Quick Start Guide - FarmWorks

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

» Double-click the FarmWorks icon on your computer desktop. Enter your own farm's details in the login screen.
» Use your herd and flock number, for example 'UK123456' with no space between 'UK' and the first digit.
» Click **OK** to save.

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**.
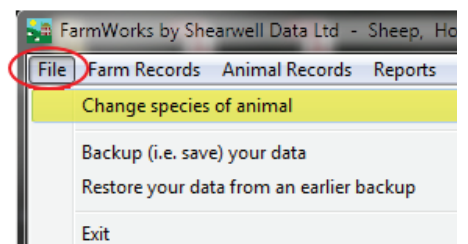
4. Choose cattle, sheep or flock

Once you are in, you can quickly switch back and forth between the three parts of the program.
» Go to **File > Change species of animal**
» Select the cattle, sheep or flock option.

5.

Enter your animals

Every animal recorded in FarmWorks is identified by their tag number, breed, sex and date of birth. Start by entering all your current animals. After this initial setup, animals will only be added when you record births or purchases.

There are four methods for adding your animal details into FarmWorks.
   a. Typing them in through *Add Current Animals*.
   b. Scanning EID tags with the stock recorder.
   c. Importing animal details into FarmWorks from a spreadsheet.
   d. Downloading cattle details from BCMS.

a.

Add Current Animals - Sheep
   » Go to *Animal Details > Add Current Animals*
   » Enter animals one at a time. The minimum information is tag number, breed, sex and date of birth.
   » Remember sheep born since 2010 need a zero between UK and the herd number.
   » Click *OK/Save* after each animal.
   » You can enter multiple animals if their details are all the same and the tag numbers are in sequence.
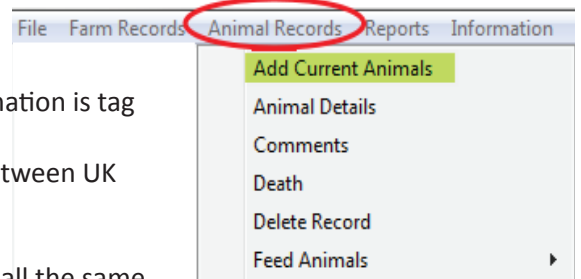
Add Current Animals - Cattle
   » Go to *Animal Details > Add Current Animals*
   » Enter animals one at a time. The minimum information is tag number, breed, sex and date of birth.
   » If typing a tag number, the program will automatically enter the check digits.
   » There is also the option to use a barcode scanner to enter details from passports.
   » Click *OK/Save* after each animal.

b.

Scan EID tags with the Stock Recorder
   » See *Quick Start Stock Recorder* for details.
   » Animal records created on the stock recorder are imported into FarmWorks during the next data transfer - *Get Data from Stock Recorder*.
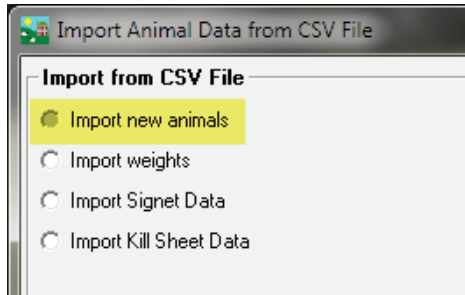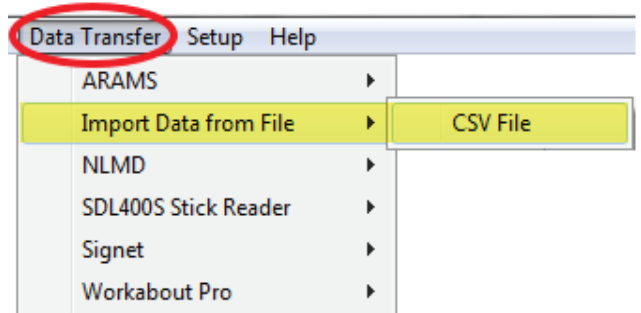
c. Import from a csv file

» Go to *Data Transfer > Import Data from File > CSV File*
» Select *Import new animals*
» Follow the instructions for formattting a spreadsheet file and saving as csv.
» Click on *Import Data*, then find and select the csv file you wish to import.

d. Import from BCMS

» You must have a 9-digit CTS Web Services user id and password from BCMS before you start. This is *not* the 12-digit Government Gateway id used for CTS Online.
» Go to *Data Transfer > Import from CTS/APHIS*
» Select Option 1 - Download data directly from CTS into FarmWorks.
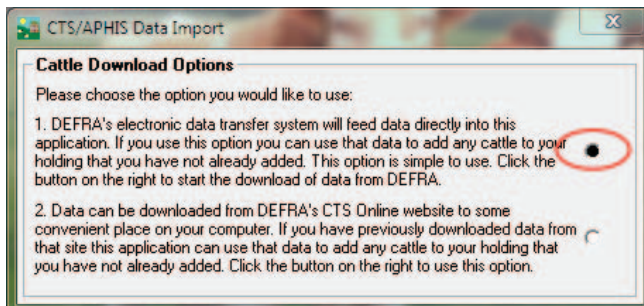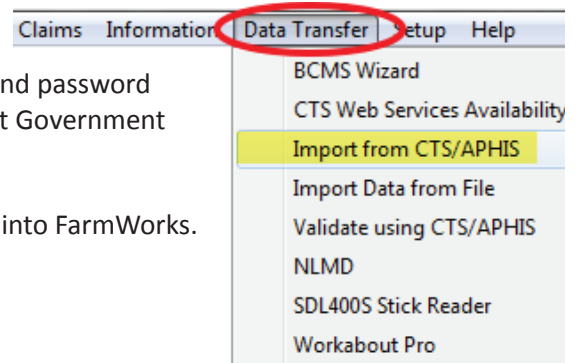
» Enter your 9-digit CTS Web Services user name and password. Click *Save* and the download will start. Be patient - a list of all animals will be visible when the download is complete.
» Highlight an animal record and click *Enter Missing Information*.
» In the *Add Current Animals* screen enter the required information.
» Click *OK/Save* to confirm the import.
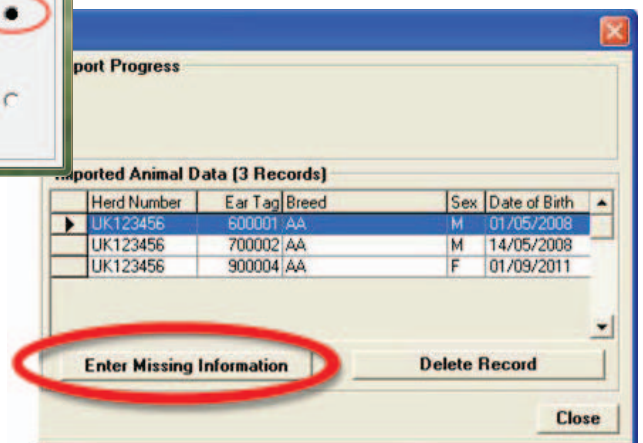
6. Recording movements

Before you can record animal movements in FarmWorks you must enter details for markets, abattoirs and other holdings that will be a source or destination for your animals.

» To enter market details go to *Farm Records > Markets*
» To enter abattoir details go to *Farm Records > Abattoirs*
» To enter details about farm holdings go to *Farm Records > Holdings*
» To enter details about hauliers go to *Farm Records > Hauliers*

Full details about recording animal movements are in the FarmWorks manual in the section called *Setting Up Your Farm*.

7.

Recording medicines and treatments

Before you can record medical treatments in FarmWorks you must enter medicines on farm, and your medicine suppliers.

» To enter medicine suppliers go to **Farm Records > Suppliers**

» To enter medicines on your farm go to **Farm Records > Medicines > Medicines On Farm**

Full details about recording medical treatments are in the FarmWorks manual in the section called **Setting Up Your Farm**.

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**.
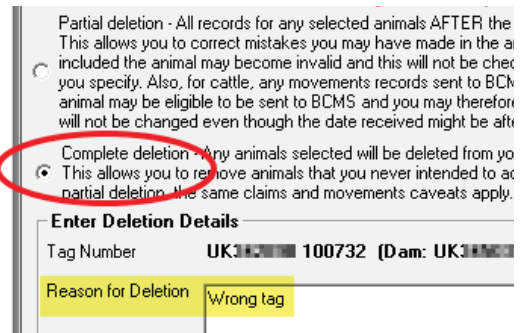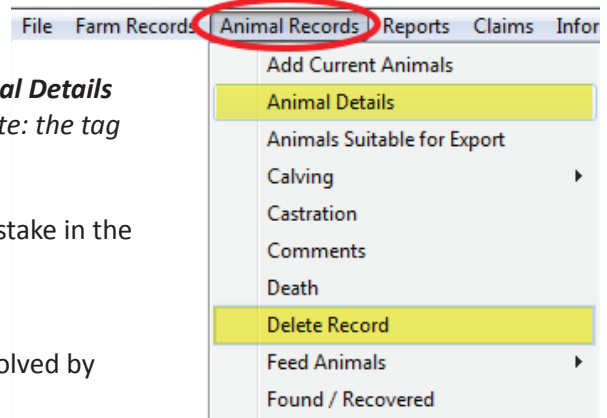
9.

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**.