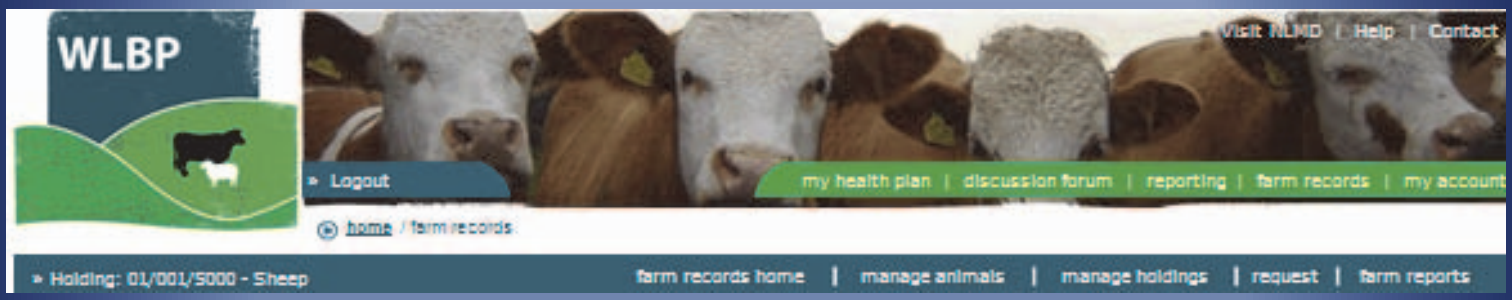
Version 23:10:2015



WLBP FARM RECORDS GUIDANCE – SHEEP & CATTLE RECORDS

For further help and support please contact: -

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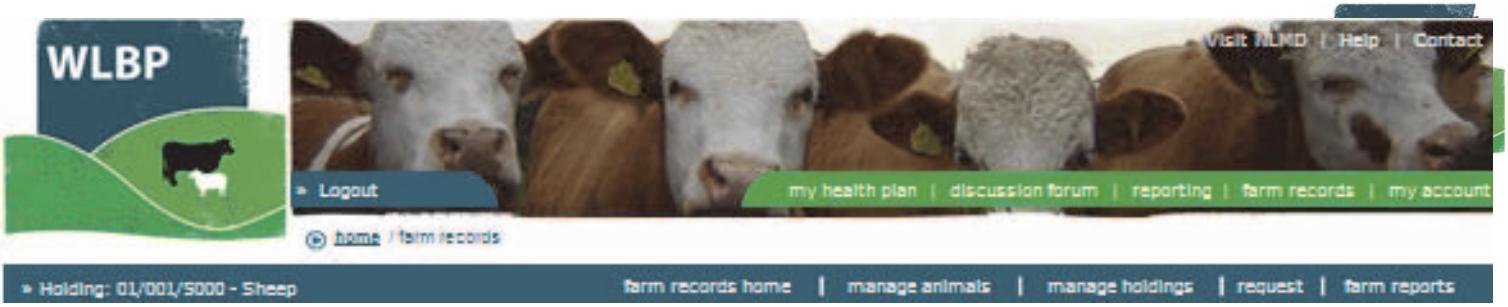

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ACCESSING WLBP FARM RECORDS

Welcome to the Welsh Lamb and Beef Producers farm records website. It is a tool designed to help Welsh farmers maintain accurate records of animal mangement.

You can reach the farm records website by typing in the address bar ***https://farmrecords.wlbp.co.uk***

For membership enquiries and technical support:

Telephone: 01970 636688

Email: healthplan@wlbp.co.uk

QUICK START GUIDE

The following nine step guide details how you can start using WLBP to maintain your online holding register / herd register and medicine book. Please enter your holdings and configure your favourites first. After this you will be able to start to enter animal information.

1. Setup Holdings

Setup the address of each of your holdings (CPH). This is important as you will be able to generate a holding register for each CPH that is added under this option. This can be done initially or at any point later. Do not add CPH details in this section for holdings that you do not have the responsibility to maintain a holding register for.

(Click Manage Holdings > Add Holdings)

2. Configure Your Favourites

To save you from having to remember holding CPH numbers that you regularly make movements to and from and for which you are not responsible for maintaining the holding register (for example markets), you can configure favourites that will appear in drop down list within the web site. If you use the mobile phone application these will also appear on the phone.

(Click Manage Holdings > Manage Favourites)

3. Setup BCMS (Cattle)

You can use WLBP Farm Records to maintain you cattle herd register and you can configure it to send any births, movements and deaths that you record in the WLBP Farm Records to BCMS.

(Click Manage Holdings > BCMS > Configure)

4. Import Animals

If you want to start with the details of your existing animals on your holding, you can import them from a spreadsheet or BCMS (cattle) into WLBP Farm Records.

(Click Manage Holdings > Reconcile Animals on Holding)

5. Record Your Annual Inventory (Sheep & Goats)

The WLBP Farm Records has the facility to record totals for your Annual Inventory for sheep & goat totals on your holding. This is a manual entry. Totals of the animals already recorded in the WLBP Farm Records are displayed as guidelines.

(Click Manage Holding > Annual Inventory)

6. Start Recording Movements, Deaths, Tag Applications (births) and Replacements for your Online Holding Register

Use the movement, on farm death, tag application (birth) and tag replacement pages to record events for your online holding register and herd book.
(Click Manage Animals)

7. View Your Online Holding Register / Herd Register

You can view your online holding register / herd register at any time.
(Click Farm Reports > Holding Register) and (Click Manage Holdings > View Holding Register)

8. Start Recording Medicine Purchases and Treatments for your Online Medicine Book

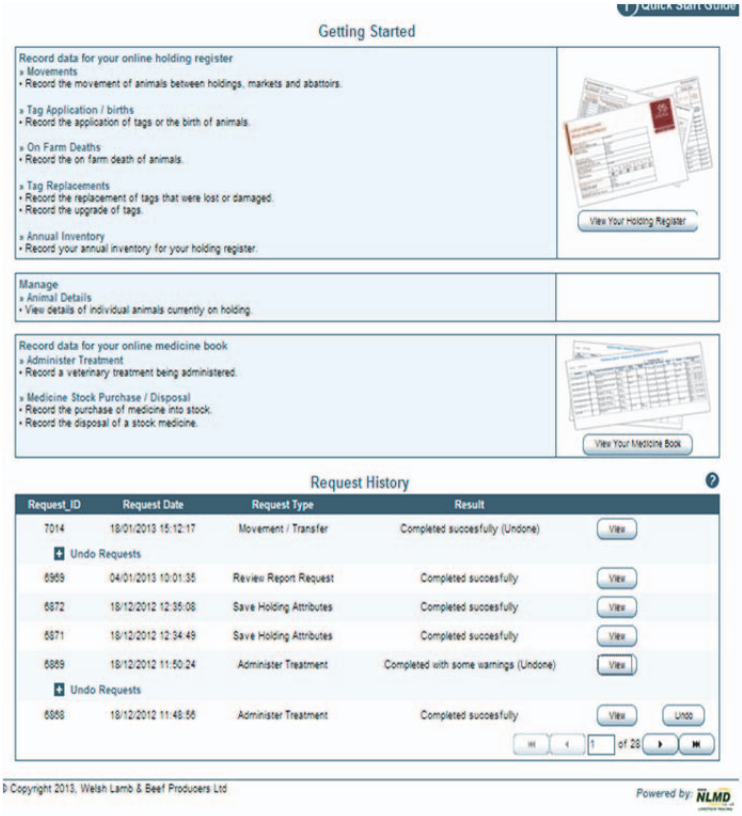
Use the medicine purchase page to record the purchase or disposal of medicines and the administer treatment page to record the administration of treatments to animals.
(Click Manage Animals > Administer Treatment)

9. View Your Medicine Book

You can view your online medicine book at any time.
(Click Farm Reports > Medicine Administration & Treatments)

GETTING STARTED

This page has quick links to recording movements, tag applications, deaths, tag replacements and details for the annual inventory. These can also be accessed through the manage holdings and manage animal options as described above. The holding register and medicine book can also be viewed from this page.



The Request History lists the latest actions on the account and the status of those actions. There is an undo facility here if required.

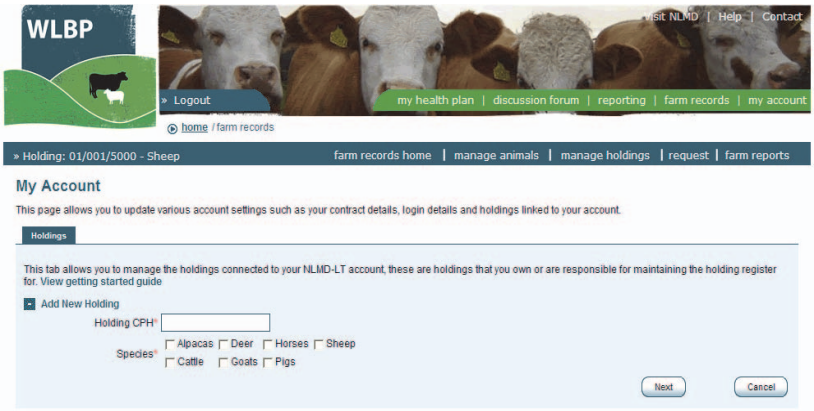
MANAGE HOLDINGS

Your WLBP Farm Records Account can be connected to one or more holdings, which you own or are responsible for maintaining the holding register for. Within the 'manage holdings' page you can add new holdings and update the details of existing holdings.

Select 'manage holdings', to open the holdings management page giving you options to manage your holding details, medicine purchased and submit information to BCMS (cattle).

ADD NEW HOLDING

To add a new holding click 'manage holdings' > 'add edit holdings' and select the 'Add New Holding' button at on the right of the page.



Enter the Holding CPH number in the format 99/999/9999 and tick the species of animal kept on this holding.

Then click the 'Next' button to continue.

Holdings will be automatically approved if in the same county. Other holdings will be approved in the same working day wherever possible. If the holding is automatically approved, you can then enter the holding address and keeper details. These details are used to display the correct version of the holding register.

Once you have entered the details click the 'Save' button. Your should now be able to start recording for this holding.

EDIT HOLDING DETAILS

To edit the details of an existing holding, click the appropriate 'Edit' button within the list

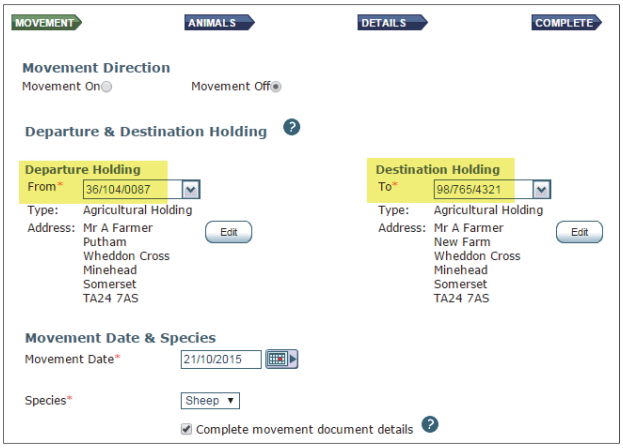
A form will then be displayed, allowing you to update the details of the holding.

Once you have updated the details click the 'Save' button.

RECORD ANIMAL MOVEMENTS

Movements are recorded to trace animals and complete online holding registers / herd registers. If you have a holding located in England, then sheep movements on and off your English holding will need to be reported to ARAMS. See page 25 for information on configuring your account to use ARAMS.

Select 'Manage Animals' then 'Transfer /Move Animals'

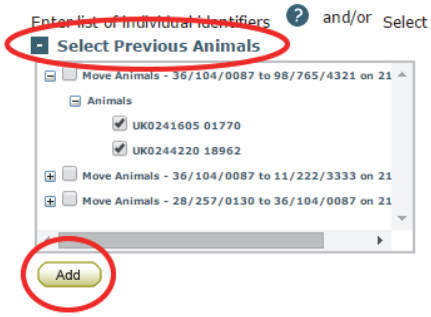


Select the direction of movement – on or off the holding the animals are currently recorded as being on.

Enter the details for the 'to' and 'from' holdings, movement date and the species moved.

To generate a AML1 document tick the 'complete movement document details' box at the bottom of the page. Click Next to add animals.

INDIVIDUALLY IDENTIFIED ANIMALS



Enter individual animals in the text box, one tag number per line. Or use 'Select from list of known identifies' to see lists of animals on the holding , from a management group, to enter a tag number and find descendants of that animal or to select animals born between two dates.

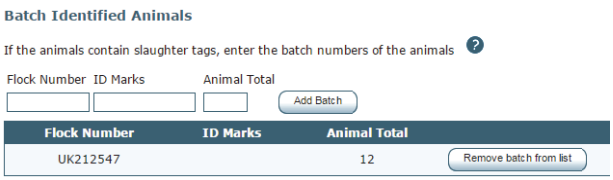
Recent selections can be viewed by clicking 'Select previous Animals'. Tick the box for the tag numbers to include. Click 'Add'.

A list of tag numbers on your PC can be copied and pasted into the textbox.

Click Next.

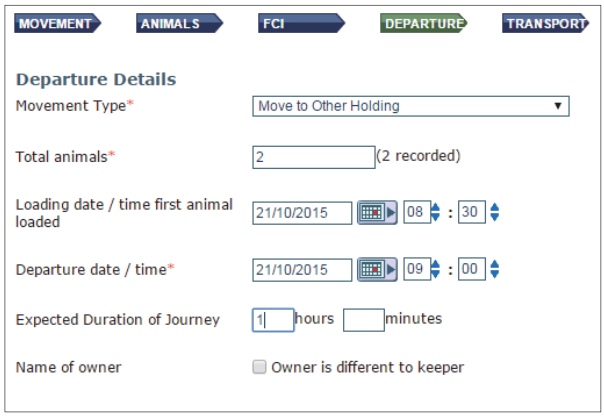
BATCH IDENTIFIED ANIMALS

To record batch details, enter the batch number, the total animals, and click 'Add Batch'. To delete a batch, click 'Remove Batch'. Click Next.

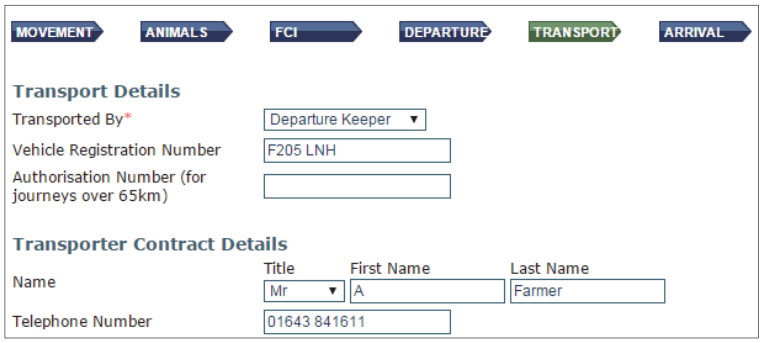


If the animals are moving to slaughter confirm the Food Chain Information.

Enter departure details, including number of animals being sent. Click Next.

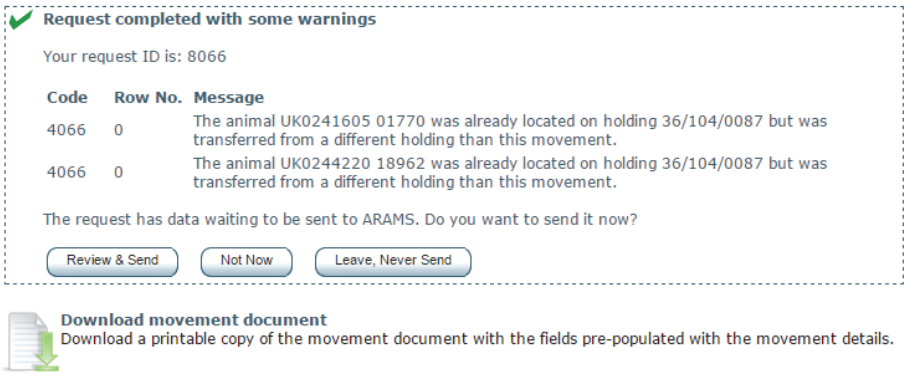


Enter transport details. Click Next.



Enter Arrival details if necessary.

The last screen will show you the result of your movement. There will be the request ID which is the unique number for this transaction and any errors or warnings that occurred due to the movement. You have options to send the movement report, postpone sending it, or never send it.

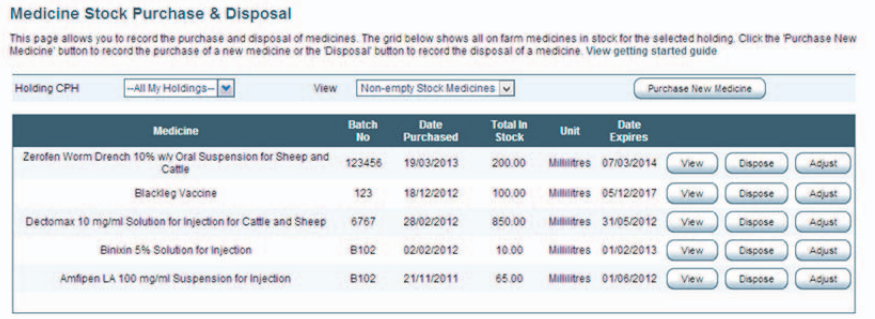


Download movement document
Download a printable copy of the movement document with the fields pre-populated with the movement details.

COMPLETION OF THE MOVEMENT DOCUMENT

If you ticked the option for a movement document to be completed you will be able to view, download or print the Movement Document.

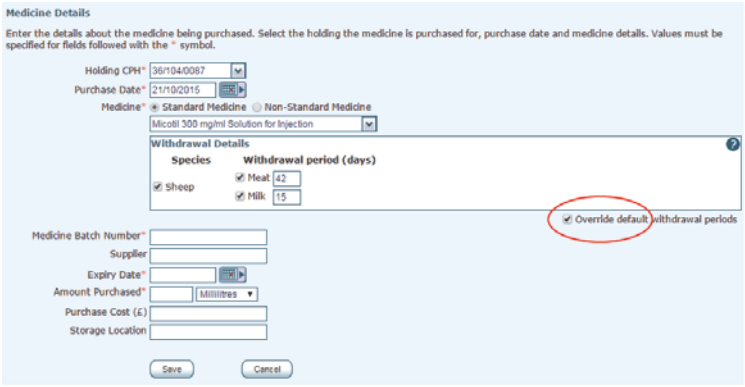
RECORD MEDICINE PURCHASES & DISPOSAL



Record medicine purchases & disposal for your online medicine book. Under the 'Manage Holdings' menu option, select 'Medicine Purchase / Disposal'. A list of all the medincines that you have purchased will be displayed, with options to limit those to non empty medicines and to select specific holdings. You can use this screen to adjust medicine totals, view the usage and dispose of the medicines.

PURCHASING MEDICINES

To record the purchase of medicines, click the 'Purchase New Medicine' button at the top.



Enter the holding CPH the medicine was purchased for and the purchase date.

Select the medicine name from the NLMD-LT standard list. This list is populated by a recent download from the Veterinary Medicines Directorate (VMD). The withdrawal periods will be displayed. To override the default withdrawal period, tick the box under the withdrawal details. Enter new withdrawal periods.

Enter the amount purchased and details about the medicine.

Click the 'Save' button to submit the purchase request. You can now record the treatment of animals with this medicine by using the Administer Treatment page.

DISPOSAL OF MEDICINES

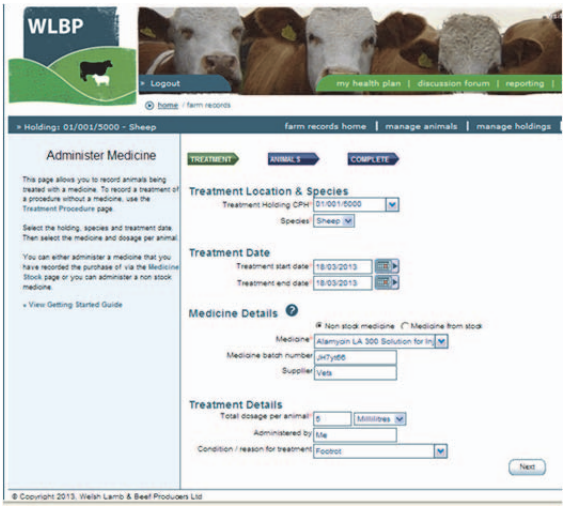
To record the disposal of an existing medicine in stock, first find the medicine to be disposed in the grid and click the 'Dispose' button. Select the disposal date and amount or select the amount remaining in stock (to remove all the rest of that item). You can also optionally enter the reason and disposal method. Click the 'Save' button to submit the disposal request.

ADJUSTMENT OF MEDICINES

To adjust the quantity of an existing medicine in stock, select the medicine in the grid and click the 'Adjust' button. Enter the date and actual amount in stock. Click the 'Save' Details of the medicine purchases and dispoal are displayed in your medicine book, to view this select Farm Reports > Medicine Purchase & Disposal.

ADMINISTER MEDICINES TO ANIMALS

Use WLBP Farm Records to record animals being treated with a medicine from your online medicine book. Under the 'Manage Animals' menu option, select 'Administer Treatment' > 'Medicine'

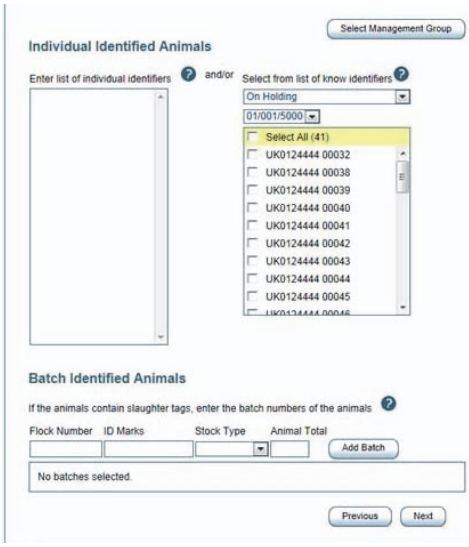


First select the species, holding CPH where the treatment was administered and the treatment start and end date.

Next select the medicine being administered. If you use the WLBP Farm Records medicine purchase / disposal pages select 'Medicine from stock'. This will then display a list of medicines in stock which are suitable for the selected species.

Otherwise select 'non stock medicine', this will allow you to select any medicine from the standard list. This list is populated by a recent download from the Veterinary Medicines Directorate (VMD) – only medicines appropriate for the selected species are displayed.

Select the dosage per animal and optionally you can enter the name of the person who administered the medicine and the reason for treatment. Click next. You now need to enter the details of the animals being treated.



The withdrawal details will be displayed at the top of the screen together with an option for you to tick if you are happy for the next owner of your animals to see what medicines have been administered to the selected animals.

Individual animals can be entered in the text box provided, one tag number per line. You can also use the 'Select from list of known identifies' which gives you option to select from a list animals on the holding , from a management group, to enter a tag number and find descendants of that animal or to select animals born between two dates.

Alternatively if you have a list of tag numbers on your PC (for example generated from a reader), you can copy and paste the contents from Notepad, Word or Excel/ CSV into the textbox.

You can also add batch details for animals that are not individually identified. To record batch details, enter the batch number, the quantity of animals and then click the 'Add' button. To remove a batch, click the 'Delete' button next to the batch details to delete.

When all animals have been added, click the 'Finished' button to submit the treatment request.

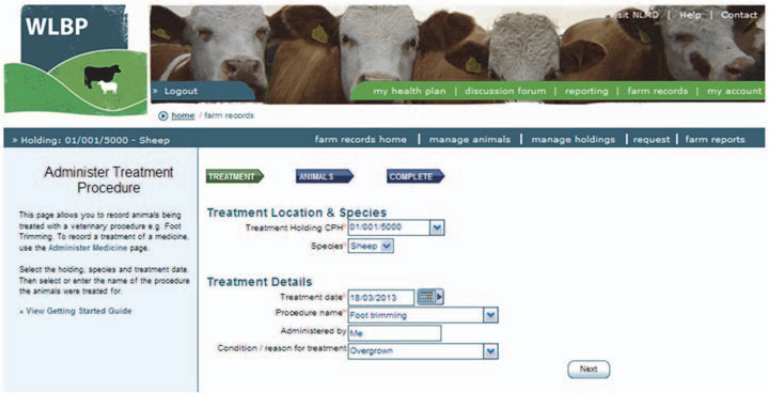
Details of the treatment will be displayed in your medicine book, to view this select Farm Reports > Medicine Administration & Treatments.

RECORD TREATMENT PROCEDURES

Record animals undergoing a veterinary procedure that does not require treatment with a medicine e.g. Scanning

Select the 'Manage Animals' menu option, select 'Administer Treatment' > 'Procedure'

First select the species and holding CPH where the treatment was done.

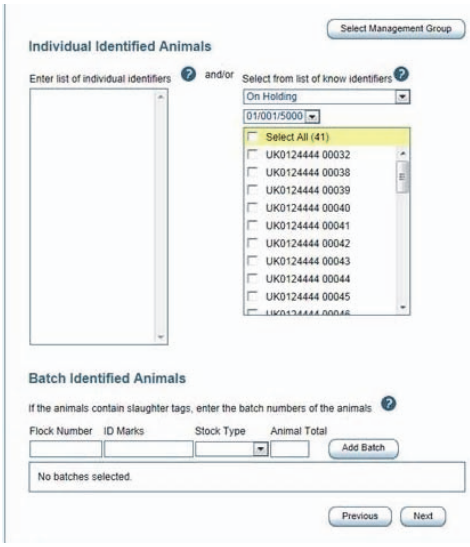


Your next need to select the treatment date and the name of the procedure the animals were treated for. You can either select the name from the list or type in some text. You can then optionally enter the name of the person who administered it and a reason for treatment.

Click next.

Enter the details of the animals being treated.

Individual animals can be entered in the text box provided, one tag number per line. You can also use the 'Select from list of known identifies' which gives you option to select from a list animals on the holding , from a management group, to enter a tag number and find descendants of that animal or to select animals born between two dates.



Alternatively if you have a list of tag numbers on your PC (for example generated from a reader), you can copy and paste the contents from Notepad, Word or Excel/ CSV into the textbox.

You can also add batch details for animals that do not have to be individually identified. To record batch details, enter the batch number, the total animals and then click the 'Add' button. To remove a batch, click the 'Delete' button next to the batch details to delete.

When all animals have been added and you are happy with the treatment, click the 'Finished' button to submit the treatment procedure request.

Details of the treatment will be displayed in your medicine book, to view this select Farm Reports > Medicine Administration & Treatments.

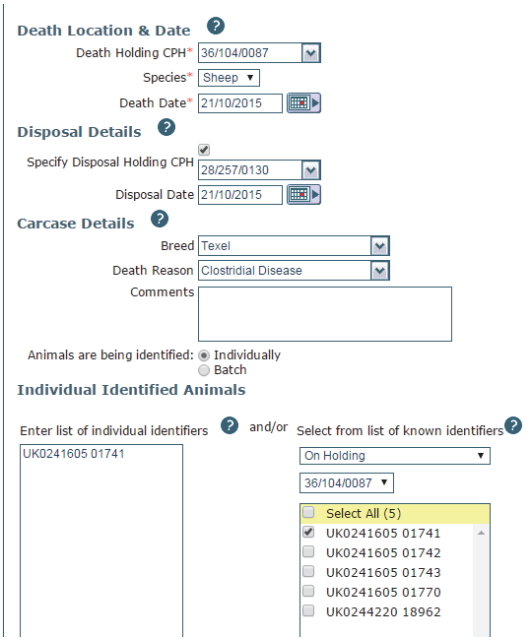
RECORD DEATH ON FARM

On farm deaths can be recorded against an individual animal or a batch number. These will be displayed in your holding register. You can record animals that have died on your farm by selecting the 'On Farm Death' option of the 'Manage Animal' menu.

To record a death you must specify the holding the animal died on, the species of animal and optionally the breed.

The date of death must be recorded.

The disposal details, breed, death reason and comments are optional.



INDIVIDUALLY IDENTIFIED ANIMALS

If you are recording the death of individually identified animals, you can enter the individual animal tag numbers in manually in the left hand box or select the holding on the right and then select from an existing list of animals. You can also use the 'Select from list of known identifies' which gives you option to select from a list animals on the holding , from a management group, to enter a tag number and find descendants of that animal or to select from animals born between two dates.

Alternatively if you have a list of tag numbers on your PC (for example generated from a reader), you can copy and paste the contents from Notepad, Word or Excel/ CSV into the textbox.

BATCH IDENTIFIED ANIMALS

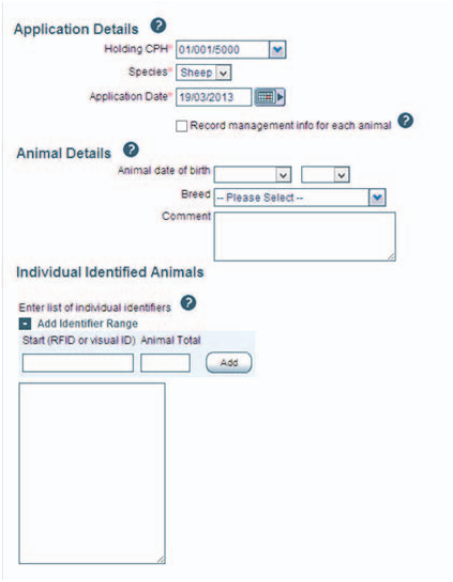
If you are recording batch identified animals, you can enter the batch number, the stock type and the number of animals and click the 'Add' button.

When all details are entered, click the 'Submit' button to record the deaths.

RECORD TAG APPLICATION AND ANIMAL DATE OF BIRTH

Use this option to record when tags are applied or animals are born. This will be displayed in your holding register. Under the 'Manage Animals' menu, select 'Apply Tags / Record Birth'. Enter the details of the tag application CPH, Species and date.

If the sheep are individually identified and you want to record management information for each animal such as a gender, breed, dam and sire, tick 'Record management info for each animal'



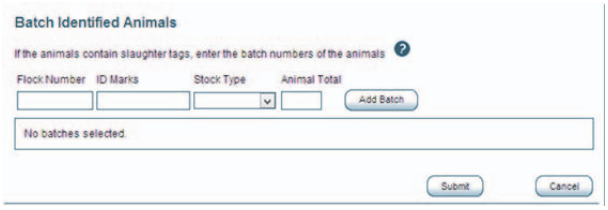
CATTLE

Tag number, date of birth, breed, gender and dam are all mandatory if you are entering cattle births.

INDIVIDUALLY OR BATCH (WITHOUT MANAGEMENT INFO)

If you did not tick 'Record management info for each animal', the breed and date of birth are optional. Enter the identifiers of the tags applied.

If the tags are individual and not sequential, enter the number in the box one per line. If the tag numbers are in a sequential range, click the 'Add Identifier Range' button and enter a start tag number and animal total and click 'Add'. Remember to enter the full tag number including the UK e.g. UK123456 00123.



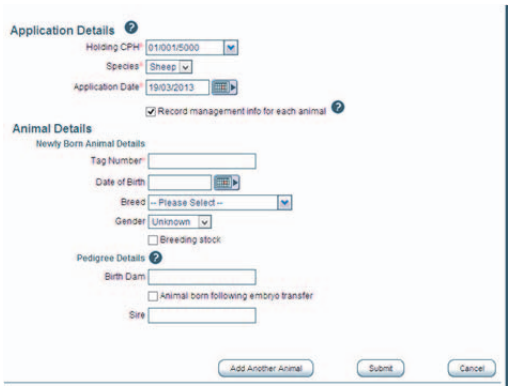
To enter batch identified animals, enter the flock number, the stock type and the total and click 'Add'. Click Submit.

INDIVIDUALLY WITH MANAGEMENT INFO

If you ticked 'Record management info for each animal', you will need to enter the tag number of the newly born animal, the date of birth, the breed and the gender. Only the items marked with a * are mandatory.

If the animal was born following embryo transfer, specify the surrogate dam as the birth dam. If you tick the 'Animal born following embryo transfer' you can optionally enter the genetic dam.

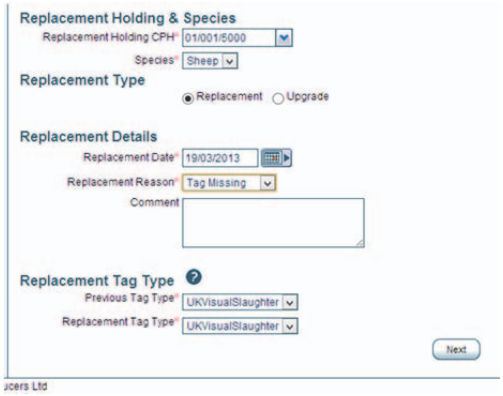
If two or more animals have the same application date and holding, click the 'Add Another Animal' button after inputting each. Click on submit.



REPLACEMENTS AND UPGRADES

Use this option to record replacement sheep tags. These will then be displayed in the on line holding register. Tags can be replaced due to a failure or loss, or may be replaced to upgrade the animal from a slaughter lamb to a breeding sheep. Please note that the England and Wales have different rules for upgrading from slaughter lambs to full EID.

REPLACEMENTS



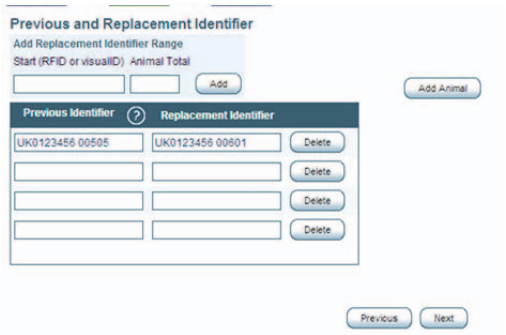
To record a replacement, select the 'Replace Tag' option under the 'Manage Animal' menu item. Select 'Replacement' under Replacement Type

Select the holding number that the replacement occurred on and the species of the animals that the tags belong to.

Select the replacement date and the reason why the tags were replaced. You can optionally leave a comment as well.

Select the type of tags that you are replacing, both the original and new type of tags. Click next.

Pre2010 – all tags which were applied prior to December 31st 2009 (the old style tags)
UKEID – full EID tags e.g. UK0123456 00100
UKEID slaughter – EID slaughter tags
UK Visual Slaughter – non EID slaughter tags



REPLACING INDIVIDUALLY IDENTIFIED TAGS

When replacing individually identified tags, you need to record the individual numbers of the old tag and the new tag. If you do not know the old tag, you can record a blank.

REPLACING BATCH TAGS

When replacing batch tags, you only need to record the batch numbers replaced.

Click 'Next' to submit the request to save the replacement.

UPGRADING TAGS

When upgrading a slaughter lamb to a breeding animal, you need to record the holding the animal is on when it was upgraded and the species of the animals being upgraded.

You need to record the replacement date and you can record comments.

You have to specify the type of tag being replaced and the type of tag it is replaced with. There are rules which will allow only the correct type of tags replacements to occur.

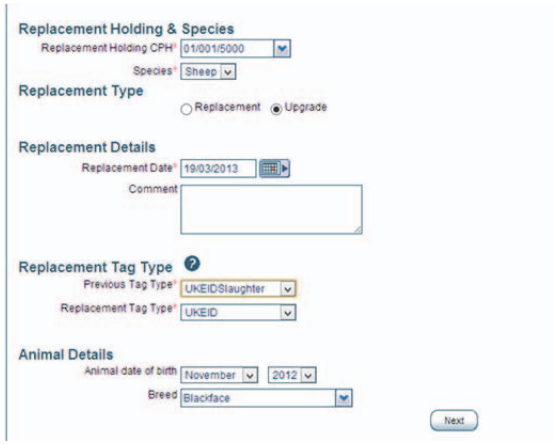
UPGRADING A BATCH TAG

When upgrading a batch tag to EID tag, you must select the batch number and animal total and the individual EID numbers of the replacements (one per line)

UPGRADING EID SLAUGHTER TO FULL EID TAG

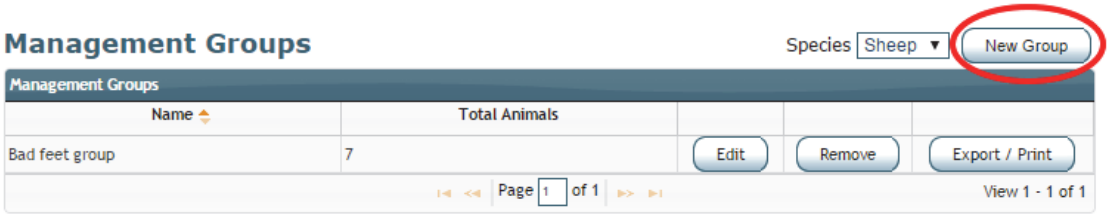
When upgrading EID Slaughter to Full EID tags, you must enter both the EID numbers of the EID Slaughter and Full EID tags.

Click 'Next' to submit the request to save the replacement.



GROUP ANIMALS

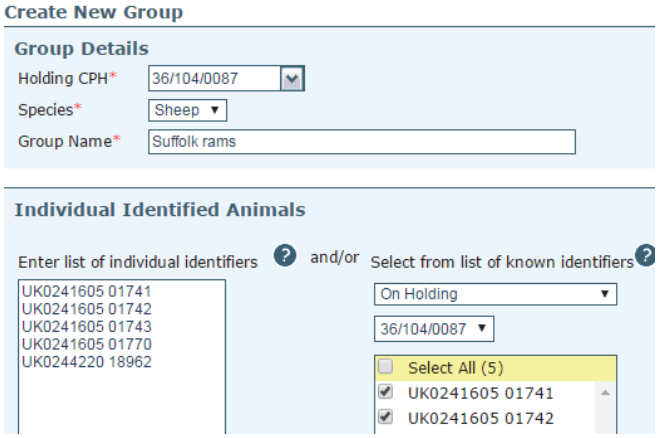
Animals can be put into management groups. These groups can be used as an alternative to selecting individual animals or batches in certain screens. Click on the Manage Animals-> Animal Management Groups menu option.



This will display any management groups that your user can see. You will be able to see any management groups that have been created on a holding that you are associated with.

ADD NEW MANAGEMENT GROUP

To create a new management group select the species of the animals. Click on the **New Group** button on the top right. Enter a group name; select the holding that the animals are currently located on.



INDIVIDUALLY IDENTIFIED ANIMALS

Enter in the text box, one tag number per line, or use the 'Select from list of known identifies' to select from a list of animals on the holding , from another management group, to enter a tag number and find descendants of that animal or to select from animals born between two dates.

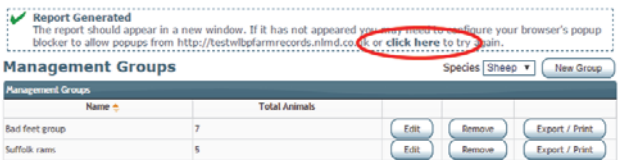
If you have a list of tag numbers on your PC, you can copy and paste the contents from Notepad, Word or Excel/ CSV into the textbox.

BATCH IDENTIFIED ANIMALS

Enter the flock numbers and quantity of animals for batch identified animals. Click **Save** to save the group.

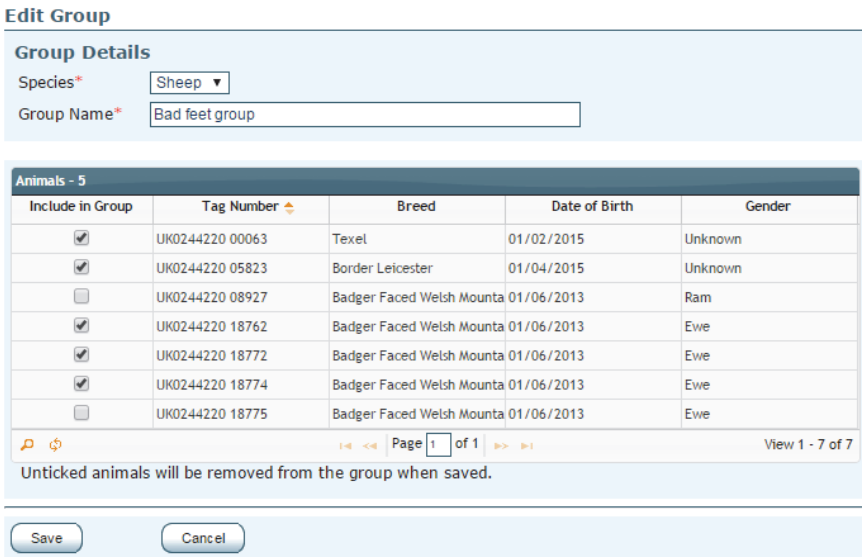
EXPORT OR PRINT A GROUP REPORT

Click the Export/Print button to see details of the animals in a selected management group. The report should open in a new window. If it doesn't open, then click the link to view the report.



EDIT AN EXISTING GROUP

To edit an existing group click on the Edit button beside the name of the group that you need to edit.



REMOVE AN ANIMAL FROM A GROUP

To remove an animal from a group, un-tick the box beside the tag number you wish to remove. Unticked animals will be removed from the group when you click Save. This will remove the animal from the group from the current date, but will not remove the animal from your records or any previous action that has been recorded using the group option.

ADD AN ANIMAL TO AN EXISTING GROUP

Select a method of adding animals on the right side, under Options. Individual animals can be entered in the text box provided, one tag number per line. You can also use the 'Select from list of known identifies' which gives you option to select from a list animals on the holding , from a management group, to enter a tag number and find descendants of that animal or to select from animals born between two dates.

Alternatively if you have a list of tag numbers on your PC (for example generated from a reader), you can copy and paste the contents from Notepad, Word or Excel/ CSV into the textbox.

Click on the **Save** button to save the changes made to a management group.

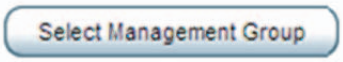
DELETE A MANAGEMENT GROUP

Delete a management group by clicking the Remove button. This will remove the group from the current date, but will not remove the animals from your records or any previous action that has been recorded using the group option.

SELECTING MANAGEMENT GROUPS

Some screens will allow you to select groups of animals instead of individual animals or batches of animals. Whenever the '**Select Management Group**' button is visible there are management groups available to select from.

SELECT MANAGEMENT GROUP

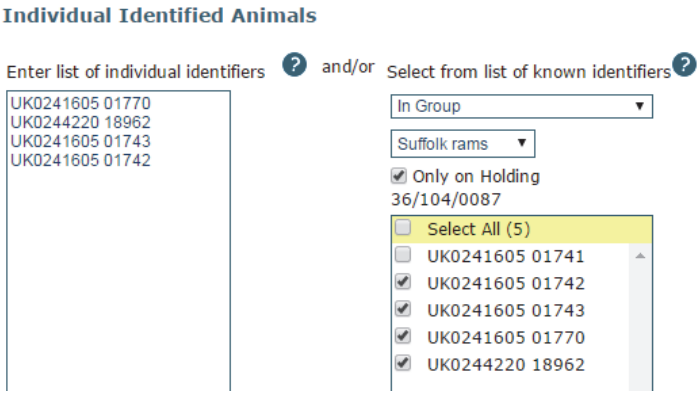


Click on the **Select Management Group** button, to see a list of available management groups.

To select an entire group, click the **Select** button beside the required management group. This will populate the box with the tag individual numbers and the batches from the selected group. If the individual animals in the group selected are not currently recorded as being on a holding that is associated with your user account, these animals will not be added, and a warning will be displayed.

REMOVE ANIMALS FROM LIST

To remove an animal from the list, select In Group from the dropdown list. Select the group from the list of management groups. Untick the boxes of the tag numbers you wish to exclude. This will remove the animal from the list, but will not remove the animal from the management group.



ADD AN ANIMAL OR A BATCH TO THE LIST

Individual animals can be added in the text box provided, one tag number per line. You can also use the 'Select from list of known identifies' which gives you option to select from a list animals on the holding , from another management group, to enter a tag number and find descendants of that animal or to select from animals born between two dates.

Enter the flock numbers and quantity of animals for batch identified animals.

OVERWRITE EXISTING SELECTION

If the **Overwrite existing selections** checkbox is checked, all animals and batches that you have already selected will be cleared before the animals and batches from the selected group are added.

IMPORT ANIMALS

Use the Import Animals page to import details of existing animals or compare animals recorded in WLBP to another source.

Move your mouse over ***Manage Holdings*** on the tool bar. From the drop-down list of options select ***Import Animals***. On the Import Animals screen select a species from the dropdown list. Select a source where the animals are coming from. Two sources of data are currently supported, BCMS / CTS or a comma separated file (CSV).

UPLOAD DATA USING A CSV FILE

To use a CSV file to import animals you need to list all animals that you know are located on your holding. The file should have the following columns, with each value separated by a comma. You can create this in Microsoft Excel, when saving select "CSV (Comma delimited)" as the file type.

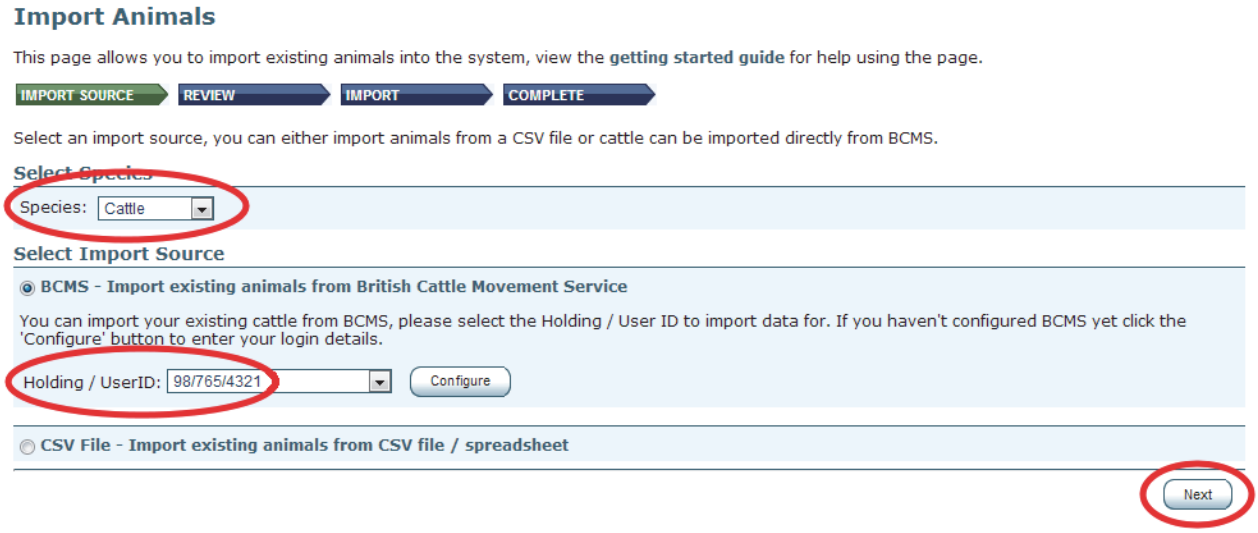
If the animal was an on-farm birth then Date of Birth and Arrival Date must be the same date. If the animal arrived from another farm, specify the Arrival Date and From Holding. If you cannot remember the source holding enter UNKNOWN as the From Holding.

	Column	Description	
1	Visual ID	The visual ID of the animal *e.g. UK0123456 00001 or UK123456 100001*	Either Visual ID or EID must be specified
2	EID	The electronic (if any) ID of the animal *e.g. 0826012345600001*	
3	*Date of birth	The date the animal was born. *e.g. 01/01/2013*	
4	*Birth Dam	The ID of the Dam of the animal that gave birth to the animal *e.g. UK123456 100001*	
5	*Genetic Dam	If the animal was born of embryo transplant then the ID of the genetic dam of the animal. *e.g. UK123456 100001*	
6	*Sire	The ID of the Sire of the animal. *e.g. UK123456 100001*	
7	*Breed	The breed of the animal *e.g. Texel X or Aberdeen Angus*	
8	*Gender	The gender of the animal e.g. *Cow, Heifer, Bull, Steer, Ewe, Ewe Lamb, Ram, Wether*	
9	Arrival date	The date the animal arrived on the current CPH *e.g. 01/01/2013*	Same as DOB if on farm birth
10	*From Holding	The CPH of the property that the animal arrived from. *e.g. 01/001/0001*	Leave empty if on farm birth, otherwise holding it moved from or UNKNOWN if not known

LOADING DATA FROM BCMS

To import cattle from BCMS select cattle as the species. Select BCMS as the Import Source. Enter your holding or BCMS user ID. Click Next.

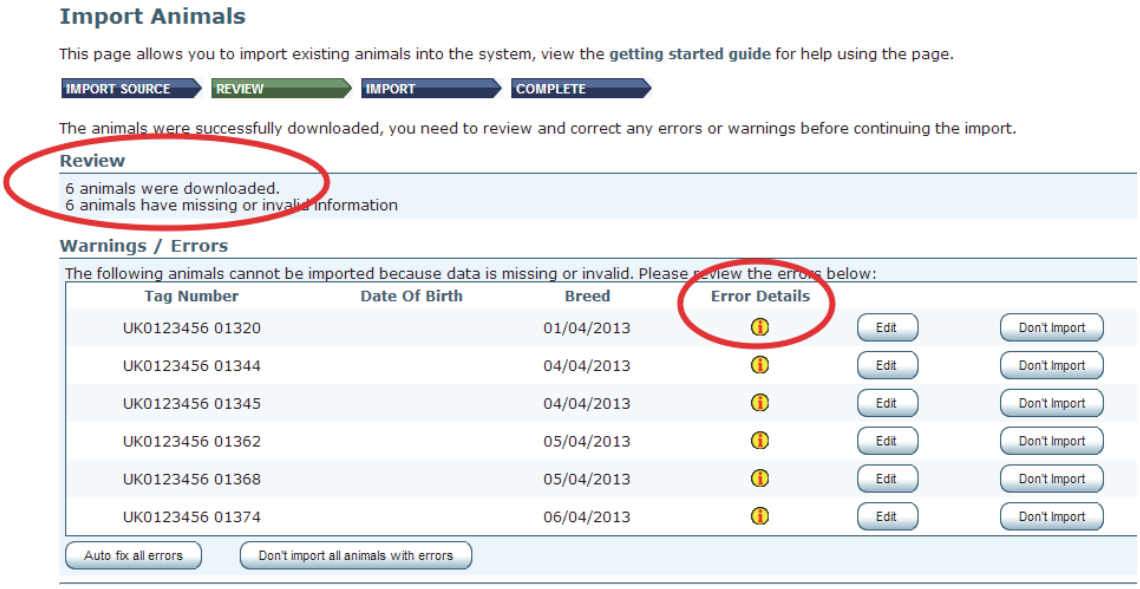
If you haven't configured WLBP with your BCMS/CTS login details, click on Configure to enter your details now. If you see error code CTWS800 "Invalid request: authentication failure" you have entered incorrect BCMS log-in details. To correct this go to the BCMS configuration page (Manage Holdings > BCMS > Configure) and select Edit your subscription. Enter the correct user name and password then try importing again.



- To import cattle from BCMS select cattle as the species.
- Select BCMS as the Import Source.
- Enter your holding or BCMS user ID. Click Next.
- If you haven't configured WLBP with your BCMS/CTS login details, click on Configure to enter your details now.
- If you see error code CTWS800 "Invalid request: authentication failure" you have entered incorrect BCMS log-in details. To correct this go to the BCMS configuration page (Manage Holdings > BCMS > Configure) and select Edit your subscription. Enter the correct user name and password then try importing again.

ERROR MESSAGES

Once the source is chosen, the server will do some validation of the data to check that it is of the correct format. Any data that is not acceptable will be displayed in the Warning/ Errors grid.



- Hover your mouse over the Error Details to read the error for each animal listed.
- For each animal with an error you can either:
  - Click on Edit to manually correct the animal details.
  - Click on Auto fix to import the animal without the invalid values. eg. if the animal has a breed that is not valid, auto fix will import the animal without setting the breed.
  - Click on Don't Import to cancel the import of that animal.
- Any data changed will not affect the content of the CSV file or records in BCMS.
- Click on Next when all errors have been corrected.

SENDING BIRTHS, MOVEMENTS AND DEATH RECORDS TO BCMS

Births, movements and deaths recorded in the WLBP Farm Records can be sent to the BCMS.

CONFIGURING BCMS

Before WLBP Farm Records can send data to BCMS, you need to enter your BCMS username and password and select which holdings you want to send data for. Please be aware this is not your BCMS government gateway ID, it's your User ID and password for the CTS webservices (which you may have used previously to access CTS – the user ID is in the following format – 111 – 111 – 111). If you do not have this or it has been de-activated please contact BCMS on 0345 050 1234.

To setup BCMS, select from the main menu, "Manage Holdings" > "BCMS" > "Configure"

ADD NEW

Click the "Add New" button to add a BCMS subscription for a holding. Enter your BCMS username and password and select which types of data you want to send (births, movements and deaths).

Click the "Next" button.

Select the holding associated with the BCMS authentication details entered on the previous page.

If this holding has registered BCMS linked holdings tick the box and select any linked holdings.

If you cannot find a holding CPH within the drop down list, use the add holding page (from the Farm Records menu, select Manage Holdings > Add Holding).

When you move animals between the primary holding and any linked holdings WLBP Farm Records will not notify BCMS. Any births or deaths at any of the linked holdings will be reported to BCMS as happening at the primary holding, as will any off movements to holdings not selected as linked.

If you selected to send births, you also need to select a postal holding CPH, this is usually the same as your primary holding CPH.

To add a second primary holding, click the "Add Another Primary Holding" button. Otherwise once complete click the "Finished" button to save the subscription.

EDIT BCMS CONFIGURATION

Click “Edit” to modify an existing subscription. Use this option if holdings have been linked or de-linked after you have set up the initial configuration.

SENDING DATA TO BCMS

Once configured, next time when you record a movement, birth or death a message will appear asking if you want to send data to BCMS now, later or never.

If you select “Not Now”, WLBP Farm Records will remind you next time you login to the website or you can trigger it to send by selecting from the main menu Manage Holdings > BCMS > Send / Review Results. If “Leave, Never Send” is clicked WLBP Farm Records will not send it BCMS and will not remind you again.

To send the event to BCMS, click “Review & Send” and a page will appear previewing what is about to be sent. Click “Send Now” to begin the send.

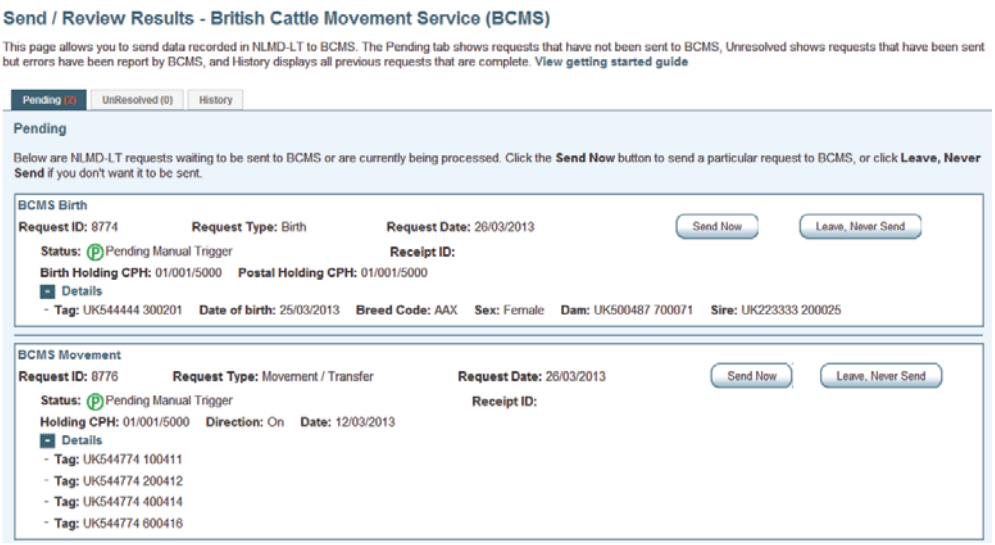
BCMS typically takes around a minute to process your request, however it could take up to 24 hours for them to process and validate it. If you don’t want to wait for the result or its taking longer than 2 minutes for BCMS to process it you can check the result later by selecting from the main menu Manage Holdings > BCMS > Send / Review Results. WLBP Farm Records will warn you next time you login if there are any errors and you can also configure it to send you an notification email.

REVIEWING RESULT

To check result of requests you sent to BCMS, select from the main menu Manage Holdings > BCMS > Send / Review Results.

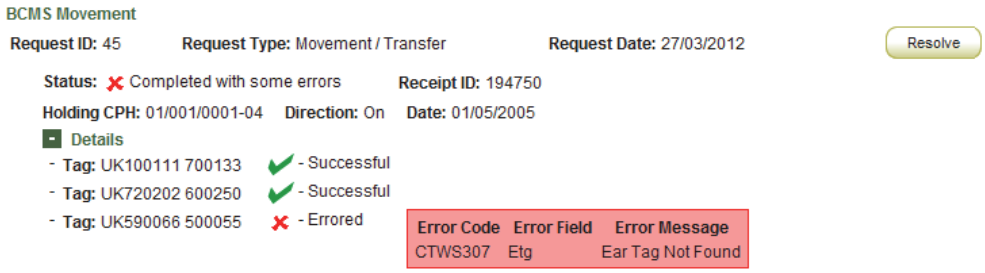
PENDING

The **Pending** tab shows request waiting to be send to BCMS or are currently being processed. You can either select to send them now or never send.



UNRESOLVED

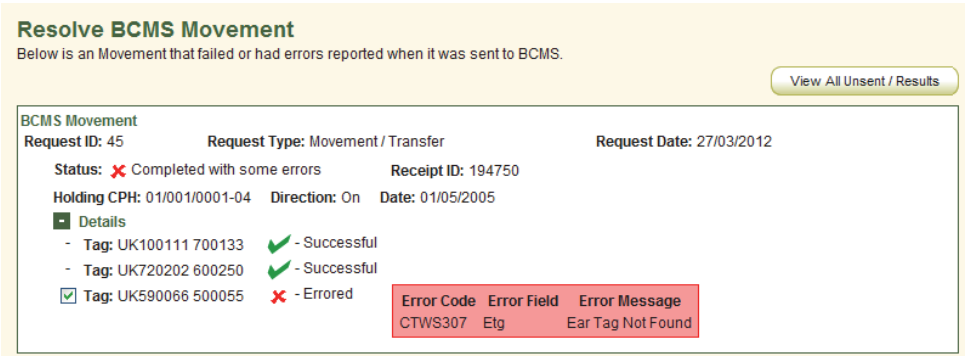
The **Unresolved** tab shows requests that BCMS reported errors for.



If you get error code CTWS800 "Invalid request; authentication failure". This usually means you entered incorrect BCMS login details. To correct this go to the BCMS configuration page (Manage Holdings > BCMS > Configure) and select to Edit your subscription and enter the correct username and password. Then return to the Send / Review Results page and click the relevant "Retry Send" button.

To resolve a request where BCMS reported errors for particular animals click the "Resolve" button.

Tag numbers with green ticks indicate the (birth, movement or death was successful)



Tag numbers with a red cross indicate that BCMS report errors and rejected it. The red box next to the tag number shows the error details e.g. "Ear Tag Not Found".

There are two options to resolve errors :

- Select "Undo the NLMD-LT request for the selected animal" if you made a mistake such as entering an incorrect tag number, holding CPH or date. This will undo the NLMD-LT event (movement, birth or death) in your holding register records for the animals ticked that had errors. You can then make the correction by recording a new event for the animals that had errors and select to send this to BCMS.
- Select "Ignore", if you want leave the event (movement, birth or death) in the NLMD-LT holding register records. You will need to contact BCMS to resolve the errors, any tag numbers with errors have been rejected by BCMS so have not been successfully lodged with BCMS.

Once an option is selected, click the "Submit" button to resolve the error.

HISTORY

Select the **History** tab to view all submissions that were successful or had errors which have been resolved.

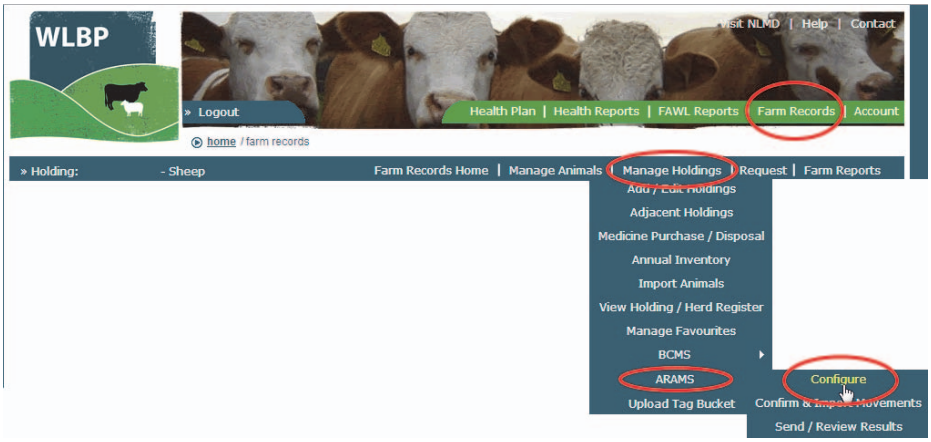
SEND MOVEMENTS TO ARAMS

If you have a holding in England, sheep movements on and off your English holding recorded on the WLBP site can be forwarded to the Animal Reporting and Movement Service (ARAMS).

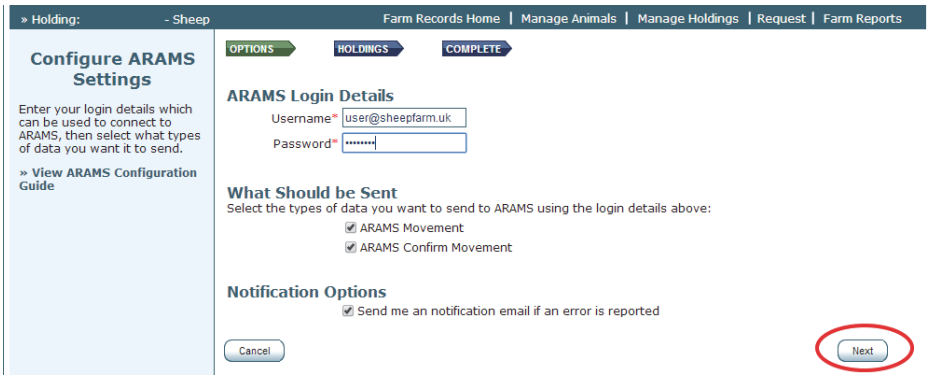
CONFIGURE ARAMS

First register an ARAMS account through their website www.arams.co.uk. You will be issued a user name and password for sending records electronically.

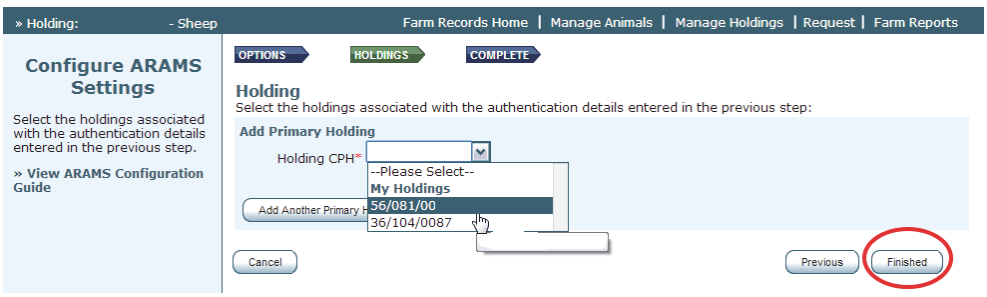
On the top navigation bar click on ***Farm Records***. Move your mouse over ***Manage Holdings*** on the tool bar. From the drop-down list of options select ***ARAMS > Configure***.



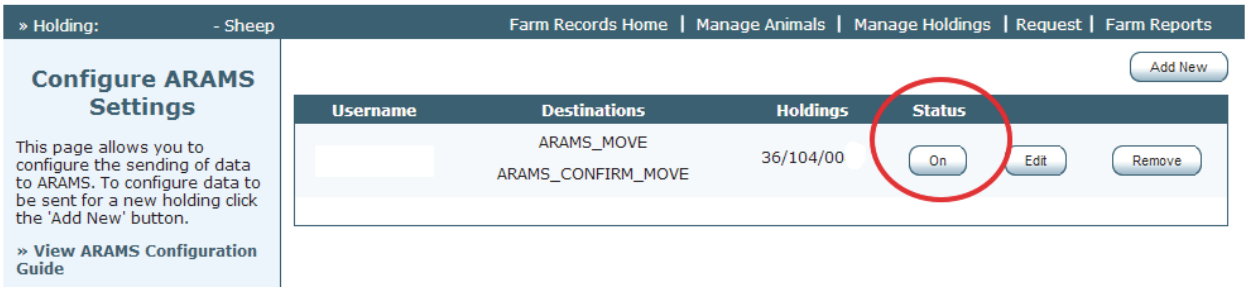
Click the ***Add New*** button to add your ARAMS account information for a holding or click ***Edit*** to modify an existing holding. Select which services and options you require. Click ***Next***.



On the holding screen, use the dropdown menu to select the English CPH number that is associated with the ARAMS account. Click ***Finished*** or ***Add Another Primary Holding*** to enter more holdings.



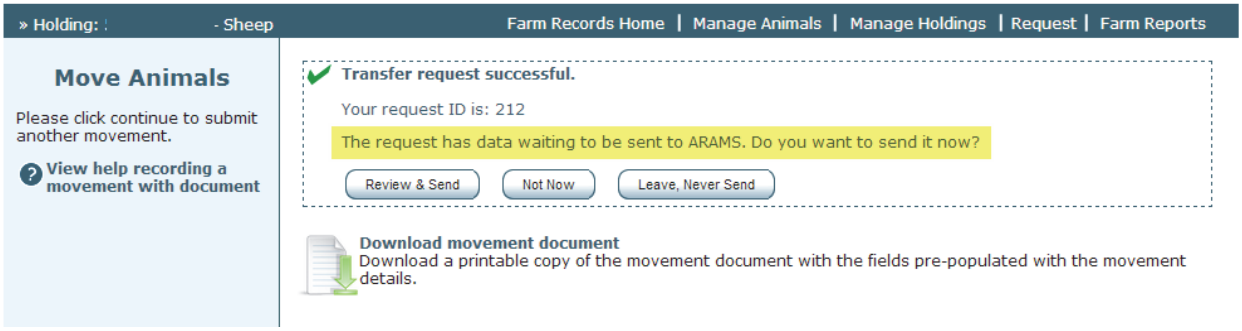
Check the status of your ARAMS connection on the Configure screen. Status can be switched on and off - it must be *on* to send data electronically.



SENDING TO ARAMS

Once configured, next time you record a sheep movement to or from your English holding a message will appear asking if you want to send data to ARAMS now, later or never.

Note: *Sheep movements to market or assembly and collection centres will* ***not*** *trigger an ARAMS request message. Those holding types will manage the electronic reporting of on-movements for your animals.*



Select ***Not Now*** and a pop-up reminder will be shown the next time you log into the website or you can trigger it to send by selecting from the main menu ***Manage Holdings > ARAMS > Send / Review Results***.

Select ***Leave, Never Send*** and the server will not send it to ARAMS and will not remind you again.

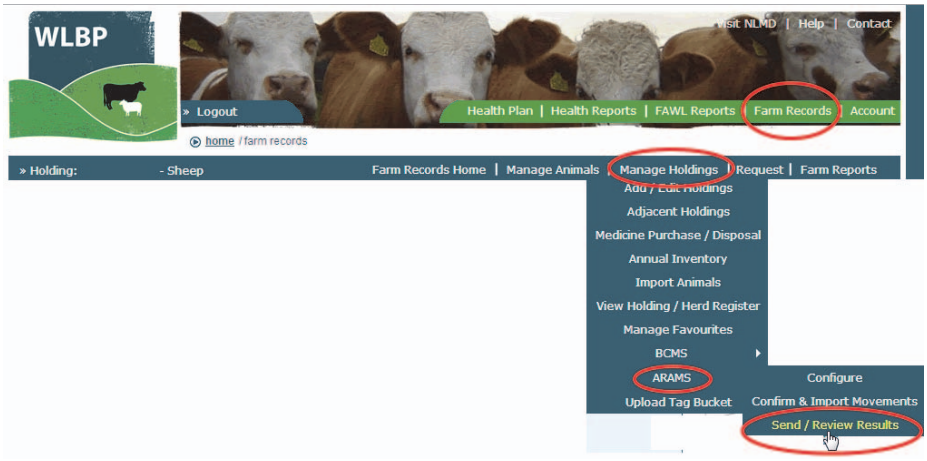
Select ***Review & Send*** and a page will appear previewing what is about to be sent. Click ***Send Now*** to begin the send.

If you don't want to wait for the result or it is taking longer than 2 minutes for ARAMS to process it you can check the result later by selecting from the main menu ***Manage Holdings > ARAMS > Send / Review Results***. WLBP will warn you the next time you log in if there are any errors, and you can also configure it to send you a notification email.

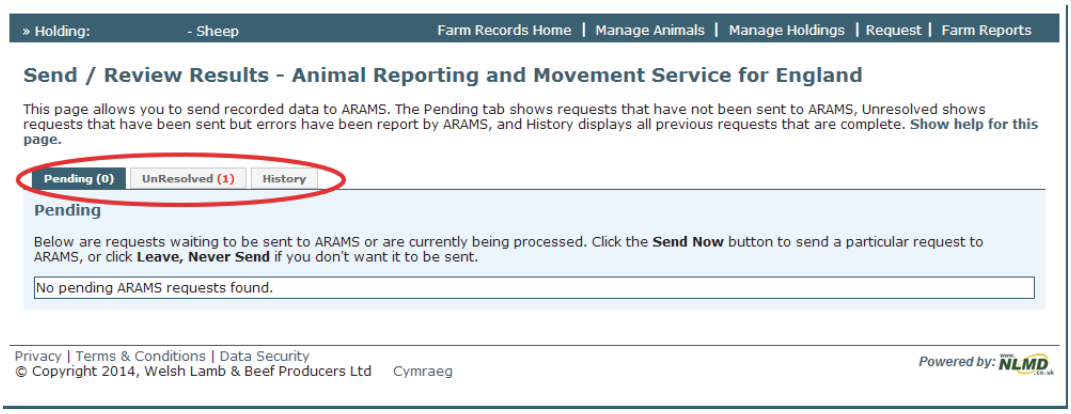
REVIEWING RESULTS

You can review the status of any of your submissions to ARAMS. This will be necessary if you are contacted by ARAMS or need to resolve submission errors.

Select from the main menu ***Manage Holdings > ARAMS > Send / Review Results***.



The ***Pending*** tab shows requests waiting to be sent to ARAMS or are being processed at the current time. You can either select to send them now or never send. The ***UnResolved*** tab shows movements that were rejected by ARAMS and have errors waiting for resolution. The ***History*** tab shows all completed movements.

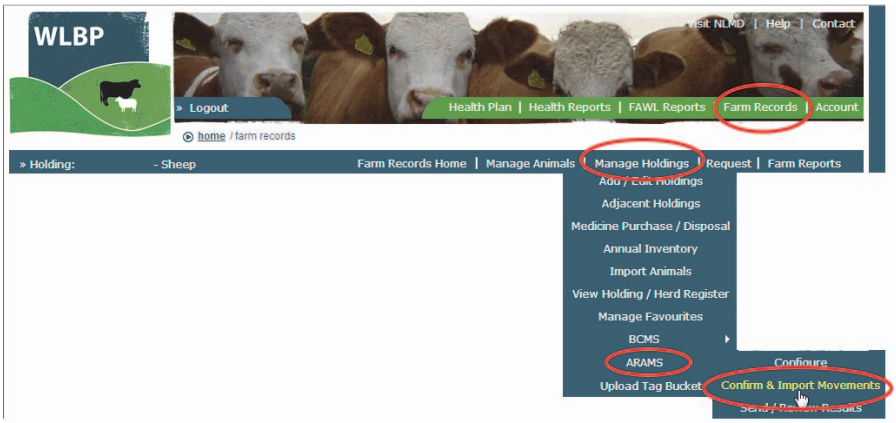


If an error is the result of your mistake (e.g. entering a wrong tag number), you can resolve the error by undoing the movement for that animal and starting again. Alternatively, you can choose to ignore the ARAMS error message but this means you will still have a movement in WLBP and you must contact ARAMS to resolve the problem.

IMPORT MOVEMENTS FROM ARAMS

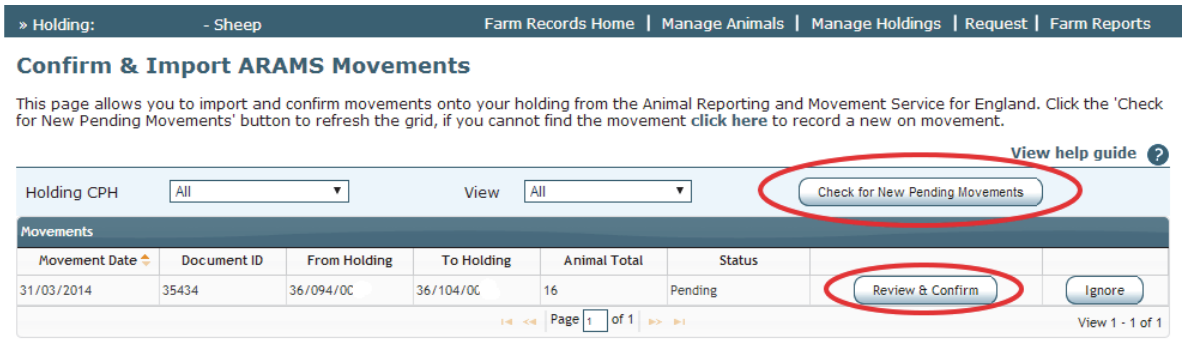
If you are moving sheep onto your English holding and the departure keeper reported the movement to ARAMS electronically, you should confirm the existing movement rather than create a new one.

Go to ***Manage Holdings > ARAMS > Confirm & report movements.***

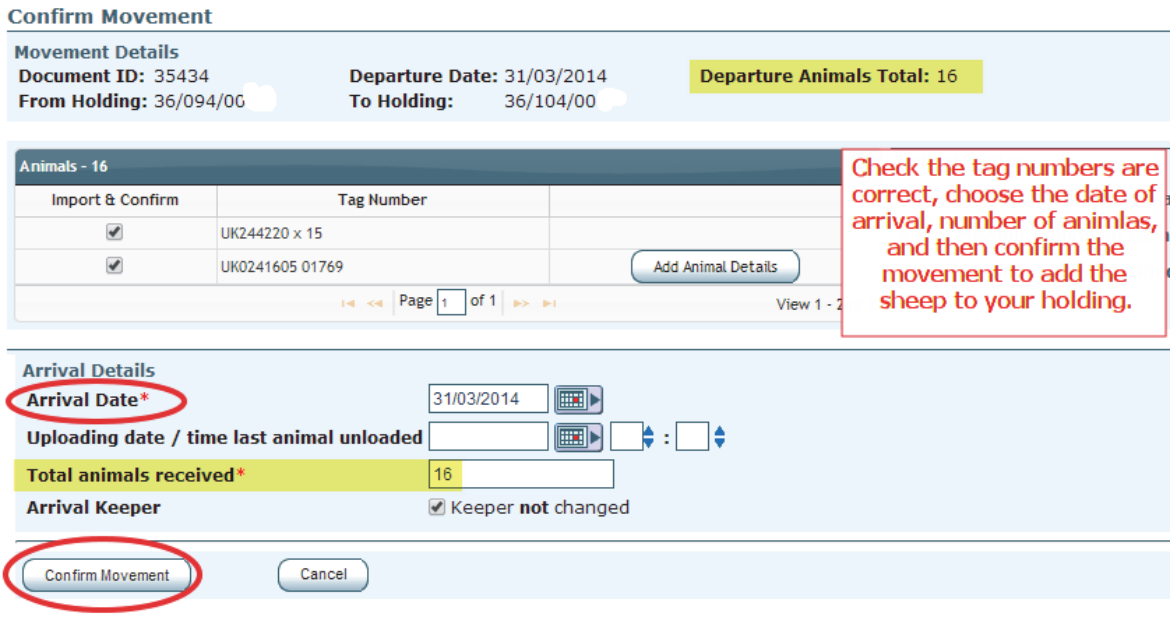


Click on ***Check for New Pending Movements*** to refresh the table.

Find the appropriate movement record and click on ***Review and Confirm***.

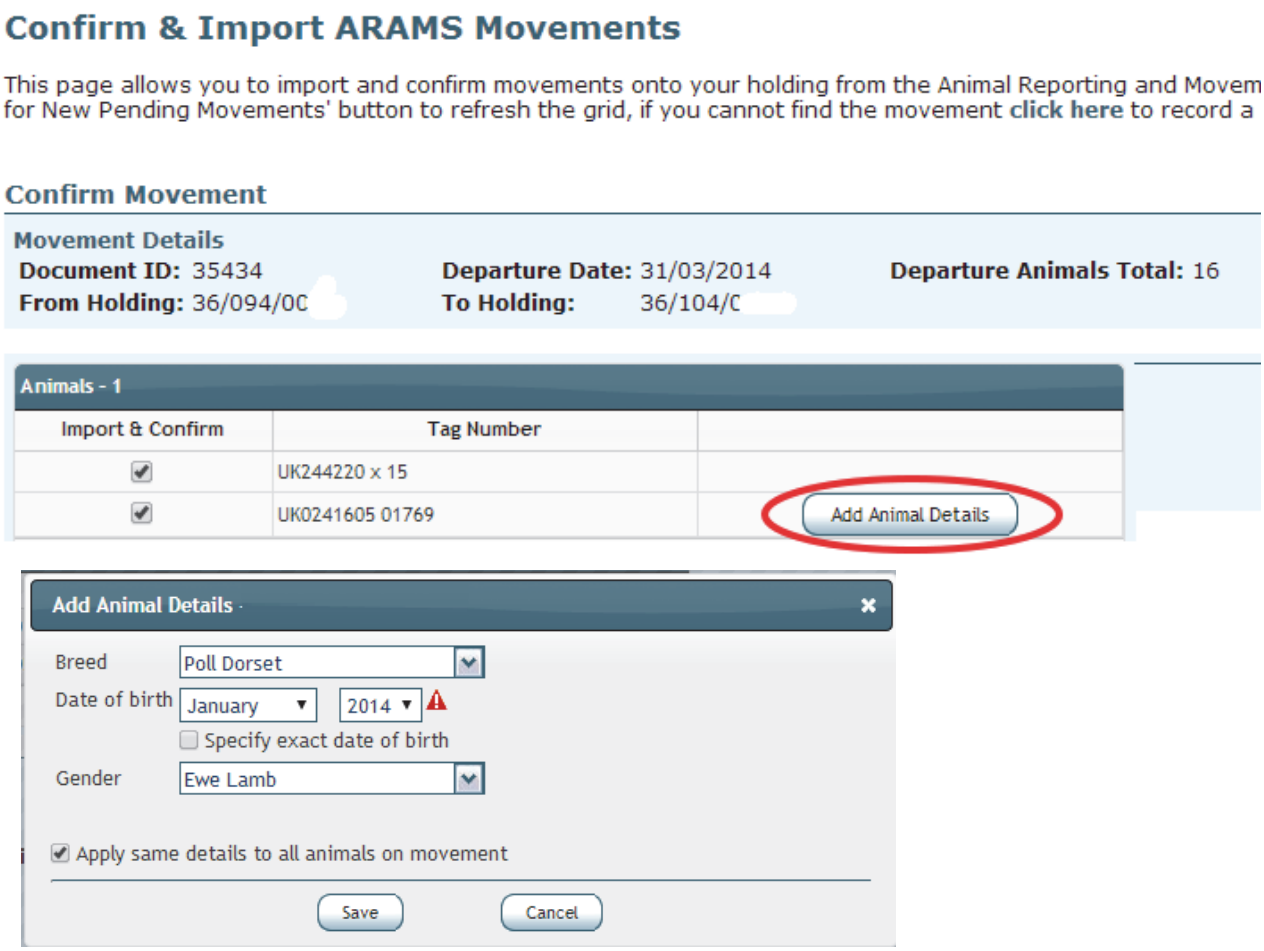


Check the tags and animal numbers are correct for the sheep you received. Add the date of arrival. Click ***Confirm Movement*** to send the movement record to ARAMS.

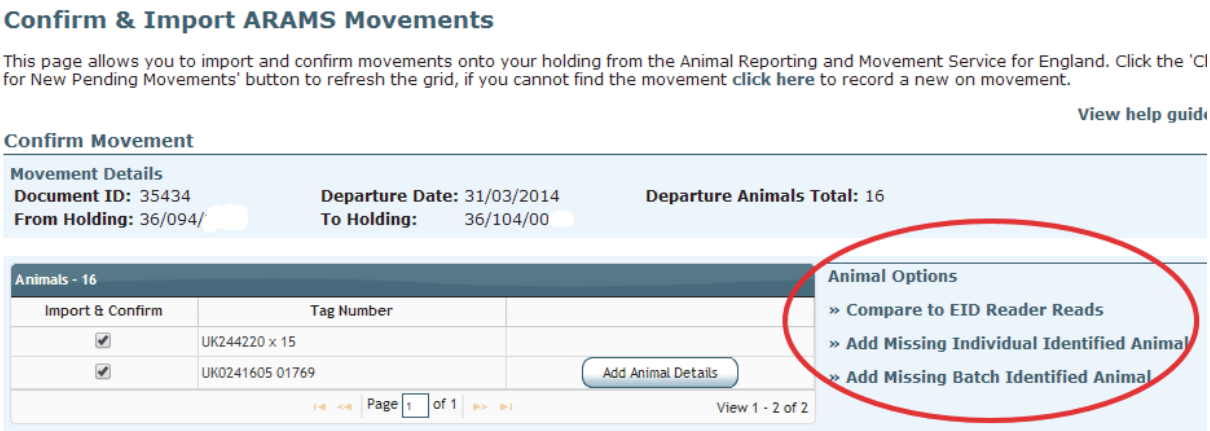


OPTIONS

You can add some animal details to a group of similar sheep using the ***Add Animal Details*** button.



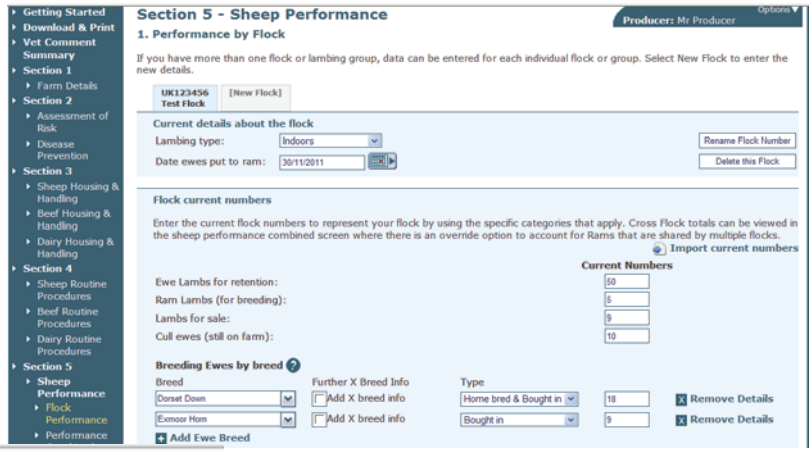
If the other keeper has sent a list of EID numbers for the sheep that moved, you can compare that to the EID numbers from your own tag reader. Paste in a file of EID numbers from your tag reader.



Add missing animals to the list using the ***Add Missing Individually*** or ***Batch Identified Animal***.

DOWNLOAD FROM WLBP FARM RECORDS TO WLBP HEALTH PLAN

Current animal totals can be imported into the WLBP Health Plan from the WLBP Farm Records. Select My Health Plan>Sheep Performance> Performance by Flock and click on Import current numbers on the right hand side of the screen.



Select WLBP / NLMD Farm Record Pages and the holding number and click on 'Import'.

MOBILE PHONE APPLICATION – STOCK MOVE EXPRESS

The WLBP Farm Records can be used in conjunction with a mobile phone application suitable for all android phones and tablets. This application is free to WLBP members and allows movements, births, deaths and tagging to be recorded in the field and send to your WLBP Farm Records. For further information please contact Shearwell Data Ltd on 01643 841611.

HELP AND SUPPORT

For further help and support please contact: -

Welsh Lamb & Beef Producers Ltd

PO Box 8, Gorseland North Road, Aberystwyth

Ceredigion, Cymru,

SY23 2WB

Telephone: 01970 636688

Fax: 01970 624049

Email: admin@wlbp.co.uk