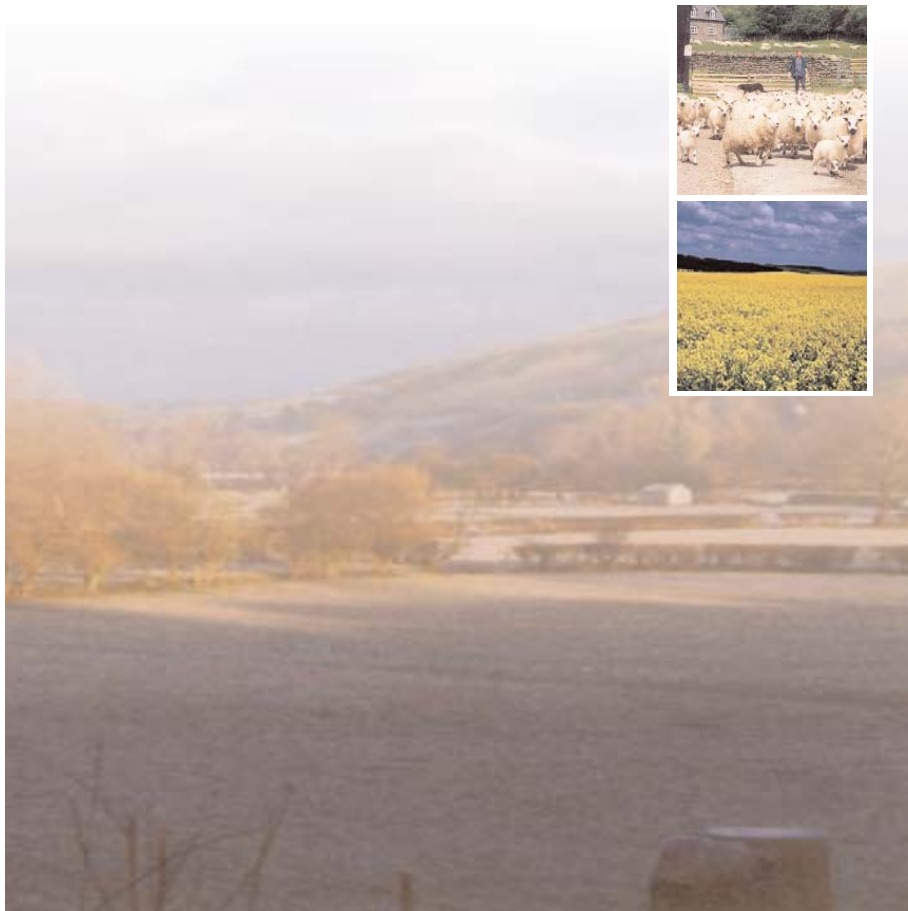


Farmit3000 GOLD

Getting Started



Welcome

Welcome to FarmIT 3000. This start up guide is designed to help you install your copy of FarmIT and identify the key aspects of the programme and how to get the most out of it. For further help and full explanations please refer to the software help files that are accessible once the software is installed either via the help menu or the icon on the desktop.



Installation

The software will automatically start its installation routine upon you placing the CD into your CD rom drive on the computer. Follow the installation through by clicking on the appropriate buttons as prompted by the screens.

Please note: The installation routine may also install the latest version of the Microsoft Windows installer and data access components so may take several minutes and require a system reboot. This will depend on the age of your computer and software you already have installed.

Below: The FarmIT icons that appear on the desktop



Once installed a new program group 'Border Software' will be seen on the 'Programs' Start menu and under this group the FarmIT 3000 application and help files can be found. Icons will also appear on your desktop.

When you first try and use the program you will be prompted to enter the serial number as shown on the back of this leaflet or in the accompanying letter. If this is your first copy of FarmIT 3000 'EVALUATION' will appear as the farm name. Only use your actual farm name when you have a non-expiring serial number issued by Border Software. If the specified serial number has already expired by the time you try to use the software an error message will be displayed, please contact us and we will issue another number. If the number is correct the program should now function.

First things First.

The first time you run the program you will be prompted to complete your Farm/Holding details, please complete these accurately as the information is used to generate the reports and print outs. It is important to select whether you are organic or not (farms in conversion should select organic). If you are using the accounts (FarmIT Gold only) set your VAT Number, end of year, and select whether you use cash accounting. Please see the help if you are unsure or call us for help. Please ensure your Holding Number is correct and in the format xx/xxx/xxxx. When these details are complete click 'OK'.

Form 1 Data Entry

Options Records Additions and Updates Help

Record Number: 1000000000

Record Name: 1000000000

Record Type: 1000000000

Record Status: 1000000000

Record Date: 10/10/2000

Record Time: 10:10:10

Record Location: 1000000000

Record Address: 1000000000

Record City: 1000000000

Record State: 1000000000

Record Zip: 1000000000

Record Country: 1000000000

Record Phone: 1000000000

Record Fax: 1000000000

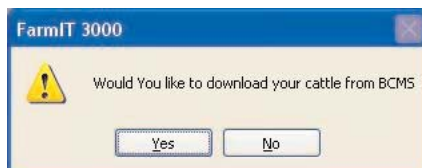
Record Email: 1000000000

Record Notes: 1000000000

Record Comments: 1000000000

OK Cancel Print

You will then be asked if you wish to download your cattle from the BCMS website. If you do not have cattle or do not wish to do this at this time click 'No'. If you wish to download the cattle they think you have click 'Yes' and continue with "Setting up your Herd". You may download these animals at a later date by clicking on the CTS icon on the toolbar. This will open up exactly the same routine as if you clicked 'Yes' now.



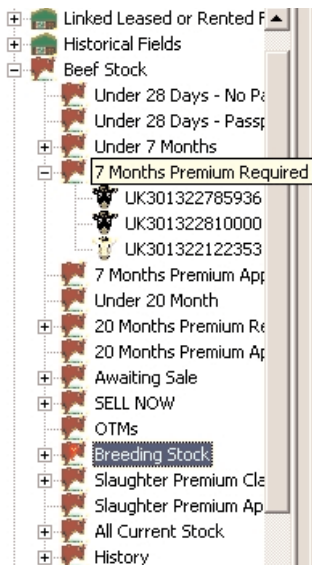
Adding Stock

Setting up your Herd

You can set up your herd by entering the animals individually but downloading them from the CTS/BCMS website is much simpler and quicker if you are connected to the internet. By clicking 'Yes' or the CTS icon on the toolbar you will be presented with the following window.

[illegible]

- 1). **Ensure you are currently connected to the Internet.**
- 2). Fill in your CTS Username and Password.
- 3). Click the 'Cattle on Holding' button. After a short pause this will create a list of all the cattle they have as registered on your holding and will show them in the middle section of the window and show the total number of animals in the bottom box. If this fails, try again, as the CTS connection can be temperamental!
- 4). Click 'OK' and these animals will be created in the FarmIT database and the tree view on the left hand side of the screen will refresh to show the animals within their relevant categories



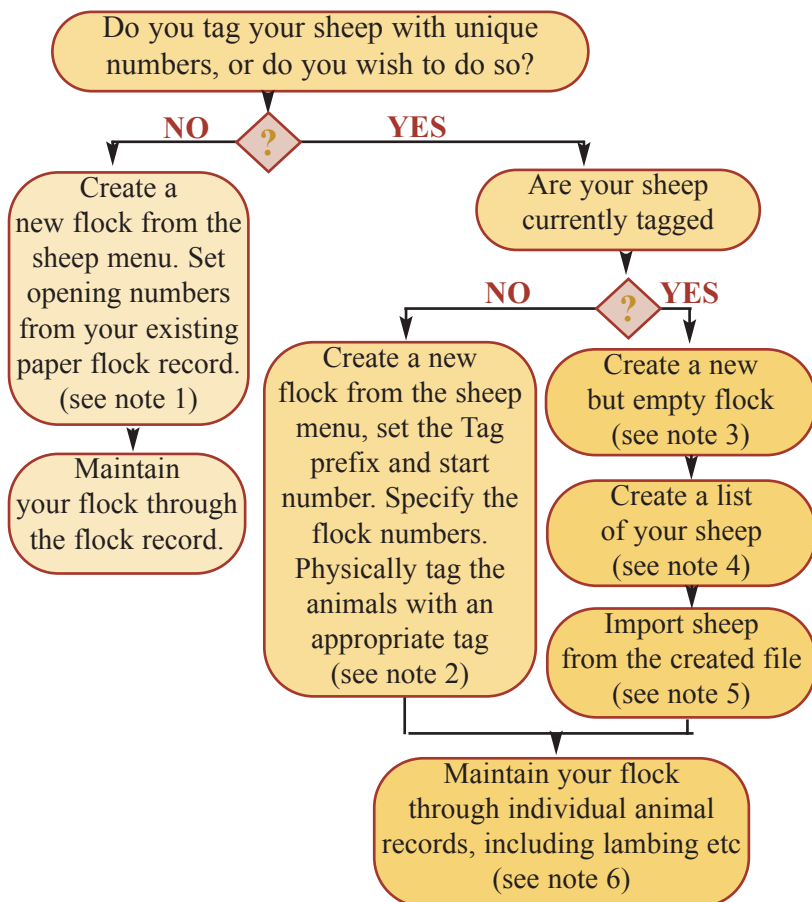
Click on the small cross at the edge of a category in the tree view to see the animals listed below. Double click on the category header to see a list and brief details of all the animals in the list displayed in the main area of the screen. Double click on an individual animal to see its full animal record. Look at each animal in turn that has been imported and check that the details reflect what you know about the animal, especially the type e.g. Bull, Heifer, Cow etc.

Click on each of the titles or 'tabs' at the top of this record to enter more details or just to get familiar with the set up and what sort of information will be stored as time goes on.

Add any other details that you wish and **save** each record when you finish with it and close its window.

Setting up your flock

There are different ways to set up and manage your flock. **If you plan to use EID to individually identify your sheep or you use EID but not yet to record sheep for your own use please refer to the EID setup leaflet available from Border Software.**



1). If you do not tag your sheep with individual numbers create your flock by going to ‘Add New Flock’ in the ‘Sheep’ menu. This brings up a window, the top of which you should fill in. Give the flock a name and a setup date and choose their breed.



Sheep Flock - Opening figures for the new flock

Flock Name: Setup Date: 30/09/2004

Breed: If your breed is not in the list you may add a breed from the farm menu.

☐ Tag Individual Sheep Tag Prefix: UK700977 Tag Start Number: 6

For flocks that are tagged you may either enter the sheep from a file or create then with a system number, if you are creating an untagged flock you do not need to do this.
If your animals are individually tagged we would recommend that you do not specify the sheep here, but create an empty flock then add the sheep individually or import them from a file.
If your animals are currently not individually tagged the system will automatically assign a unique ear tag number to track the animal within the system. Please specify your current animals by age.

Do not tick the 'Tag Individual Sheep' box and do not worry about the 'Tag Start Number'. Click 'OK' on the

bottom of this window. The tree view will then refresh and the name of the new flock will appear under 'Sheep and Flocks'.

Double click on this name to open the flock. The first time you do this you will prompted to enter your opening numbers which you can take from your existing flock record. To maintain your flock double click the name in the tree view and select the appropriate tab depending on what needs to be entered (see FarmIT help).

Flock Record Opening Numbers

Please validate the opening numbers.

Ewes:

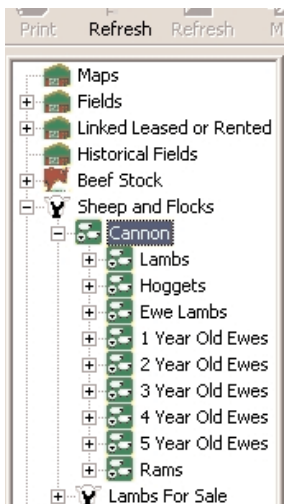
Ewe Lambs:

Others rams etc:

Total:

OK Cancel

2). If you would like to tag your sheep individually you can start the same as above but select the 'Tag Individual Sheep' box and select a 'Tag start number' This will activate the bottom half of the window where you should specify the numbers of animals in the different categories. The system will then automatically create the ewes and



assign each the next tag number. The eldest animals are numbered first. Click OK when you have finished and close the window.

This will refresh the tree view and the sheep will be entered into their respective categories. Any category with a sheep in it will have a small cross next to it. Click on the cross to expand the category or double click the category header to see a list of all animals in that list. To manage your flock do it on an individual basis by selecting the appropriate tab in the individual animal record or via the sheep menu (see note 6 and the FarmIT help).

3). If you individually tag your sheep it is better to approach the input of the flock in a different manner. First set up a new, but empty flock by going to the 'Add New Flock' item under the 'Sheep' menu and giving the flock a name but leaving all the sheep categories on '0'

4) To aid setting up your flock we have included a utility to import sheep from a file such as an excel spreadsheet saved as a comma separated file (given the suffix '.CSV')

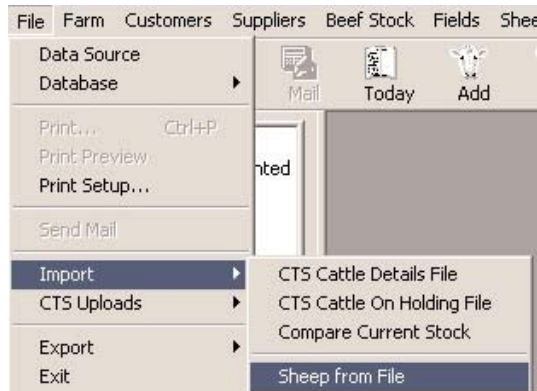
First create a list of all your sheep with their ear tag number, date of birth, type and breed. This will be tedious and time consuming but there is no way round it. If you already have your animals in a list on the computer then it is likely that this can be saved as a .CSV file. If you do not have a computerised list then creating a simple text file is not difficult and can be done using Microsoft Windows Notepad for example. If you have problems with this then Border Software may be able to help.

A comma separated list is nothing more than a simple text file containing a list of values which are separated by commas, for example a list of sheep may be represented as follows:

EarTagNumber, Breed, Sex, DOB, Age,
UK32231100001, Welsh Speckled Face, EWE, 12/04/1998, 5,
UK32231100002, Welsh Speckled Face, EWE, 14/04/1998, 5,
UK32231100101, Welsh Speckled Face, EWE, 10/04/1999, 4,
UK32231100205, Welsh Speckled Face, EWE, 12/04/2000, 3,

With the commas representing the columns, with the first line being the column headers (fields) and the subsequent lines being recognised as individual entries.

5). Once created we can easily import the sheep and generate their individual records. The main advantage of this is that your flock will be created with the exact ear tag numbers as fitted and will not have to generate a number. To import a file select the 'Sheep from File' option from under 'Import' from the main 'File' menu.



The sheep import widow is then displayed

Import Sheep from file.

Import File:

Summary of file contents.

Accessing File D:\FarmIT 3000 Release Files\Samples\Sheep.csv
 Total Columns = 4
 Column Number 1, Name = ETN
 Column Number 2, Name = BREED
 Column Number 3, Name = SEX
 Column Number 4, Name = DOB
 Total Records = 25

Flock: Specify the flock to which the animals are to be added. You must have created the flock first.

Animal Details

Ear Tag Number: Select which column of the import file will be used as the value for the animal details. The available columns are extracted from the file, so all you need to do is select which column contains the appropriate information.

Breed:

Sex:

Date Of Birth: For the Date of Birth you may select 'calculate from age', then simply set the age field.

Age:

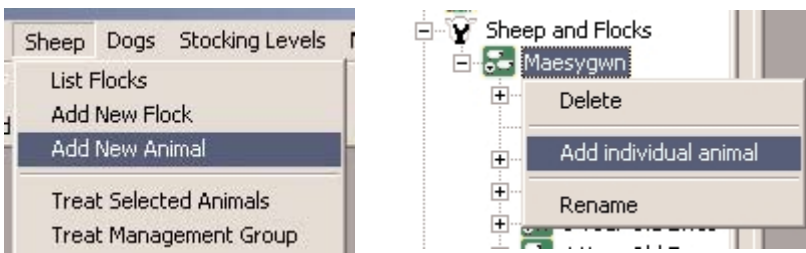
Click 'Select' to choose the file you wish to import, find the file and click OK to that dialog box. The file will be automatically scanned for commas (representing columns) and the results displayed. Then choose the flock name which the animals belong to.

You may then select which columns are to be mapped to the animal fields of the FarmIT 3000 database. The database fields are indicated to the left of each of the drop down boxes. Choose from the drop down box the column header from your .CVS file which equates to this field. You do not have to map something to each of the fields, they can just be left blank. Import the sheep by selecting OK. A report will be generated and the animals will be automatically entered into their respective categories in the tree view.

6). To maintain your flock do it on an individual basis by double clicking on the eartag number of the individual animal concerned in the tree view or choosing the eartag numbers of a group that are all being treated in the same way (see ‘Useful tools in the programme’).

New lambs will be added to the flock automatically as you record the lambing details for the ewes via their animal record. Should you wish to add animals without recording the lambing details you may do so by using the ‘Add New Animal’ menu. This would apply specifically to animals you purchase.

Add a new animal through ‘Add new animal’ under the ‘Sheep’ menu, or by clicking with the right mouse button on the flock name in the tree view then clicking ‘Add individual animal’.



Tips to Make Life Easier.

There are a few things that we recommend you get into the habit of doing to make your life easier and to make the most of the software.

❖ Enter purchases of chemicals, fertilizers, seeds, crops, medicines etc as soon as they are delivered. This will mean they are already in the database when you come to use them and can be chosen off the drop down lists when they are needed.

❖ Record details of treatments, applications, harvesting, movements, births, deaths etc as soon as they occur so you can remember all the necessary details and do not need to look back through mounds of paper work - i.e keep your records up to date. Spend a short time each week rather than several hours once a quarter - it will be more efficient in the long run.

❖ Fill in as many details as possible in the first instance as you may regret not doing so later.

Useful Tools in the Programme.

(to get more details on these items see the help files)

❖ **The Tree View**. This is the quick way to navigate round the parts of the programme you will be likely to use most often. The tree (seen down the left hand side of the screen) is divided up into categories. These group your animals together according to age, premium status and types of animal, for example breeding stock. There are 16 default categories for beef stock, you may add to the categories yourself although you may not delete the default categories. There are other categories relating to fields, fertilisers, other farm animals etc. These categories will be made up from the information that you put in. All categories will update themselves according to the date. Any category with a

cross to its left can be expanded by clicking on the cross to see the sub-categories and individual items listed below. You may view a list of animals in any category either by double clicking the category or by expanding the tree view by clicking once on the category. You may then view the animal details by double clicking on the selected animal either within the list, or the tree.

❖ **Selecting Dates**. All date selection is the same throughout the application. Whenever a date is required you can choose the date off the calendar by clicking the date selection button. You can of course also just type the date in.

❖ **System Units**. When you receive deliveries or send out items you can state the units in which the items are sold or received. In order to do this you need to specify the 'System Units' that you might want to use. It is best to try and think of these when you first set the programme up, but they can be entered at any time. To see a list of System Units already entered, and to add a new unit click on 'System Units' in the 'Farm' menu.

❖ **Selection of Multiple Animals or Fields**. There are times when you will wish to select a group of animals, either for medical treatment, selling, or as the basis of a report. Or you may wish to make a selection of fields for treatment with fertilizer, irrigation etc. In addition to the beef stock categories and sheep flock record groups, FarmIT 3000 also provides a simple graphic way to select animals - the 'Multiple Animal or Field Selection' screen allows you to achieve this. This will appear whenever there is the ability to choose more than one animal or field.

❖ **Notes**. Many of the records you may create include a 'Notes' screen or window. Here you may record any information you wish and as much of it as you like. Notes are not a requirement but provide you with a place to store any other information that is relevant.

Other Documentation

The CD also contains PDF files of other documents that may be of help or interest. These include:

FarmIT, EID and the GesII reader

FarmIT and the Tru-Test 3000 range of weighheads

FarmIT3000 Gold - Accounts

Obtaining Technical Support

Border Software Ltd are committed to providing you with the best possible level of support. Before contacting Border Software, you can help us by making sure you have the following information: Your software Serial Number and the software Version Number (eg V4.00). This information can be found on the original CD-Rom or on the 'About' dialog box which can be found on the 'Help' menu.

Contact Border Software via:

Tel: 01938 820625

E-mail: Support@BorderSoftware.com

For latest information, technical help and downloadable information please visit: www.BorderSoftware.com/FarmIT

Help Us Make FarmIT 3000 work better for YOU!

Here at Border Software we are very keen to hear from you and develop software that meets your needs. We would be extremely grateful to hear your ideas and requirements.

Finally do not hesitate to contact us for technical support; we will endeavour to do our very best to support you, your farm, and your business.



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**Farm*it*³⁰⁰⁰ is developed by Border Software Ltd
in conjunction with Graig Farm Producers.**

