Quick Start FarmWorks - Canada

FarmWorks PDF User Guide

The entire FarmWorks user guide is on the installation CD you received. Installing FarmWorks automatically loads the user guide onto your computer - click on the desktop link to open the guide.

1.

Install the program

Insert the FarmWorks disk into the CD drive.
The installation screen should open automatically.

» Click once on **Install/Upgrade FarmWorks**. Follow the instructions.
» Take out the CD, then restart your computer to finish the installation.
» If the installation does not start automatically, look on your computer for the CD drive.
» Double-click on the FarmWorks CD to open the files.
» Double-click **RunFarmWorksCD.exe**.

2.

Log in for the first time

Enter your own farm's details in the login screen the first time you open FarmWorks.

Country: Select Canada from the dropdown menu.
Holding Number: Premise Id Number (PID) or land location.
Name: Your personal, business or family name.
Farm Name: Name of your farm or ranch.
Herd Number: 3 to 5 letters or numbers that will be the prefix for your cattle tags. If you have purebreds you can use your tattoo letters, or use your initials or your brand. Use your flock prefix if you do not have cattle.
Flock Number: 3 to 5 letters or numbers that will be the prefix for your sheep tags. Use your tattoo letters, flock letters or your initials.
Address: The rural route, box number or street number of your mailing address.
Town / City: Town or city in your mailing address.
County: Your state.
Postcode: Your postal code.
Grid Reference and Yield region should be left blank.
Telephone, fax number and email are optional.
Click **OK** to save.
Important! *Write down what you have entered as your Holding Number*

and Herd/Flock Number - you will need that information in order to register your copy of FarmWorks and receive your licence.
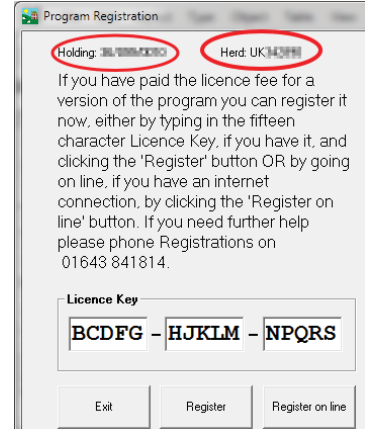
3. Register your software

You can use FarmWorks for 30 days as a demonstration version before you need to register. Shearwell will give you a permanent license after you purchase the program.

To register the program after purchase contact Shearwell with your holding, herd and flock number.
When you are prompted to register your copy of FarmWorks:
  » If you have received a license key from Shearwell select **Yes**.
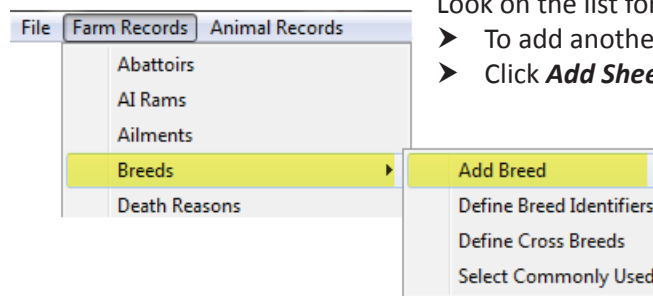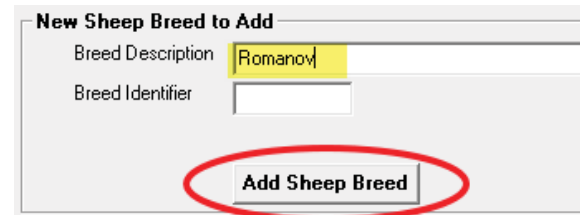 » Enter the key, then click on **Register**.

4. Add your breeds

Many sheep breeds common in North America are not listed in FarmWorks and must be added before you can enter your sheep.
Go to **Farm Records > Breeds > Add Breed**.

Look on the list for your sheep breeds.
➤ To add another breed, type the name in the Breed Description.
➤ Click **Add Sheep Breed** to save.

5. Decide how to number 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, usually an electronic CSIP tag. You can also link a "management tag" number taken from any other visual tag. All three identifiers are cross-referenced in FarmWorks.

Decide how your sheep will be identified before you enter them into FarmWorks.

Option 1: **Farm tag, plus EID.** Use your farm tag as the main tag number. When the RFID tag is scanned, the farm tag number is displayed on the stock recorder. Use the EID number or another farm tag as the "management tag" number (optional).

EID is 0124000319770099

Farm tag is 520Y

Option 2: **EID, plus farm tag**. Use 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. Use another farm tag as the "management tag" number (optional).
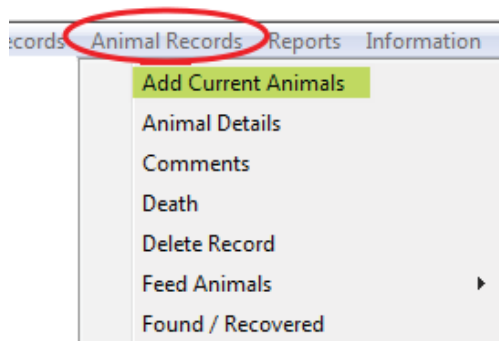
6.

Enter your sheep

There are two routes to get your sheep into FarmWorks - through the computer or with the stock recorder. Start with all your current animals. After this initial setup, animals should only be added as births or purchases.
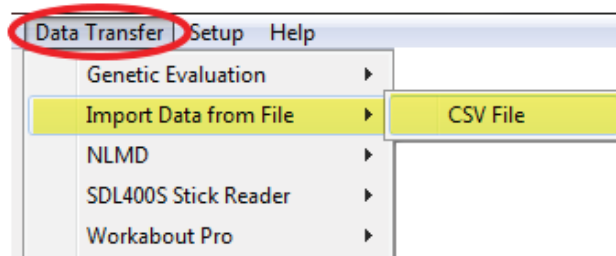
Through the computer:

a.
  » Individual information on each sheep can be keyed in through the **Add Current Animals** screen in FarmWorks. Use this method if you want to record sire and dam, or purchase information for sheep that weren't born on your farm.

b. You can also import multiple records with a csv file.
  » Go to **Data Transfer > Import Data from File > CSV File**
  » Select **Import new animals**
  » Follow the instructions for formatting a spreadsheet file and saving as csv.
  » Click on **Import Data**, then find and select the csv file you wish to import.

Once an animal's tag number and details are in FarmWorks, you can lock that information to its RFID tag the first time you scan its ear tag. See the **Quick Start Stock Recorder** for more details.

c. With the stock recorder:
Sheep can be entered into FarmWorks by scanning their RFID tags with the stock recorder and locking the EID to their farm tag. This method is for _sheep that are not already entered in FarmWorks on the computer._ This method can also be used for sheep that have no other ear tags.
See the **Quick Start Stock Recorder** for more details.

8. Deleting or correcting records

Some simple mistakes can be corrected in the *Animal Details* screen - the wrong breed or sex or date of birth.
Note: the tag number and EID cannot be changed here.

» Go to *Animal Records > Animal Details*
» Highlight the animal on the grid. Correct the mistake in the *Main Details* section at the bottom of the page.
» Click *Save* to save your changes.

Big mistakes like a wrong tag or EID number are resolved by completely deleting the animal and starting again.

» Go to *Animal Records > Delete Record*
» Highlight the animal on the grid.
» Select *Complete Deletion*.
» Enter the reason for the deletion.
» Click *Save* to save your changes.

You can also undo births, deaths and movements.
Full details about correcting errors are in the FarmWorks manual in the section called *Deleting and Correcting Records*.
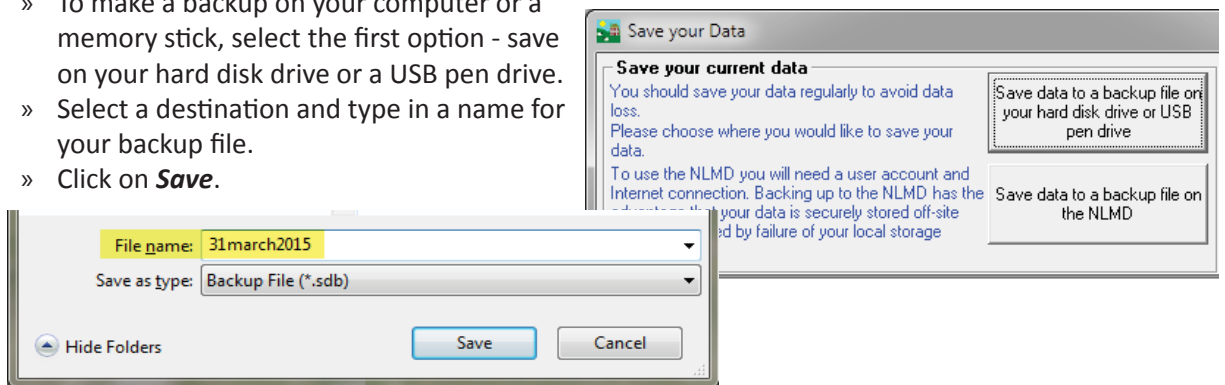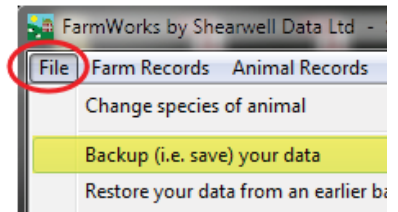
9. Back up your data

Make frequent and regular backup copies of your FarmWorks data. When something goes wrong with your computer you will be able to restore from your backup files on a new computer without losing your records.

» Go to *File > Backup (i.e.save) your data*
» You have two choices - save the backup file on your computer, or save the file to the NLMD online database. To set up a free NLMD account go to *www.nlmd.co.uk*
» To make a backup on your computer or a memory stick, select the first option - save on your hard disk drive or a USB pen drive.
» Select a destination and type in a name for your backup file.
» Click on *Save*.

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