Get ready to add your sheep

Every sheep in FarmWorks must have one main tag number, a date of birth, a breed and a sex. The main tag number must be unique - FarmWorks will not allow duplicates or recycled tag numbers.

Each animal will also have an EID (electronic identification) number from an RFID tag. The EID will be linked to the tag number the first time you scan the RFID tag with the Psion stock recorder - you can not type in an EID number.

You can also link a secondary "management tag" number to each animal. The management tag is a back-up identifier to use if the main tag is lost

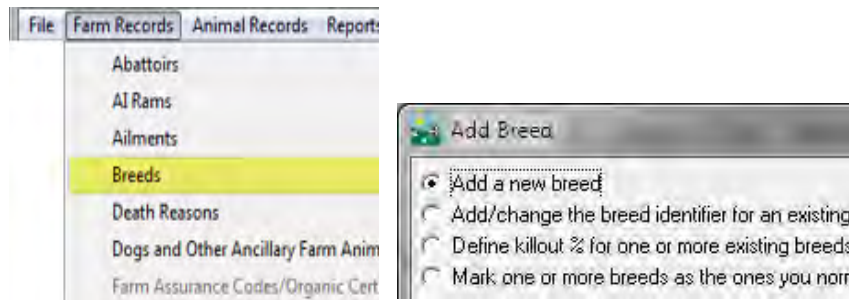All three identifiers are cross-referenced in FarmWorks.

Follow these steps to add your sheep into FarmWorks:
1. **Add your breeds;**
2. **Decide how to number your sheep;**
3. **Enter your current animals;**
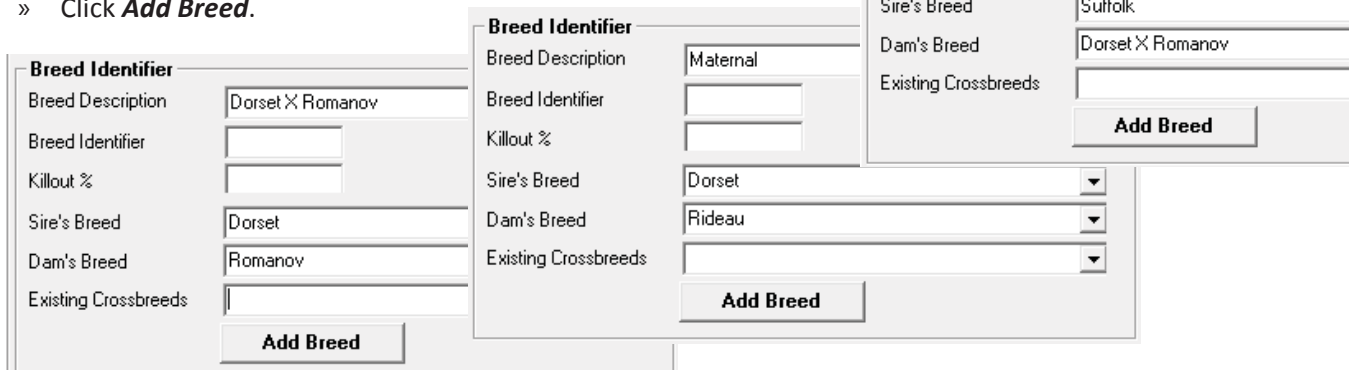4. **Lock EIDs to their tags.**

1. Add your breeds

Many common Canadian sheep breeds are not on the breed list in FarmWorks. Add your own breeds and cross-breeds before you start entering your sheep.

» Open FarmWorks on your computer.
» Go to *Farm Records > Breeds*
» Click on *Add a new breed*.
» Type in the breed name.
» Click *Add Breed*.

You can add a crossbreed as a breed, or define a specific crossbreed.
» Go to *Farm Records > Breeds*
» Click on *Add a new breed*.
» Type in what you want to name the crossbreed.
» Select the sire's breed and the dam's breed.
» Click *Add Breed*.

2. Decide how to number your sheep

Every sheep in FarmWorks is identified with a 'tag number', which is a combination of the flock number prefix and the ear tag number. The flock number prefix is important because it is unique to your farm. Sheep coming into your flock from other farms might have the same ear tag number but will always have a different flock number.

Definitions:
Farm tag: the number used by the farmer to identify the sheep (from plastic or metal ear tag).
Flock No.: flock ID that is your prefix in FarmWorks (or official flock letters for purebred breeders).
FarmWorks Tag No.: the number used by FarmWorks to identify the sheep (flock ID + ear tag)
EID: the 16-digit electronic number from an RFID tag.
Management tag: secondary tag as a back-up in case the farm tag is lost.

Tag, management tag, and EID number are linked to each other in FarmWorks so you have options for how the program will identify your sheep.

Option 1: *Farm tag, plus EID.* Use your own numbering system. Your farm tag or tattoo number is the main tag number. When the RFID tag is scanned, the farm tag number is displayed on the stock recorder.

Adding a 'management tag' is optional - use part of the EID number or another farm tag as a backup identifier in case the main tag is lost.

Option 2: *EID, plus farm tag*. Use part of the EID number as the main tag number. When the RFID tag is scanned, the last 9 digits of the EID number will be displayed on the stock recorder.

Adding a 'management tag' is optional - use another farm tag as a backup identifier in case the main tag is lost.

Option 1

Farm tag	520Y
EID	0124000315771399
Flock No.	ALC
FarmWorks Tag No.	ALC 520Y
Management tag	1399

Option 2

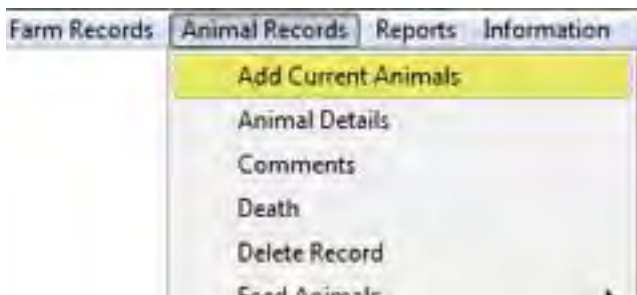|	
Farm tag	520Y
EID	0124000315771399
Flock No.	ALC
FarmWorks Tag No.	ALC 315771399
Management tag	520Y

3. Enter your current animals

Start with the sheep that are on your farm right now. Sires and dams in the pedigrees of your current flock that are not on your farm are called "Reference " animals. Pedigrees can be filled in after all your current animals are entered. After this initial set up in FarmWorks, any new sheep coming into your flock will be entered as births or purchases.

There are two routes for getting your sheep into FarmWorks - through the computer or with the stock recorder. Through the computer:

» Individual information on each sheep can be keyed in through the **Add Current Animals** screen.
» Use this method for Option 1 - using your own farm tag as the FarmWorks Tag No.
» Use this method if you want to record sire and dam, or purchase information for sheep that weren't born on your farm.
» Enter your oldest animals first if possible, then use the drop-down list to select ewes and rams on your farm as dams and sires of your younger animals.
» Fill in all the fields that apply. Every animal must have a flock ID, tag number, date of birth, breed and a sex.
» Sheep records that are entered through the computer will be linked to an EID number the first time they are scanned with the stock recorder.
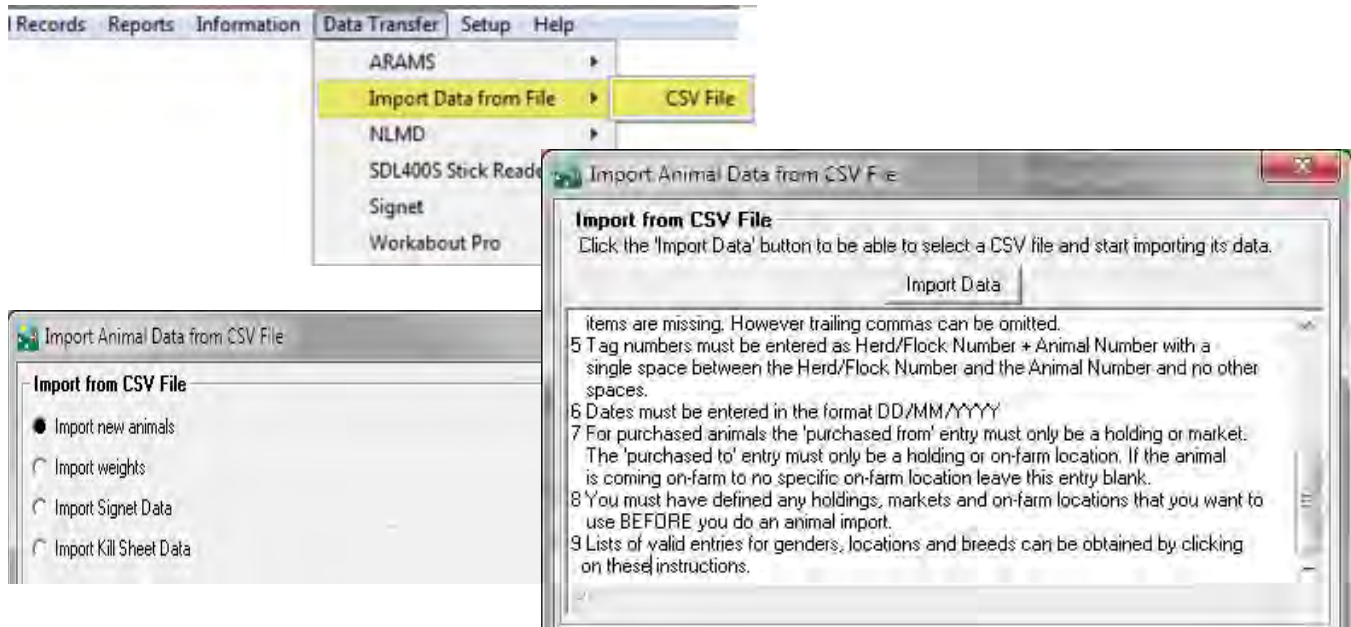

» Click on **Purchased** for sheep not born on your farm.
» Enter the purchase date and where purchased from, with any other details.

You can also import sheep records into FarmWorks on a spreadsheet. Animal details must be in a specific order and saved as a CSV file. This is a fast and easy way to import your records from another software program.
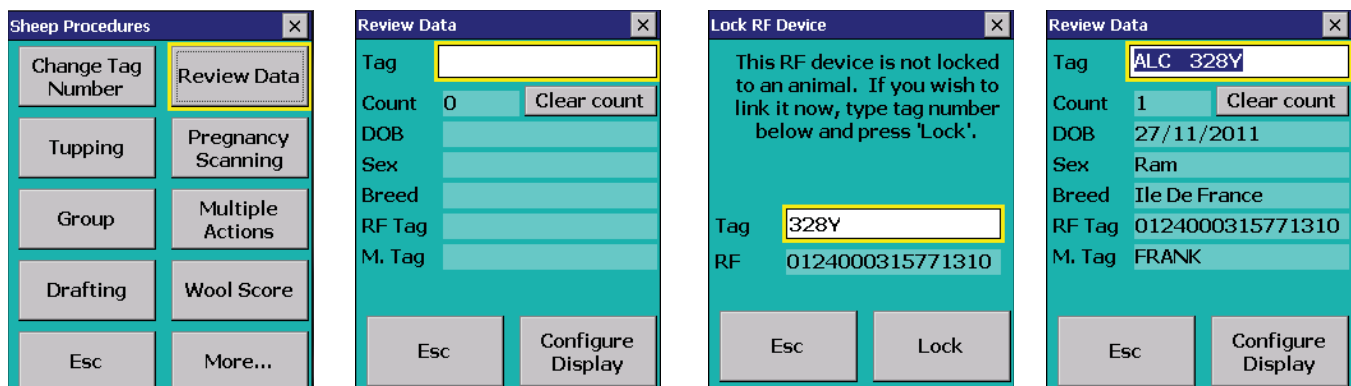
» Go to **Data Transfer > Import Data from File > CSV File**
» Select **Import new animals** to open the import instruction window.
» Click on the text to read the instructions for formatting the file.
» Click on **Import Data** to find and open the file you wish to import.

4. Lock EID numbers to your sheep records

Sheep records entered on the computer will not have an EID until they are scanned for the first time with the stock recorder.

» Open FarmWorks on the stock recorder. Go to **Review Data**.
» Scan the RFID tag.
» Type in the animal you want to lock to this EID. Tap **Lock**.
» Your flock ID and animal details (birth date, sex, breed) recorded in FarmWorks for that animal now include an EID from its RFID tag.
» Animal records will be updated with the EID numbers the next time you perform a **Data Transfer > Get Data from Stock Recorder**.
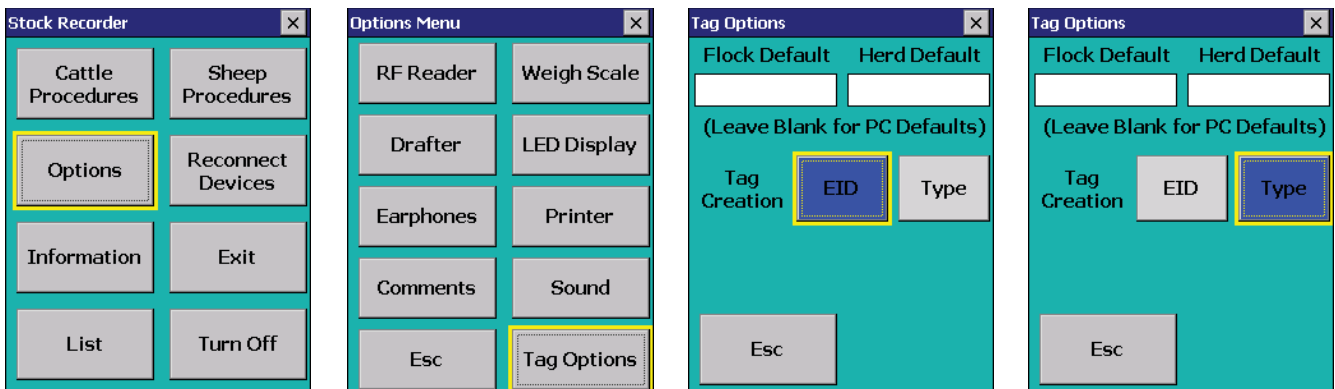
Add your sheep with the stock recorder

Sheep can be entered into FarmWorks just by scanning their RFID tags with the stock recorder and entering their details. You can use Option 1 - your own tag numbers, or Option 2 - the last part of the EID number, as the tag number in FarmWorks.

Select which Tag Option you want to use before you start:
- » Open FarmWorks on the stock recorder.
- » Tap *Options*. Tap *Tag Options*.
- » Select *EID* to use the last 9 digits of the EID number as the FarmWorks tag number.
- » Select *Type* to be able to type in your own farm tag number as the FarmWorks tag number.
- » Tap *Esc* to exit.

Option 1 - use your own farm tag numbering system.
- » Open FarmWorks on the stock recorder. Go to *Review Data*.
- » Scan a sheep's RFID tag. Type in the tag number you want to use. Tap *Lock*.
- » The tag is unknown. Tap *Yes* to create a new record.
- » Add animal details - tap the *DOB* button to change the date of birth. Tap *Sex* to select a gender.
- » Tap *Breed* to select a breed. To see more breeds, select *Other*. To jump through the list faster, type the first letter of the sheep breed you're looking for. (S for Suffolk, T for Texel, etc.)
- » Press *Save* to finish. A new animal record has been created and will be added to FarmWorks when you *Get Data from Stock Recorder* at the next Data Transfer to the computer.

Option 2 - use the last 9 digits of the EID number
- » Open FarmWorks on the stock recorder. Go to *Review Data*.
- » Scan a sheep's RFID tag. The Tag number is filled in.
- » Add animal details - date of birth, breed and sex.
- » Press *Save* to finish. A new animal record has been created and will be added to FarmWorks when you *Get Data from Stock Recorder* at the next Data Transfer to the computer.