Adding farm records

This sections allows you to enter all the unique details about your farm and the people you do business with. Details and accurate information will help you get the most out of FarmWorks!

Abattoirs:
Enter the details for any abattoir (meat packer) that buys your lambs. Enter the plant's Premise ID Number and other details. In order to use the ***Send animals to slaughter*** function you must have a least one abattoir listed. An abattoir can also be added on the ***Send to abattoir*** screen.

Abattoir Details

Premise ID Number	AA125L9	Town	Ponoka	Phone No	
Name	Family Meats	County	Ponoka	Fax No	
Address	65 street	Postcode	T0C 2Q0	Email	

Update Abattoir Information

Select an Abattoir to Update

	Premise ID Number	Abattoir Name	Abattoir Address	Town
	AA125L9	Family Meats	65 street	Ponoka
	AA45Y411	SunGold Meats	Box 1453	Innisfail
▶	AA58P45	JKC Meats	RR24	Bluffton

Markets:
Enter the details for any auction market that buys your lambs. For the Holding Number use the market's premise id if they have one, or use the phone number as the holding number. The program will not allow duplicates so ensure the number is unique. In order to use the ***Send animals to market*** function you must have a least one market listed. A market can also be added on the ***Send to Market*** screen.

Market Details

Holding No	AB337PB	Town	Lethbridge	Phone No	1-403-329-3101
Name	Perlich Bros.	County	Lethbridge	Fax No	1-403-327-2288
Address	Box 1057	Postcode	T1J 4A2	Email	auction@perlich

Update market information

Select a Market to Update

	Holding Number	Name	Address	Town
▶	AB337HGGU	Highwood Auction	High River	High River
	AB337HP6E	Beaverhill Auction	Tofield	Tofield
	AB337PB	Perlich Bros.	Box 1057	Lethbridge

Breeds:

- Many sheep breeds common in Canada are not on the breed list on the program and will have to be added.

  1. Go to **Farm Records > Breeds**
  2. Click **Add a new breed**
  3. Type in the breed name and click **Add Breed.** Breeds you have added will show in green test on the list.

- Breeds and breed crosses can reflect your own individual breeding program. Make up your own names for specific crosses. When a lamb is born from a known sire and dam the lamb's breed will be automatically entered.

Name the cross-breed.
Enter the sire and dam's breed.
Click Add Breed to save.
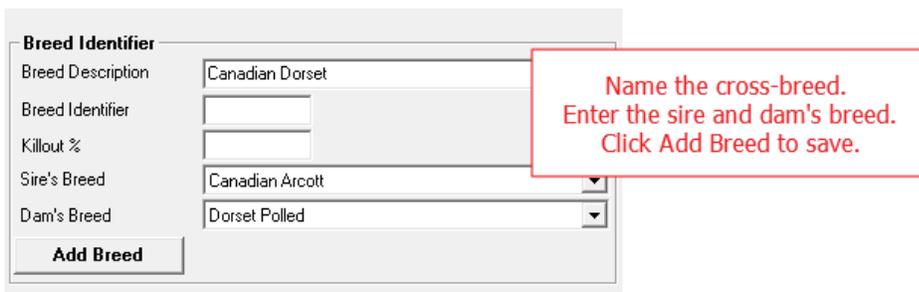
- The option **Select Commonly Used Breeds** will reduce the size of the list of breeds to choose from when entering data. This makes data entry faster when entering your current animals.

Highlight the breeds you use.
Click Save commonly used breeds.

Holdings:

You must enter the people you do business with (buy and sell sheep) in order to record animals moving on and off your farm. You cannot add this information into the Psion - it must be done ahead of time on the computer.

– Other farms should be entered as "holdings". Their Holding Number should be their Premise ID (PID).
– A lamb buyer is a Holding. The buyer's Premise ID can be his Holding Number.
– Meat customers who buy meat directly from you are Holdings - use their phone number as their Holding Number if they are repeat customers.
– Set up generic holdings for one-time buyers to use for occasional direct sales like 4-H lambs or bottle lamb sales. For example, make a holding called "4-H Buyer" to use when scanning lambs that have been sold at the farm gate.
– Auction markets and abattoirs (meat packers) should be entered and listed under Markets and Abattoirs, using their Premise ID as their Holding or MHS number.

Go to **Farm Details > Holdings/Showgrounds**. Notice your own farm is the first holding on the list. Your software license key for the FarmWorks program is tied to your Holding Number and Flock Number. You cannot change your holding details after registration except with the help of Shearwell Support. You can edit the details of other holdings even after the initial setup.
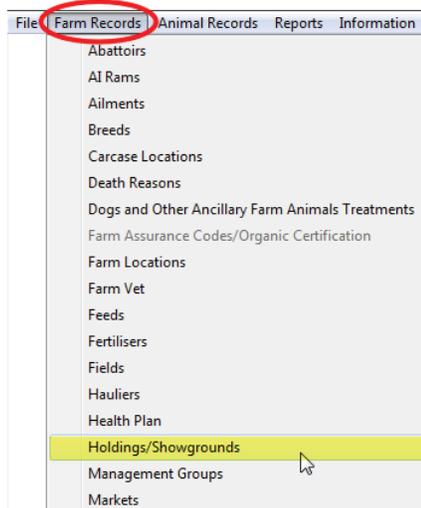
To enter a new holding:
1. Go to **Farm Records > Holdings/Showgrounds**
2. Select Canada as the country. Use the Premise ID (PID) or phone number as the Holding Number if possible.
3. Fill in the farm details. Ignore Grid Reference and Yield region - these are specific to the UK.
4. Click **Save**. Add another holding or exit.

Holdings are other farms and customers that you do business with.

Holding numbers should be the premise id number for farms.

Holding Number should be the premise id if possible.

On-Farm Locations

On-farm locations are a way of telling FarmWorks that your farm is split into different areas. On-farm locations might be buildings or pens or pastures. Example of a location would be "Lambing barn", with sub-locations inside "Hardening pen 1", orphan pen", hospital pen" etc.

Locations are similar to management groups as a way to organize and filter your animal records, except animals can only be in one location at a time. On-farm locations should not be confused with 'general' locations, such as other holdings, markets or abattoirs.

Setting up on-farm locations
Go to **Farm Records > Farm Locations**
Sub-locations are shown as 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 – you will not be able to record the movement of animals to this location prior to this date.
3. Enter the **Location Name** and click **OK/Save**. The new location will be added to the locations window.
4. To edit an existing sub-location name, choose the sub-location in the list, and Edit location name will appear. Enter a new name and click **OK/Save**.

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

Adding animals to an On Farm Location

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

Once you have set up the sub-locations on your farm see page 36), you can assign animals to them. You must choose a date in the **Date of Move to Location** box. You can see a list of animals that are currently on the main holding but aren't assigned to an on-farm location by clicking **Click here to display animals not assigned to any specific on-farm location** in the locations tree on the left.

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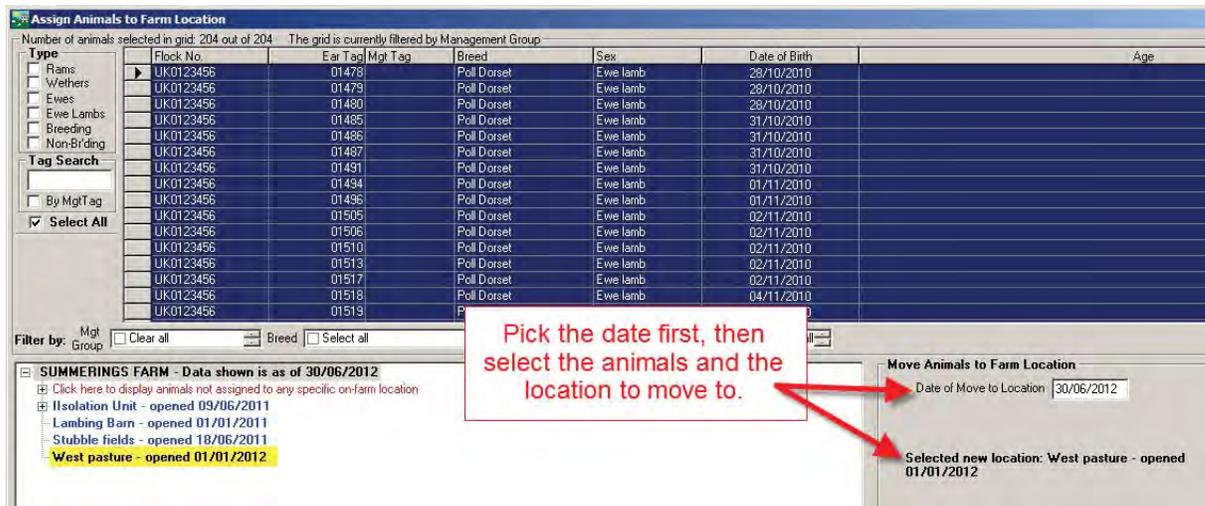
To de-assign an animal from an on-farm location
1. Go to **Animal Records > On-Farm Locations > De-assign Animals from On-farm Location**
2. Select the animals to be de-assigned from any sub-location, by either using the Tag Search box, the grid filters or by using the Ctrl or Shift keys to select multiple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