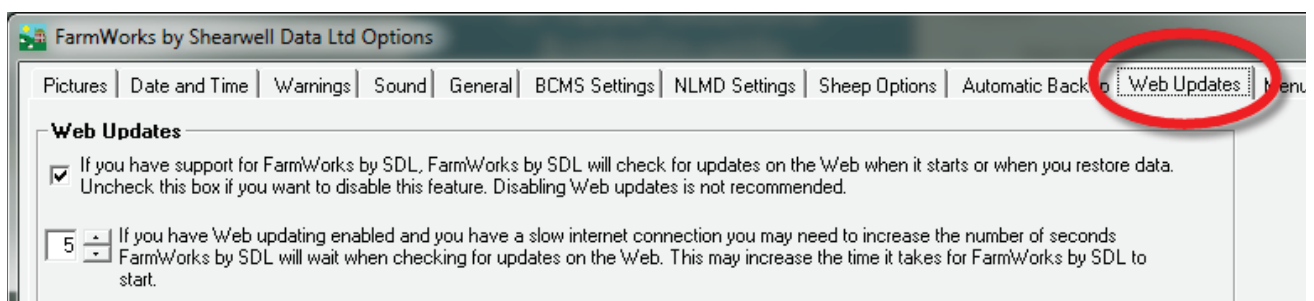
Note: Software upgrades are only available if your support subscription is paid up.

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.



Windows XP, Vista and Windows 7 - Version 1.6.45

FarmWorks

by Shearwell Data Ltd

Cattle Sheep Poultry Rat Horse

Rat

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Download records from CTS, scan in with a barcode scanner or add manually. Compare data and supply movement and birth notifications to CTS and ScotMoves. Create medical reports, a movement book, transport certificates and a herd register including purchase, sale and slaughter records. Record and review service, pregnancy scanning, calving, weights, comments, TB results and more. Both the cattle and sheep programs are fully EID compatible when used with Shearwell's readers.

A complete management program for individually identified sheep. Automatically completes the Holding Register and movement documents. Comprehensive reporting including medical records. Links to ARAMS, ScotEID and EIDCymru. Allows comparison and selection of ewes based on performance statistics including litter size and lamb weights. Record and review tuppings, pregnancy scanning, lambing, weights, comments and more. Both the cattle and sheep programs are fully EID compatible when used with Shearwell's readers.



- Reports
 - Annual Flock Record
 - Fields Management
 - Holding Register
 - Medicines
 - Movement Document
 - FCI
 - Transport Certificate
 - Veterinary

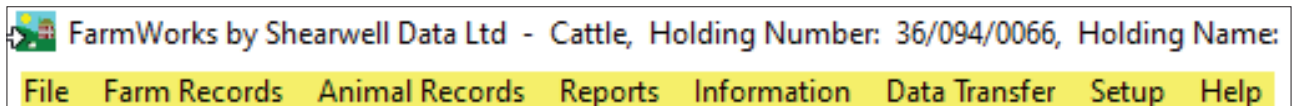


Overview

Cattle and Sheep

The Cattle and Sheep sections of the program are very similar; there are obvious differences such as calving as opposed to lambing, 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 details, purchases and the facility to record dog and horse treatments. 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, or recording the movement of 50 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 treatments, birth and death reports, movement documents, the Sheep Holding Register or Cattle official stock report, and a very wide range of others.

Data Transfer – This utility allows the import and export of data from a Shearwell stock recorder, stick reader, or via a CSV file. **Data import from file** includes tag numbers, weights, management groups, scheme ID and Signet or Breedplan results. The Data Transfer function is also used to send or receive country-specific animal data with BCMS, ARAMS, ScotEID, ScotMoves and EID Cymru.

Setup – Mainly used to change options within the program, for example warning screens, the default gestation period for your animals, display settings, and the log in details for BCMS, ARAMS and NLMD. Multi-holding controls are accessed through here.

Help – Where to go for user manuals, Shearwell contact numbers and the remote support tool. Go to Help to register FarmWorks and FarmWorks Mobile.



General Information

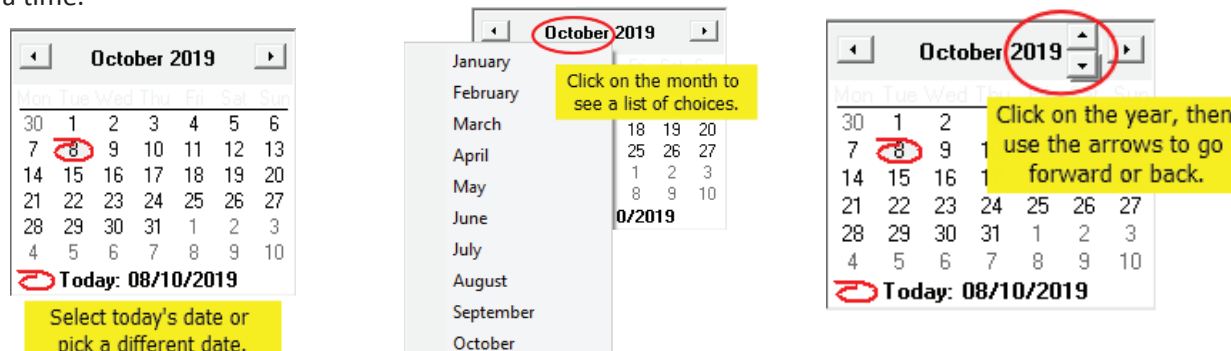
There are various common functions available on most screens throughout the program.

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.



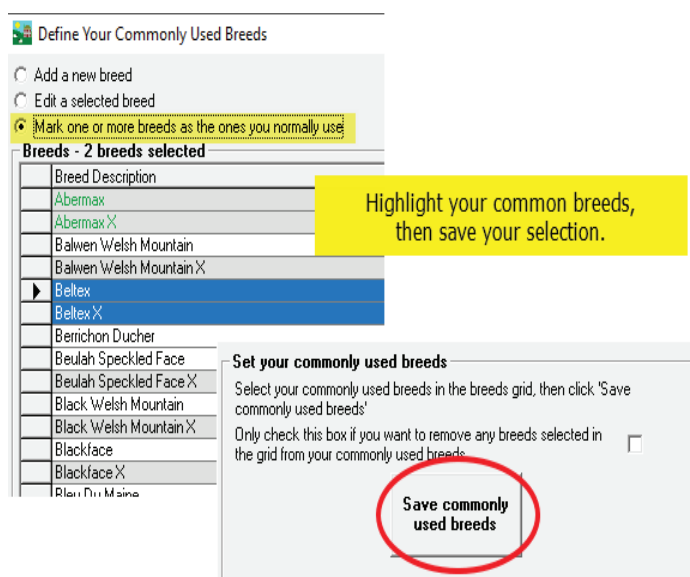
Navigating around the Screen

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. You can also select favourite breeds by going to **Farm Records > Breeds**, and selecting **"Mark one or more breeds as the ones you normally use"**. Hold the control key while you select breeds, then click the button **"Save commonly used breeds"**.





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 **Tag Search** box, type in the tag number and press the **Enter** or return key on the keyboard. For cattle you must type in at least the last six digits e.g. 700123; for sheep you must enter at least the last five digits e.g. 00123. 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.

Lambing Report

Number of animals selected in grid: 4 out of 1249

	Flock No.	Ear Tag	Mgt Tag	Breed	Sex	Date of Birth
	UK0101646	01847		North of England Mule	Ewe	01/03/2010
	UK0101646	01895		North Country Mule	Ewe	01/03/2014
		01913		North Country Mule	Ewe	01/03/2015
		05691		North Country Mule	Ewe	15/03/2017
		05854		North Country Mule	Ewe	15/03/2016
	UK0101648	01402		North Country Mule	Ewe	01/03/2014
	UK0101648	01403		North Country Mule	Ewe	01/03/2014
	UK0101648	01404		North Country Mule	Ewe	01/03/2014
	UK0101648	01405		North Country Mule	Ewe	01/03/2014
	UK0101648	01406		North Country Mule	Ewe	01/03/2014
	UK0101648	01412		North Country Mule	Ewe	01/03/2014
	UK0101648	01414		North Country Mule	Ewe	01/03/2014
	UK0101648	01415		North Country Mule	Ewe	01/03/2014

Type a tag in the Tag Search box and press <Enter>

Tag Search
 01818
☐ By MgtTag
☐ Select All



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.

Flock Report

Number of animals selected in grid: 6 out of 1569 The grid is currently filtered by Birth Year

Type	Flock No.	Ear Tag	Mgt Tag	Breed	Sex	Da
<input type="checkbox"/> Rams	UK0342851	05554		Texel X	Wether	01.
<input type="checkbox"/> Wethers	UK0351787	02492		Texel X	Wether	28.
<input type="checkbox"/> Ewes	UK0351787				Lamb	28.
<input type="checkbox"/> Ewe Lambs	UK0351787				er	28.
<input type="checkbox"/> Breeding	UK0351787				er	28.
	UK0351787				er	28.
	UK0351787	02491		Texel X	Wether	28.
	UK0351787	02498		Texel X	Ewe lamb	28.
<input type="checkbox"/> By Mgt Tag	UK0351787	02499		Texel X	Wether	28.
<input type="checkbox"/> Select All	UK0351787	02500		Texel X	Ewe lamb	28.
	UK0351787	02501		Suffolk X	Wether	28.
	UK0351787	02502		Texel X	Wether	28.
	UK0351787	02503		Texel X	Ewe lamb	28.
	UK0351787	02504		Texel X	Wether	28.

Click to the left of the line you want to select.

Select the first animal, then hold down the Ctrl key and select multiple animals.

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.

Flock Report

Number of animals selected in grid: 9 out of 1569 The grid is currently filtered by Birth Year

Type	Flock No.	Ear Tag	Mgt Tag	Breed	Sex	Da
<input type="checkbox"/> Rams	UK0342851	05554		Texel X	Wether	01.
<input type="checkbox"/> Wethers	UK0351787	02492		Texel X	Wether	28.
<input type="checkbox"/> Ewes	UK0351787	02492		Texel X	Ewe lamb	28.
<input type="checkbox"/> Ewe Lambs	UK0351787					28.
<input type="checkbox"/> Breeding	UK0351787					28.
<input type="checkbox"/> Non-Brd'ing	UK0351787					28.
<input type="checkbox"/> Tag Search	UK0351787	02498		Texel X	Ewe lamb	28.
<input type="checkbox"/> By Mgt Tag	UK0351787	02499		Texel X	Wether	28.
<input type="checkbox"/> Select All	UK0351787	02500		Texel X	Ewe lamb	28.
	UK0351787	02501		Suffolk X	Wether	28.
	UK0351787	02502		Texel X	Wether	28.
	UK0351787	02503		Texel X	Ewe lamb	28.
	UK0351787	02504		Texel X	Wether	28.
	UK0351787	02505		Texel X	Ewe lamb	28.
	UK0351787	02506		Texel X	Ewe lamb	28.

Select the first animal then hold down the Shift key and select multiple animals.

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.



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. Use the Type filter on the top left side of the grid to select the sex. Use the filters beneath the grid to filter by Management Group, Breed, Location or Year of Birth. You can apply more than one filter at a time.

Sell Sheep Privately

Sale Date: 09/10/2019 Holding Name: PUTHAM FARM RS&CM WEB

Number of animals selected in grid: 6 out of 621 The grid is currently filtered by Sex, Br

Type

- ☐ Rams
- ☐ Wethers
- ☐ Ewes
- ☒ Ewe Lambs
- ☐ Breeding
- ☒ Non-Brding

Tag Search

Flock No.	Ear Tag	Mgt Tag	Breed
UK0351787	02493		Texel X
UK0351787	02505		Texel X
UK0351787	02506		Texel X
UK0351787	02507		Texel X
UK0351787	02511		Texel X

Use the top filters to select the gender.

Use the dropdown filters under the grid to narrow your search.

Filter by: Mgt Group Select all Breed North Country Mule X North of England Mule X North of England Mule X Suffolk X Teeswater X Texel ☒ Texel X Unknown

Location: Select all

Birth Year: 2019

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.

Number of animals selected in grid: 621 out of 621 The grid is currently filtered by Sex, Breeding status, Breed and Birth Year

Type	Flock No.	Ear Tag	Mgt Tag	Breed	Sex	Date of Birth
<input type="checkbox"/> Rams	UK0351787	02493		Texel X	Ewe lamb	28/03/2019
<input type="checkbox"/> Wethers	UK0351787	02498		Texel X	Ewe lamb	28/03/2019
<input type="checkbox"/> Ewes	UK0351787	02500		Texel X	Ewe lamb	28/03/2019
<input checked="" type="checkbox"/> Ewe Lambs	UK0351787	02503		Texel X	Ewe lamb	28/03/2019
<input type="checkbox"/> Breeding	UK0351787	02505		Texel X	Ewe lamb	28/03/2019
<input checked="" type="checkbox"/> Non-Breeding	UK0351787	02506		Texel X	Ewe lamb	28/03/2019
	UK0351787	02507		Texel X	Ewe lamb	28/03/2019
	UK0351787	02511		Texel X	Ewe lamb	28/03/2019
	UK0351787	02513		Texel X	Ewe lamb	28/03/2019


☐ By Mgt Tag

☒ **Select All** Tick Select All to highlight every animal on the grid.

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 any filters used will be displayed at the top of the grid.

 **Sell Sheep Privately**

Sale Date Holding Name

Number of animals selected in grid: 15 out of 621 The grid is currently filtered by Sex, Breeding status, Breed and Birth Year

Type	Flock No.	Ear Tag	Mgt Tag	Breed	Sex	Date of Birth
<input type="checkbox"/> Rams	UK0351787	02493		Texel X	Ewe lamb	28/03/2019
<input type="checkbox"/> Wethers					Ewe lamb	28/03/2019
<input type="checkbox"/> Ewes					Ewe lamb	28/03/2019
<input checked="" type="checkbox"/> Ewe Lambs					Ewe lamb	28/03/2019
<input type="checkbox"/> Breeding					Ewe lamb	28/03/2019
<input checked="" type="checkbox"/> Non-Breeding	UK0351787	02506		Texel X	Ewe lamb	28/03/2019



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.

UK0101827	02867	North Country Mule	Ewe	01/03/2017
UK0101827	02941	North Country Mule	Ewe	01/03/2017
UK0101889	00052	North of England Mule	Ewe	01/03/2010
UK0101889	00064	North of England Mule	Ewe	01/03/2010
UK0101889	00074	North of England Mule	Ewe	01/03/2010
UK0101889	00078	North of England Mule	Ewe	01/03/2010
UK0101889	00084	North of England Mule	Ewe	01/03/2010

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

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 animals available for weighing on that specific 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.

Weighing of Animals

Date Weighed: 09/10/2019

Most functions require you to enter a date.

Number of animals selected in grid: 1 out of 1569 The grid is currently filtered by Birth Year

Type	Flock No.	Ear Tag	Mgt Tag	Breed	Sex	Date of Birth
<input type="checkbox"/> Rams	UK0342851	05554		Texel X	Wether	01/03/2019
<input type="checkbox"/> Wethers	UK0351787	02492		Texel X	Wether	28/03/2019
<input type="checkbox"/> Ewes	UK0351787	02493		Texel X	Ewe lamb	28/03/2019
<input type="checkbox"/> Ewe Lambs	UK0351787	02494		Texel X	Wether	28/03/2019
<input type="checkbox"/> Breeding	UK0351787	02495		Texel X	Wether	28/03/2019
<input type="checkbox"/> Non-Breeding	UK0351787	02496		Texel X	Wether	28/03/2019
	UK0351787	02497		Texel X	Wether	28/03/2019
	UK0351787	02498		Texel X	Ewe lamb	28/03/2019
	UK0351787	02499		Texel X	Wether	28/03/2019
	UK0351787	02500		Texel X	Ewe lamb	28/03/2019
	UK0351787	02501		Texel X	Wether	28/03/2019

☐ By MgtTag

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.



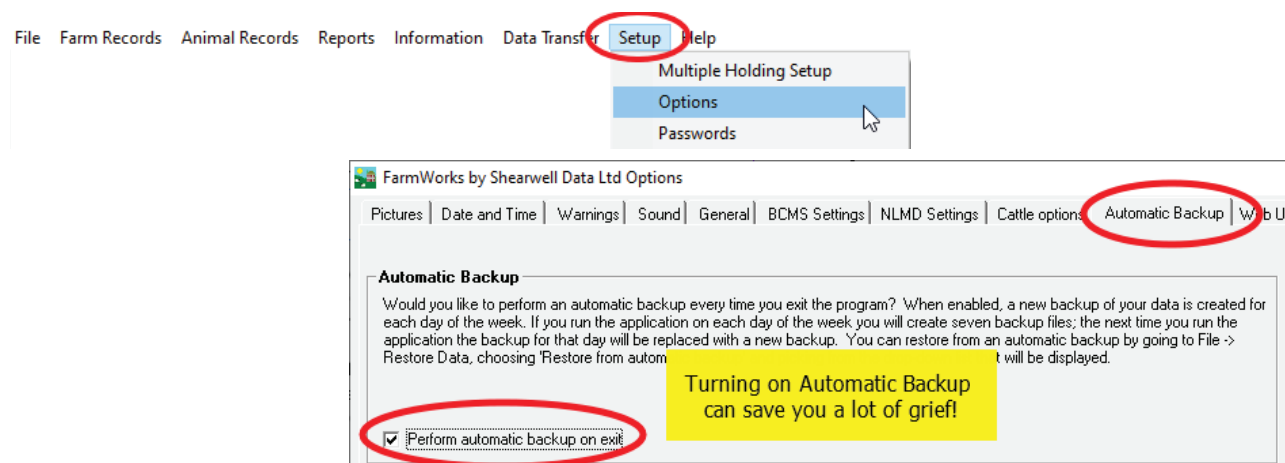
Backup and Restore Your Data

The data you collect needs to be protected so backing up is very important. If your hard drive becomes corrupted you will need to rely on a backup stored somewhere else to retrieve your data. Backing up to an online account like NLMD is the safest, or save to a USB memory stick. Always take a backup before upgrading.

Automatic backup

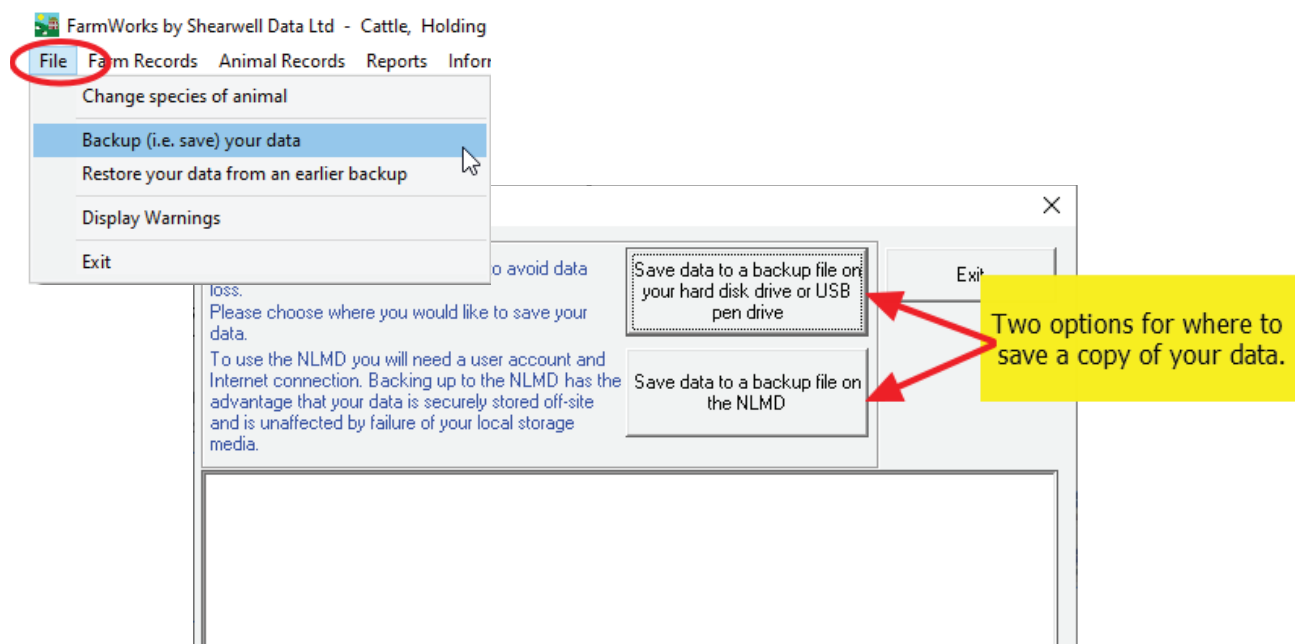
Setting up Automatic Backup is a reliable way of saving your data each time you exit the program. It can be activated through **Setup>Options>Automatic Backup**. If you click on the **Perform automatic backup on exit** box then the program will save a copy of your data each time you exit.

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 USB 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 before use.



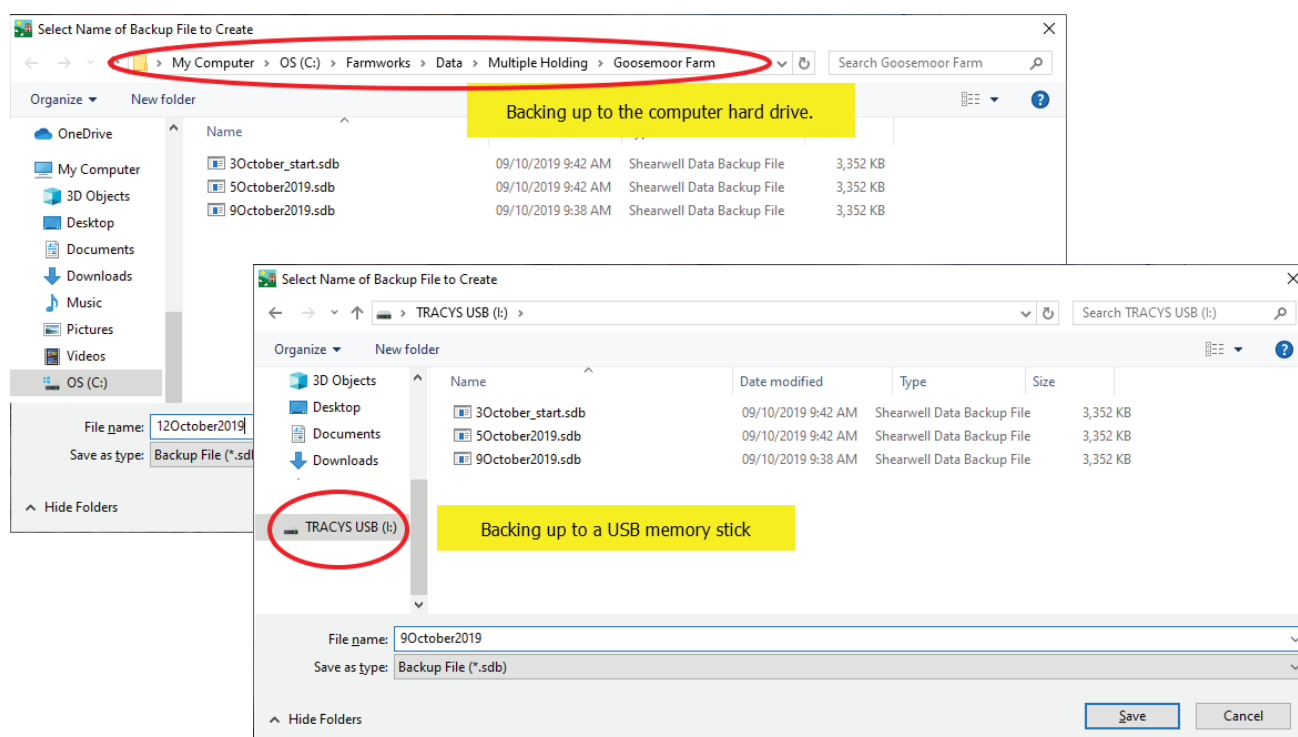


Backup and Restore Your Data

Make a backup on the PC:

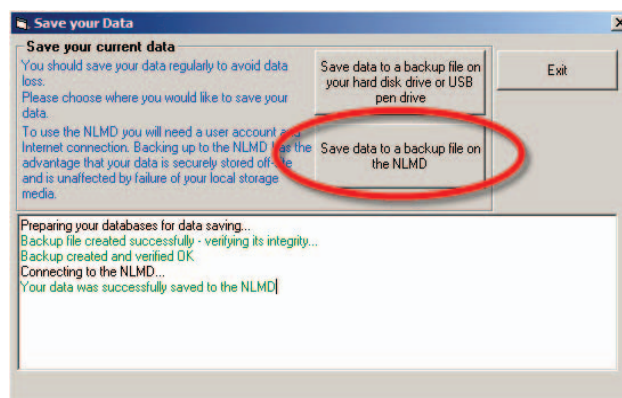
1. Click on **Save your data to a backup file on your hard disk drive or USB pen drive.**
2. A window opens for you to choose where to save your backup. The default is the Backup folder inside the FarmWorks program on the C drive. You can save your data here or choose another location, such as a removable device like a memory stick (recommended).
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.

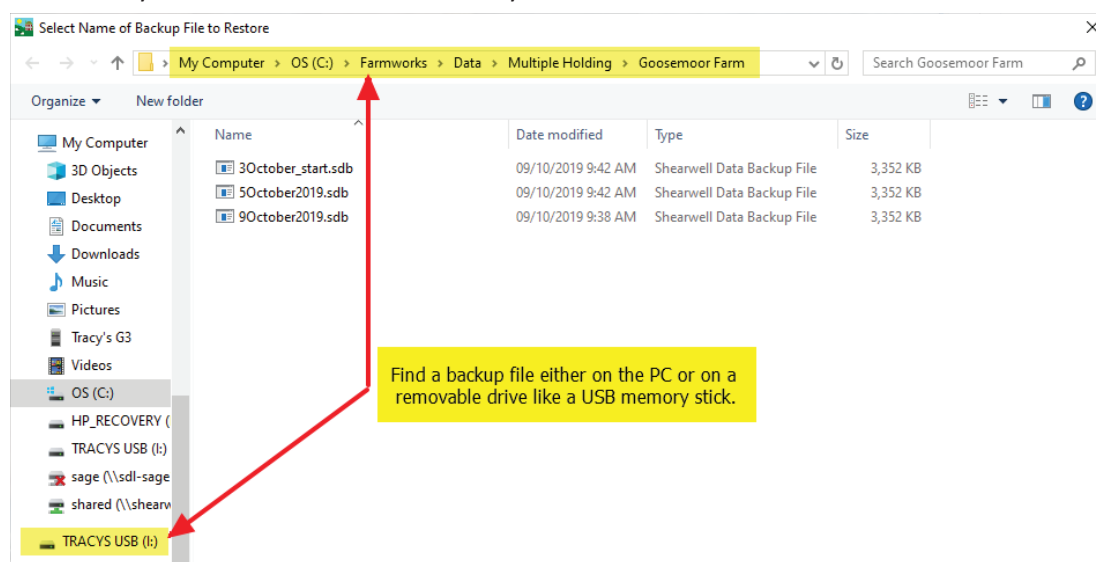
On the top menu bar click on **File > Restore your data from an earlier backup**. You will be presented with two choices:

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.

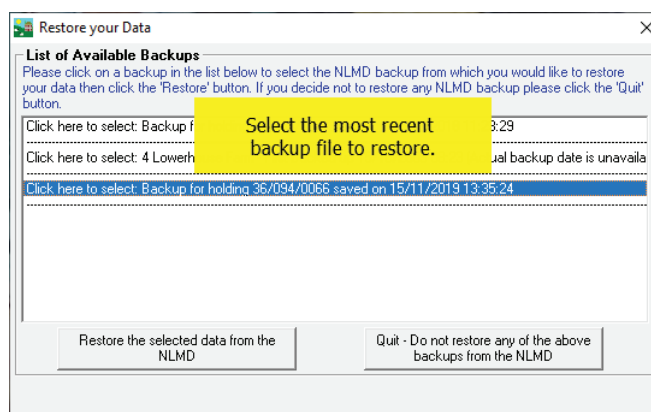
Restore from a local backup file

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 NMLD**. When your data has been successfully restored click **Exit**.





Set Up Your Farm

The login screen - entering your farm details

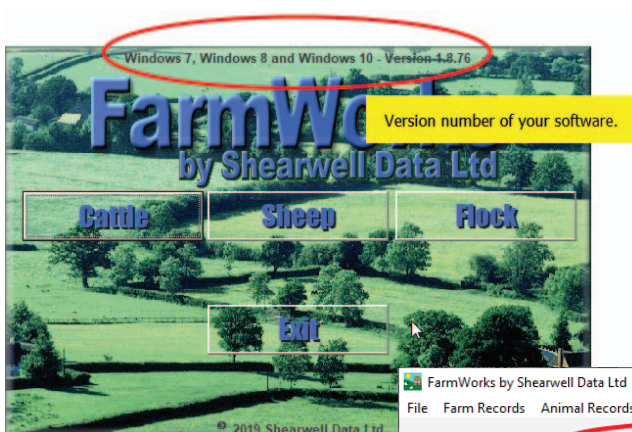
When you first open FarmWorks by Shearwell Data Ltd. you must enter your own farm's details in the login screen. Use your numeric herd number, for example 'UK123456' with no space between 'UK' and the first digit. You may enter a password here if you wish but you must remember it to be able to open the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

Login

Enter Your Details		Passwords
Country	England	<p>If you enter a password in the box below you will be asked for that password everytime you start this application. If you enter no password anybody can enter your program. You can change or add your password from the menu at a later time if you wish. The password must be at least four letters/numbers long.</p> <p><input type="checkbox"/> Enable Password Protection</p> <p>New Password <input type="text"/></p> <p>Confirm Password <input type="text"/></p> <p>WARNING: IF YOU FORGET YOUR PASSWORD YOU WILL HAVE TO CONTACT SUPPORT FOR ASSISTANCE.</p> <p>Help</p> <p>Please enter your email address. Must be in the format someone@xyz.co.uk to be valid.</p>
Holding Number	12/123/1234	
Name	Mike Fletcher	
Farm Name	Goosemoor Farm	
Herd Number	UK123456	
Flock Number	UK012345	
Address	Goose Cottage	
	Wheddon Cross	
Town / City	Minehead	
County	Somerset	
Postcode	TA24 5HU	
Grid Reference		
Telephone No	01643 841814	
Fax No		
E-Mail		

OK Cancel

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 (markets, abattoirs, other farms etc.). You will only need to enter these 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 abattoir, that market or abattoir must be already entered into the program.

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 or Holdings or Markets** as required.

Farm Records Animal Records Reports Data Transfer

Abattoirs

- AI Rams
- Ailments
- Breeds
- Carcass Locations
- Death Reasons
- Dogs and Other Ancillary Farm Animals Treatments
- Farm Assurance Codes/Organic Certification
- Farm Locations
- Farm Vet
- Holdings/Showgrounds**
- Management Groups
- Markets/Collection Centres/Assembly Centres**
- Medicines
- Retrieve Unallocated Sheep Tags
- Stock Totals
- Suppliers

All holdings that 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 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 enter the MHS number.


Note that the program will not allow any two holdings, markets or abattoirs to have duplicate holding or MHS numbers. Click **OK / Save** to add to the list or update a record selected from the list.

Abattoir Details

MHS Licence Number 7015 Town Lampeter Phone No 01570480284

Name Dunbia County Carmarthenshire Fax No 01570480260

Address Teify Park Postcode SA40 9QE Email ojonline@hotmail.com

 Delete Abattoir


Update List of Abattoirs Capable of Automatic Kill Sheet Transfers

Market, Collection Centre or Assembly Centre Details

Holding No 52/216/8004 Town

Name Bulth Showground Sales County

Address Royal Welsh Showground Postcode

 Delete Market, CC or AS

Holding Details


Country England Holding No 36/104/0087- ☐ ARAMS Holding?


Name RS&CM WEBBER Grid Reference

Farm Name PUTHAM FARM Town MINEHEAD Phone No

Address WHEDDON CROSS County SOMERSET Fax No

Postcode TA24 7AS Email

 Delete Holding

 OK/Save

 OK/Save  Cancel/Exit



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. You can also access the suppliers' screen via **Purchase Feeds** or **Purchase Medicine.**

Update Supplier Information

Select a Supplier to Update

Supplier Name	Town	County	PostCode	Phone No	Fax No	Yield
Malford Feeds	Upper Snogum	Devon	EX2 8QW			
N & W Mandela	Copperhead	Cornwall	PL27 6UT			
Primo Beans Medicine	Donaldis	Cornwall	PL32 9TH	01940 212 334		
Tokun Up Farm	Carnelford	Cornwall	PL32 1SS	01765 978 158		
Valley Farmers	East Puz	Devon				

Supplier Details

Name: Malford Feeds Town: Upper Snogum County: Devon Postcode: EX2 8QW Phone No: Fax No:

Address: Malford Barton Albington

Supplier Type: ☒ Feeds ☐ Medicines ☐ Other

Buttons: Delete Supplier, OK/Save, Cancel/Exit

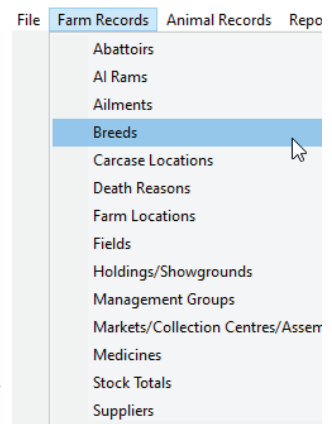
Breeds

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 are likely to use are already there. If a breed is not present 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.

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.



Add Breed

☒ Add a new breed

☐ Edit a selected breed

☐ Mark one or more breeds as the ones you normally use

Breeds

Breed Description
Balwen Welsh Mountain
Balwen Welsh Mountain X
Beltex
Beltex X
Berrichon Ducher
Beulah Speckled Face

Select "Add a new breed" then enter the breed name and save.

Breed Identifier

Breed Description: Abermax

Breed Identifier:

Killout %:

Sire's Breed:

Dam's Breed:

Buttons: Save Changes

Define Your Commonly Used Breeds

☐ Add a new breed

☐ Edit a selected breed

☒ Mark one or more breeds as the ones you normally use

Breeds - 2 breeds selected

Breed Description
Abermax
Abermax X
Balwen Welsh Mountain
Balwen Welsh Mountain X
Beltex
Beltex X
Berrichon Ducher
Beulah Speckled Face
Beulah Speckled Face X
Black Welsh Mountain
Black Welsh Mountain X
Blackface
Blackface X
Blackface X
Blackface X

Highlight your common breeds, then save your selection.

Set your commonly used breeds

Select your commonly used breeds in the breeds grid, then click 'Save commonly used breeds'

Only check this box if you want to remove any breeds selected in the grid from your commonly used breeds.

Save commonly used breeds



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.

Add Ailment

Ailment
Prolapse
Pulpy Kidney
Respiratory
Scab
Scald
Scour
Selenium Deficiency
Staggers
Stiff Lamb Disease
Strip
Tapeworm
Tetanus
Ticks
Toxoplasmosis
Twin Lamb Disease
Vaccination
Watery Mouth
Worming
Broken bone
C-section
Dog bites
Hypothermia
Listeria
Mange

Standard ailments are in blue; ailments that you add yourself are displayed at the bottom of the list in white.

Download standard ailments from the NLMD

Click on "Add your own ailments" enter an ailment and save.

Add your own ailments

Ailment: Polio

Save Close

- Farm Records
- Animal Records
- Abattoirs
- AI Rams
- Ailments
- Breeds
- Carcase Locations
- Death Reasons
- Dogs and Other Ancillary Fa
- Farm Assurance Codes/Org
- Farm Locations
- Farm Vet
- Holdings/Showgrounds
- Management Groups
- Markets/Collection Centres

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.

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

Add Death Reason

Death Reason
Joint Ill
Maedi Visna
Mastitis
Milk Fever
Mineral Deficiency
Navel Infection
Nematodirus
Orf
Pasteurella
Pneumonia
Prolapse
Pulpy Kidney
Respiratory
Scour
Scrapie
Selenium Deficiency
Staggers
Stiff Lamb Disease
Tapeworm
Tetanus
Ticks
Twin Lamb Disease
Watery Mouth
Aborted
Died before tagging
Still born

Standard death reasons can't be changed but you can enter your own and save them to the list.

Download standard death reasons from the NLMD

Add your own death reasons

Death Reason: Unknown

Save

- Farm Records
- Animal Records
- Abattoirs
- AI Rams
- Ailments
- Breeds
- Carcase Locations
- Death Reasons
- Dogs and Other Ancillary Fa
- Farm Assurance Codes/Org
- Farm Locations
- Farm Vet
- Holdings/Showgrounds
- Management Groups
- Markets/Collection Centres
- Medicines
- Retrieve Unallocated Sheep
- Stock Totals
- Suppliers



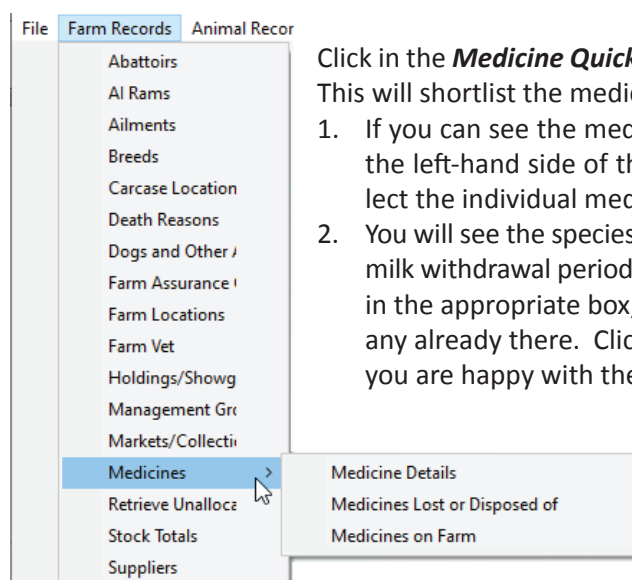
Set Up Your Farm

Medicines

Prior to recording the purchase of a medicine, it is advisable to check the **Medicine Details** screen if the medicine is listed, and if the withdrawal details are correct as these can change. FarmWorks holds details of about 700 medicines, but this is not a comprehensive list as medicines can be added. 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. If you want to change a medicine's withdrawal period this must be done prior to the purchase of that medicine.

To check if a medicine is already listed or to modify the details, select: **Farm Records > Medicines > Medicine Details** from the menu bar.



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.

1. 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.
2. 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 organisation's guidelines.

It is the users' responsibility to double-check withdrawal periods on all medicines.

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.

Medicine Details

Medicine Quick Lookup

Name Manufacturer

☐ For use in cattle
 Meat withdrawal (Days)
 Milk withdrawal (Days)
 ☒ For use in sheep
 Meat withdrawal (Days)
 Milk withdrawal (Days)

No

Type in the name of the medicine that is not on the list, and enter the details.

Delete Record

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

Medicine withdrawal periods
☒ Standard
☐ Soil Association
☐ Farmers and Growers

Download Updated Standard Veterinary Medicines List from the NLMD. (You must have registered with the NLMD at www.nlmd.co.uk)

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 the VMD. These may be subject to change over time, and it is your responsibility to ensure that they are correct prior to recording the purchase of a medicine.

You may change the species and withdrawal periods of medicines, unless their authorisation has expired.



Set Up Your Farm

Purchasing Medicines and Entering them into the Lock-up

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

- 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.

<input type="checkbox"/>	Bimectin 5 mg/ml Pour-on Solution for Cattle	Et
<input type="checkbox"/>	Bimectin Plus, 10/100 mg/ml Solution for Injection for Cattle	Cr
<input type="checkbox"/>	Bimeprine 5 mg/ml Pour-on Solution for Cattle	Cr
<input type="checkbox"/>	Bimotrim Co Injection Solution for Injection	Bi
<input type="checkbox"/>	Bimoxyl LA, 150 mg/ml Amoxicillin, Suspension for Injection	Cr
<input type="checkbox"/>	Bioestrovet 0.250 mg/ml Solution for Injection for Cattle	Ve
<input type="checkbox"/>	Birp Oral Emulsion for Cattle	De
<input type="checkbox"/>	Bisolvon 10 mg/g Oral Powder	Be
<input type="checkbox"/>	Blackleg Vaccine	Zc
<input checked="" type="checkbox"/>	Blackleg Vaccine	In
<input type="checkbox"/>	Blacklegs 0.25 mg/ml Vaccine Test Dip Solution	De

Medicine Quick Lookup

Selected medicine Blackleg Vaccine
Cattle withdrawal dates: meat 0 days, milk 0 days. Sheep withdrawal dates: meat 0 days, milk 0 days.

Medicines Currently in Lockup

Update Medicines

- 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.
- 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.
- Click on **OK/Save** and the medicine will now show as present in the lockup.

Enter new medicine details

Supplier:

Date Purchased:

Date Expires:

Batch Number:

Amount Purchased: Cost:

☒ Show non-empty medicines only
☐ Show all medicines

Enter the purchase details and information from the label on the medicine.

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.

- From the menu bar select: **Farm Records > Medicines > Medicines Lost or Disposed of**.
- To select a medicine, click on the small grey box on the left-hand side of the medicine required. This will highlight the row.
- Enter the **Date Lost/Disposed** at the bottom of the screen.
- 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.
- Enter a comment, then click on **OK/Save** to confirm, and the medicine will now show in the 'previously lost' medicines.

Medicine Name: **Select the medicine from the list and enter the details, including why it was lost.**

Date Lost/Disposed:

Amount Lost/Disposed: ☒ Check the box on the left to set the medicine amount to zero OR specify the amount lost in the box on the right

Comment - This should at least include how and where the medicine was disposed:



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 a batch of animals, rather than selecting individual animals one by one. 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.

Create New Management Group

To create a new Management group, please enter name and details in boxes below and then click OK/Save.

New Management Group Name:

Group Description:

☒ Add Selected Animals to Management Group

☐ Remove Selected Animals from Management Group

☒ **Create New Management Group**

☐ Edit a Management Group's Details

☐ Delete a Management Group

Name the new group, add a description and save it.

3. Click on **Add Selected Animals to Management Group**, and using the dropdown menu, select the new **Management Group** from the box in the middle of the screen.
4. 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 to Management Group

Please select the management group you wish to add animals to from the drop-down list below. Then select the animals to add from the above grid and click OK/Save.

Management Group:

Management Group Description: 2019 best ewe lambs

Creation date: 11/10/2019

☒ **Add Selected Animals to Management Group**

☐ Remove Selected Animals from Management Group

☐ Create New Management Group

☐ Edit a Management Group's Details

☐ Delete a Management Group

You can add an animal to any number of management groups. Adding animals to a management group does not remove them from the groups they are currently in. To remove animals from a management group you must remove them using the Remove Selected Animals option.



Set Up Your Farm

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.
5. 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 be 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 an entire group to subtract. 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.



Set Up Your Farm

On-farm locations

On-farm locations are specific 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. On-farm locations are handy for recording animals grazing in specific fields.

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**.

Goosemoor Farm

- [-] Add a new sublocation for Goosemoor Farm
- [+] East Field - opened 01/08/2019
- [+] North field - opened 01/09/2019
- [+] West field - opened 01/07/2019

Click on "Add a new sub-location", then enter the date and a name for the location. Save.

Enter details of sublocation for Goosemoor Farm

Date Location Opened 11/10/2019

Location name South field

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.

Goosemoor Farm

- [-] Add a new sublocation for Goosemoor Farm
- [+] East Field - opened 01/08/2019
- [+] North field - opened 01/09/2019
- [+] South field - opened 11/10/2019
- [+] West field - opened 01/07/2019
- [-] Add a new sublocation for 'West field'
- [-] Close the location 'West field'

Click on the location to see the option to close it, or to add a sub-location to that sub-location.



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)

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.



Enter Your Animals

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. Do not use this screen to add animals subsequently purchased or born into your stock - use either the purchase screen or the calving / lambing screen as and when they happen. The exception is adding a range of lambs with consecutive electronic tag numbers, when parentage or accurately recording their sex and date of birth isn't important.

This screen does not produce a movement document for the herd or flock book.

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

Animal Records	Reports	Data
Add Current Animals		
Animal Details		
Comments		
Death		
Delete Record		
Found / Recovered		
Grass Keep/Shows		
Identification		
Lambing		
Market, Collection or Assemblage		
Missing / Stolen		
On-Farm Locations		
Pedigree		
Private Sale		
Purchase Animals		
Record Tag Replacements		
Set Breeding Status		
Slaughter		
Transfer Ewe Lambs		
Update Haulier Information		
Veterinary Treatments		
Weaning		
Weights		

Manually entering cattle 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 where the tag number is UKAB1234 00012, type in UKAB1234 and the 12.

Add Current Animals on Farm

If the Animal's Dam has already been entered in FarmWorks by SDL, you can select the Dam's Tag from the list. Otherwise enter the Dam's FULL ear tag in the boxes next to the list.

Animal Details

Barcode Scan

Origin

Animal Id

Management Tag

Name

Sex

Breed

Colour

Date of Birth

Breeding stock

Mgt Group

On-farm Location

On-Farm Birth

Purchase

UK351787

300902

UK351787

300902

Heifer

Aberdeen Angus X

Black and White

12/02/2019

Add New Mgt Group

Add New Location

Warn if dam or sire not entered?

Dam

Sire

UK351787 700010

UK351787

700010

26



Enter Your Animals

Entering cattle 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. Use the drop down list to select the sex.

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. This makes it easier so you can add animals that were bought on the same day and from the same vendor in batches.

Add Current Animals on Farm

Entry Method

☐ One at a time ☒ Multiple animals at once - must have same Date of Tagging applicable, the on-farm location must be the same for all

Animal Details

Flock Id

Tag Range From To ☐ Check/Uncheck the box 123, X123 or 123X. (Any)

Date of Birth Date of Tagging

Breed

Sex Breeding stock ☐

☐ Farm-born ☒ Purchased

Add Current Animals on Farm

Entry Method

☐ One at a time ☒ Multiple animals at once - must have same Date of Tagging applicable, the on-farm location must be the same for all

Animal Details

Flock Id

Tag Range From To ☐ Check/Uncheck the box 123, X123 or 123X. (Any)

Date of Birth

Breed

Sex Breeding stock ☐

☐ Farm-born ☒ Purchased

Purchase Details

Date of Purchase

From Market ☒ Add New Market

From Holding ☐

Place Purchased From Lot

Name Purchased From

Purchase Price (per animal) Other Costs (per animal)

Transport Details

Haulier Vehicle Registration Number Add Haulier Vehicle Registratic



Enter Your Animals

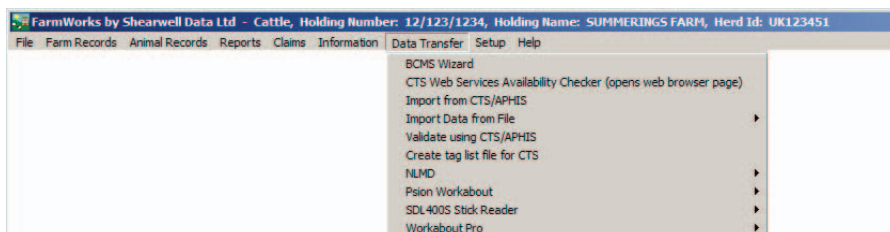
To use any of the CTS transfer options you will need your CTS Webservices user ID and password. This is not the same as the Government gateway username and password that you would use for the CTS website (CTS Online).

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).

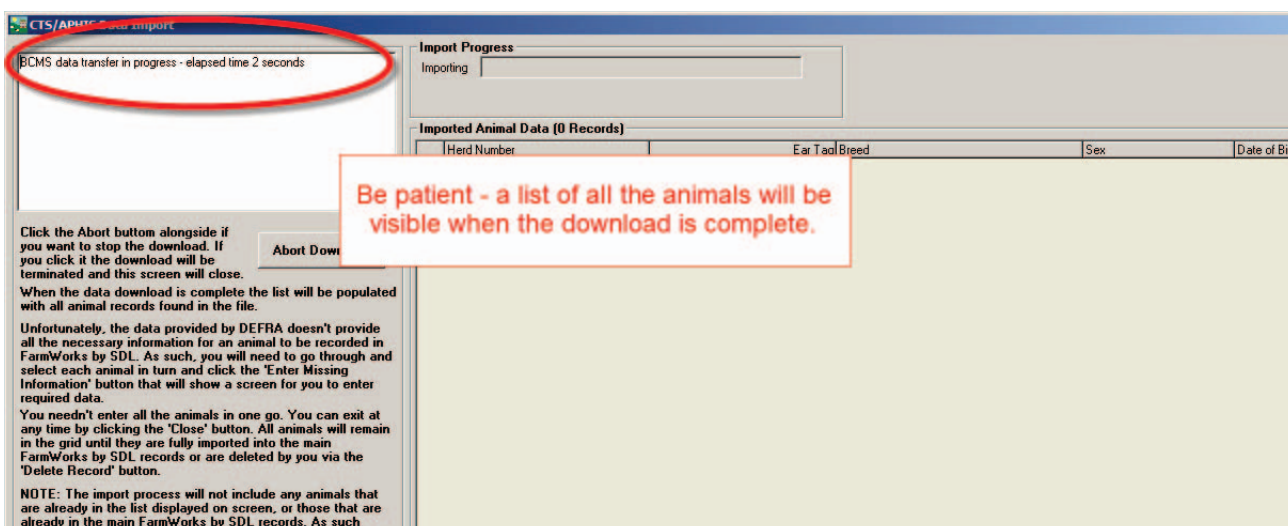
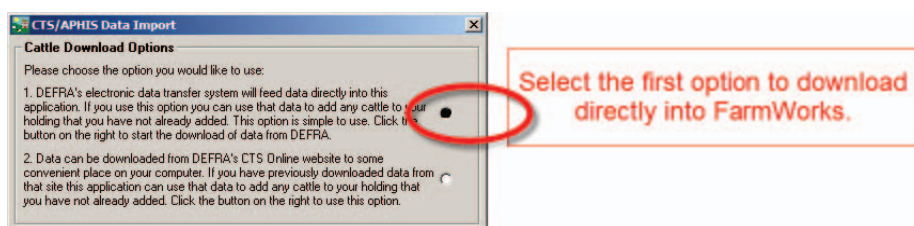
Downloading Data from CTS (Cattle Tracing System)

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.

Click the Abort button alongside if you want to stop the download. If you click it the download will be terminated and this screen will close.

When the data download is complete the list will be populated with all animal records found in the file.

Unfortunately, the data provided by DEFRA doesn't provide all the necessary information for an animal to be recorded in FarmWorks by SDL. As such, you will need to go through and select each animal in turn and click the 'Enter Missing Information' button that will show a screen for you to enter required data.

You needn't enter all the animals in one go. You can exit at any time by clicking the 'Close' button. All animals will remain in the grid until they are fully imported into the main FarmWorks by SDL records or are deleted by you via the 'Delete Record' button.

NOTE: The import process will not include any animals that are already in the list displayed on screen, or those that are already in the main FarmWorks by SDL records. As such importing the same data more than once will cause no harm. However, it can be used to re-import an animal that you deleted, from the list opposite, by mistake.

Herd Number	Ear Tag	Breed	Sex	Date of Birth
UK123456	600001	AA	M	01/05/2008
UK123456	700002	AA	M	14/05/2008
UK123456	900004	AA	F	01/09/2011

Enter Missing Information

Delete Record

Close

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**.

The image displays two screenshots of the 'Add Current Animals on Farm' software interface. The top screenshot shows the 'Animal Details' form with the 'On-Farm Birth' radio button selected. The bottom screenshot shows the same form with the 'Purchase' radio button selected, and the 'Purchase Details' section expanded, showing fields for 'Place Purchased From', 'Name Purchased From', 'Date of Purchase', 'Purchase Price', 'Commission', 'Inspection', 'Other Costs', 'Service prior to purchase', 'Service date', 'Sire herd', and 'Sire tag'.

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.

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 or sale of an animal.



Contact Us

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Alternatively visit our website at: www.shearwell.co.uk

You can visit the NLMD at: 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

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