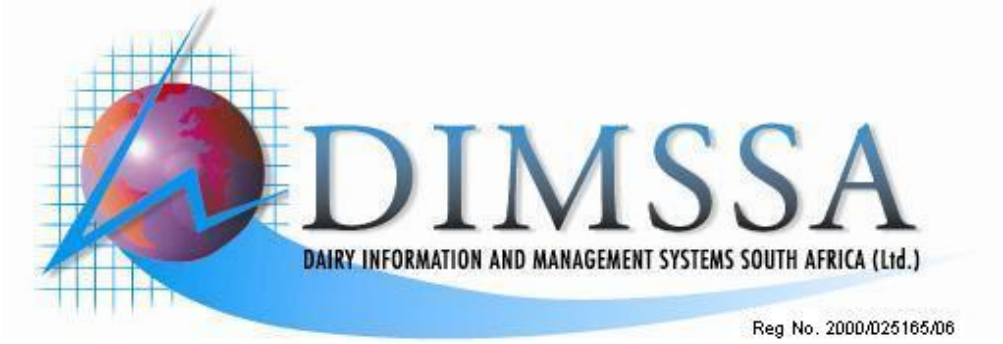

DIMSSA - HOW TO?

Version 1.0e

July 2008

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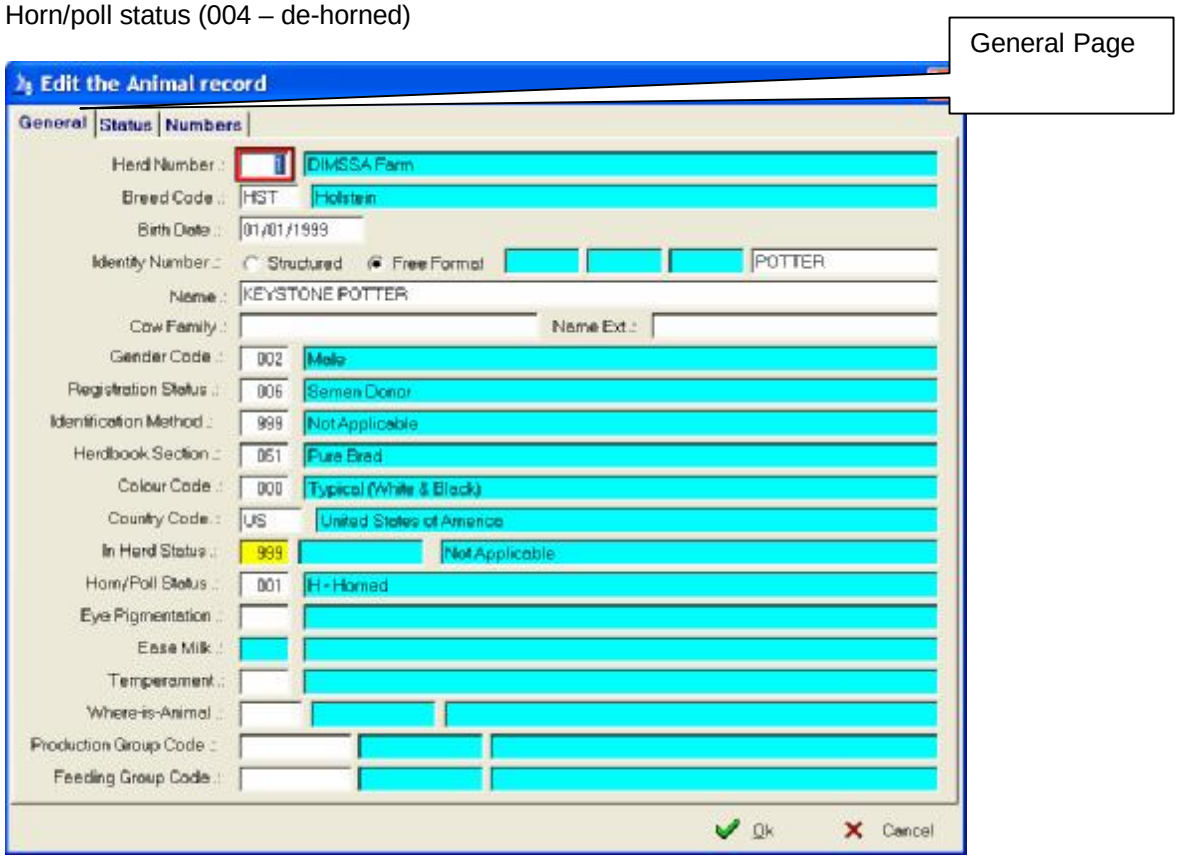
1 GOOD TO KNOW

A Green background	=	Good to have
A Yellow background	=	Must have
Insert	=	Add a new record (Insert something that is not there)
Edit	=	Changing an existing record (Edit something that is there)
F4 or 888 Tab	=	A pick list of codes to use in the fields
Tab	=	Moves forwards from one field to another
Shift + Tab	=	Moves backwards from one field to another
Alt + Tab	=	Moves between programs open on the computer
To highlight text	=	If cursor is in the front of the text, hold in the Shift key and press End If cursor is at the back of the text, hold in the Shift key and press Home To highlight only a part of the text, click with the mouse where you want to start highlighting, hold the Shift key in and use your left or right arrows on the keyboard to highlight to where you want to Highlight, to remove or copy that text use the Ctrl C, V or X Instructions
Text highlighted in Blue	=	When you type the text will disappear you don't have to clear, backspace or delete it, windows does it automatically for you, but if you want to correct the text without losing it, follow the instructions below.
Home	=	When the text in a block is blue and you need to change something at the beginning of the text – press Home on the keyboard and the cursor will go to the front of the text.
End	=	When the text in a block is blue and you need to change something at the end of the text – press End on the keyboard and the cursor will go to the back of the text.
Ctrl + C	=	Copies text - Highlight text to be copied, Hold the Ctrl key on the keyboard down and press C
Ctrl + V	=	Paste text - Hold the Ctrl key on the keyboard down and press V
Ctrl + X	=	Cut text - This removes the text completely from where it is – Highlight test to be copied, Hold the Ctrl key on the keyboard down and press X
.TXT	=	File extension for text files
.CSV	=	File extension for Comma Separated Value files
.ZIP	=	File extension for compressed files

2 ADDING NEW RECORDS, BULLS, AI BULLS AND NEW ANIMALS MALE OR FEMALE

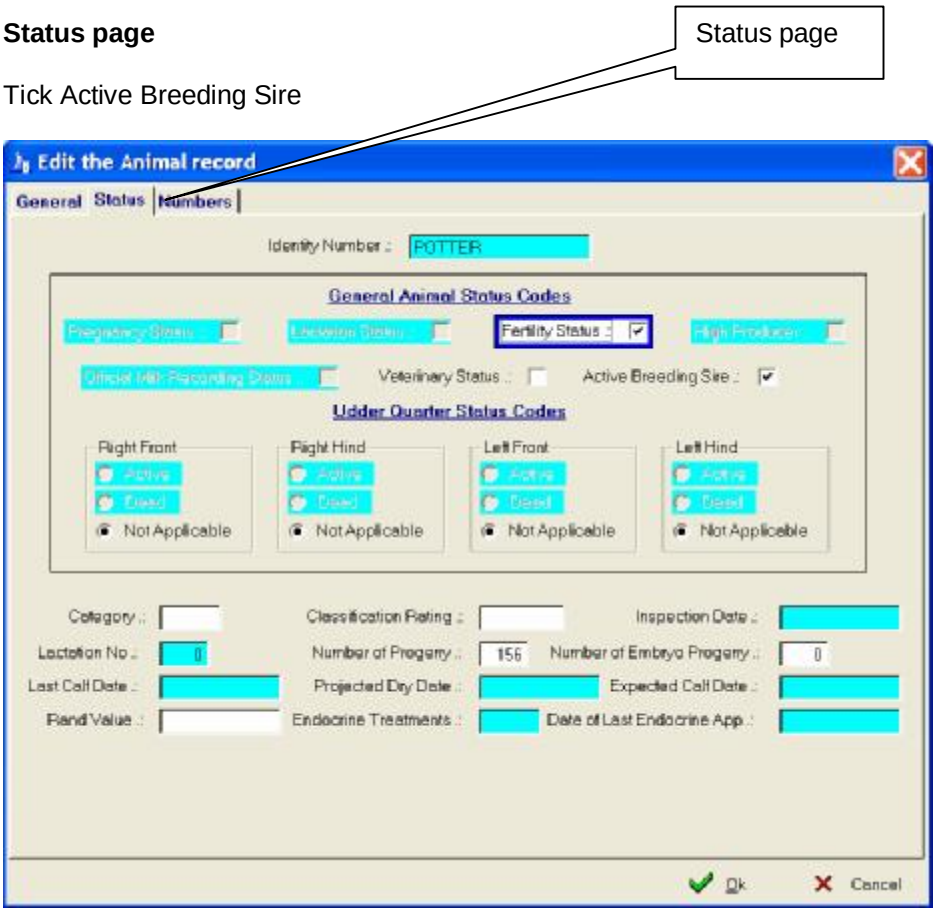
2.1 How to enter an AI bull (semen donor)

Go to Animals
Master Animal records
Click on insert
On the General page
Enter the Herd No,
Breed,
date of birth,
nick name,
full name,
gender code (002 – male)
registration status (006 – semen donor),
identification method (999 – not applicable)
herdbook section (051 – pure bred)
colour code (000 – typical)
country code (888 tab - what ever)
In-herd status (999 – not applicable) It is important NOT to enter an AI Bull as Alive and in the Herd.
Horn/poll status (004 – de-horned)



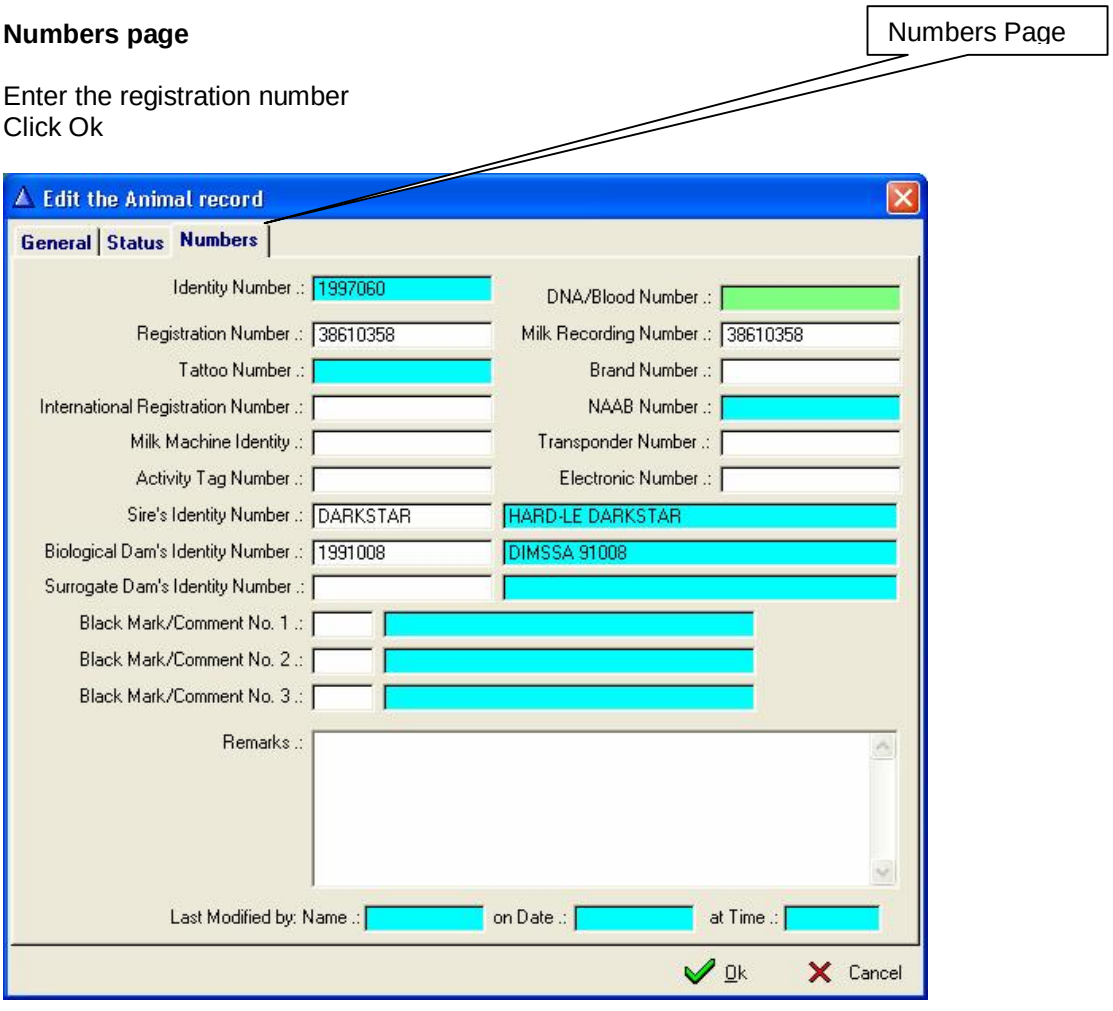
Status page

Tick Active Breeding Sire



Numbers page

Enter the registration number
Click Ok



Don’t forget to enter semen under herd, semen stock & purchases

2.2 How to enter a registered (natural service) bull

Go to Animals
Master animal records
Click on insert
General page
Enter the Herd No,
Breed,
date of birth,
nick name,
full name,
gender code (002 – male)
registration status (001– Registered),
identification method (001 – Tattoo or 005 for Colour Markings)
herdbook section (051 – pure bred or whatever on the certificate)
colour code (000 – typical)
country code (ZA – or what ever)
In-herd status (000 – Alive and in the Herd.
Horn/poll status (004 – de-horned)
Status page
Tick that he is an active breeding sire
Numbers page
Enter his registration number
Click Ok

2.3 How to enter a (commercial natural service) bull

Go to Animals
Master animal records
Click on insert
General Page
Enter the Herd No,
Breed,
date of birth,
nick name,
full name,
gender code (002 – male)
registration status (004– Commercial),
identification method (003 – Ear Tag)
herdbook section (091 – Commercial)
colour code (000 – typical)
country code (ZA – or what ever)
In-herd status (000 – Alive and in the Herd.
Horn/poll status (004 – de-horned)
On the status page
Tick that he is an active breeding sire
Click Ok

2.4 How to enter a registered or commercial female animal

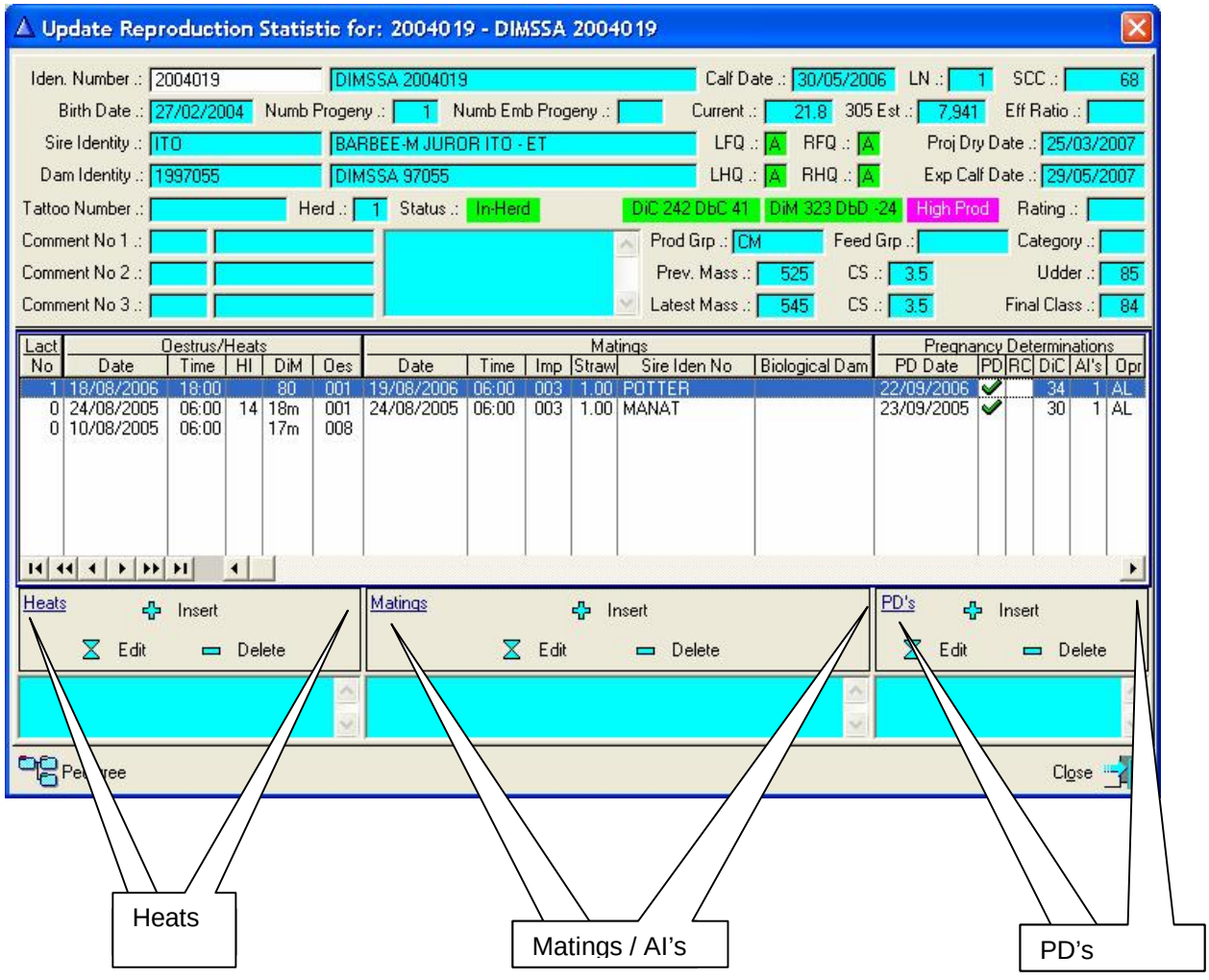
Go to Animals
Master animal records
Click on insert
On the General page
Enter the Herd Number,
Breed code,
Birth date,
Identity Number,
Name,
Gender Code (001 – female),
Registration Status (Registered 001 or Commercial 004 animal),
Identification Method (003 – ear tag),
Herdbook Section (pure bred 051 or Commercial 091),
Colour code (Typical),

Country Code (Whatever),
In-herd Status (Animal is alive in herd – 000),
Horn/Poll Status (De-horned – 004)
On the Status page
Start at the bottom by the Lactation Number
Lactation Number (**VERY IMPORTANT TO LOAD THE ANIMAL IN THE CORRECT LACTATION)**
Number of Progeny (calves)
Last Calf Date
Tick the Udder Quarter Status – Active if it has calved
Tick the Lactation Status if the animal is in milk
Tick the Official Milk Recording Status if the animal partakes in milk recording
DO NOT TICK THE PREGNANCY STATUS AS YOU HAVE TO SERVICE THE ANIMAL AND CONFIRM IT IN CALF UNDER REPRODUCTION
On the Numbers page
Enter the registration number if it is a registered animal
Enter the official milk recording number if it takes part in official milk recording
You can enter the sire and dam if they have been loaded on the system
Click Ok

3 HEATS

3.1 How to insert a heat

Go to Animals
In-herd female animal's records
Press Tab to find by identity number
Type in the animal identity number (2004019)
Press Tab again to get the animals record highlighted
Click with the mouse on Reproduction top left

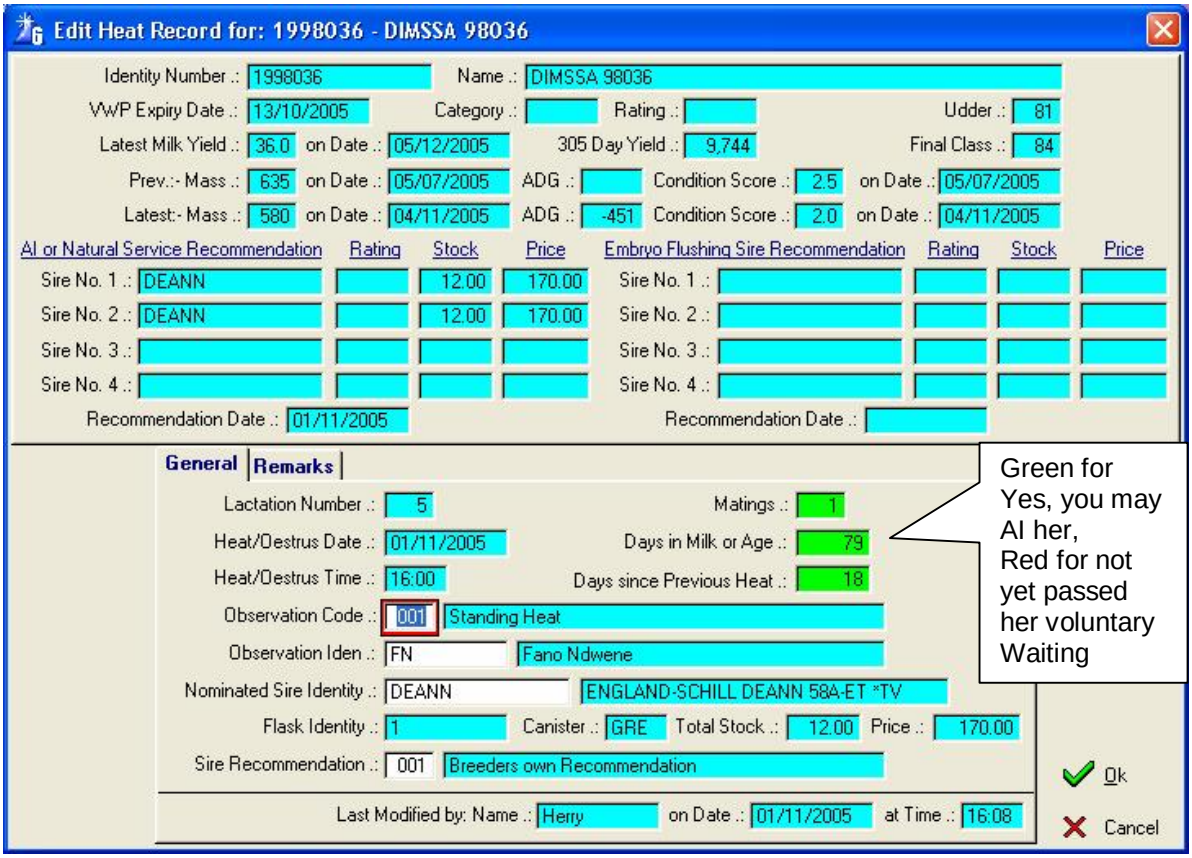


This screen is a 3-in-1 screen. If you record heats than you edit to enter a mating and edit to enter a PD, because the animal had to come on heat to be mated, to be confirmed in calf.

If you don't record heats you just have to insert the mating and edit to enter the PD.

If you don't record heats and matings you just have to insert the PD and enter all the bulling information.

Click with the mouse on the Heats insert button on the left of the reproduction window
Enter the date
Enter the time of heat
Enter the Observation Code
Enter the Observation Identity (heat spotter)
You can enter a nominated sire
Click OK
Close

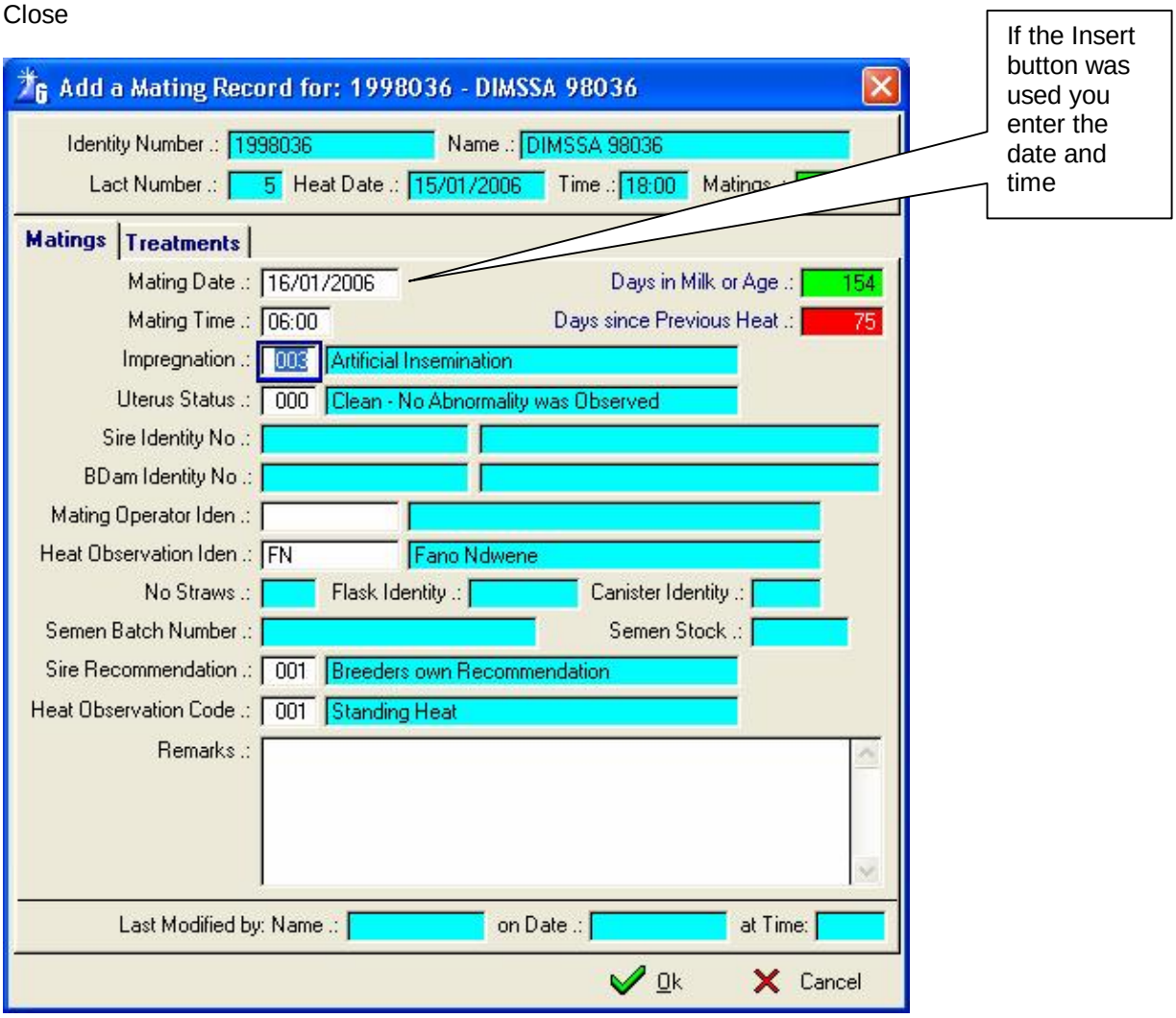


4 MATINGS / AI'S

4.1 How to insert a Mating / AI

Go to Animals
In-herd female animal's records
Press Tab to find by identity number
Type in the animal identity number
Press Tab again to get the animals record highlighted
Click with the mouse on Reproduction
Click with the mouse on the Mating/AI insert button in the middle of the reproduction window
Enter the mating date
Enter the mating time
Enter if it is natural service or artificial insemination
Enter the bull used
Enter the mating operator
Enter the heat spotter
Enter the number of straws used

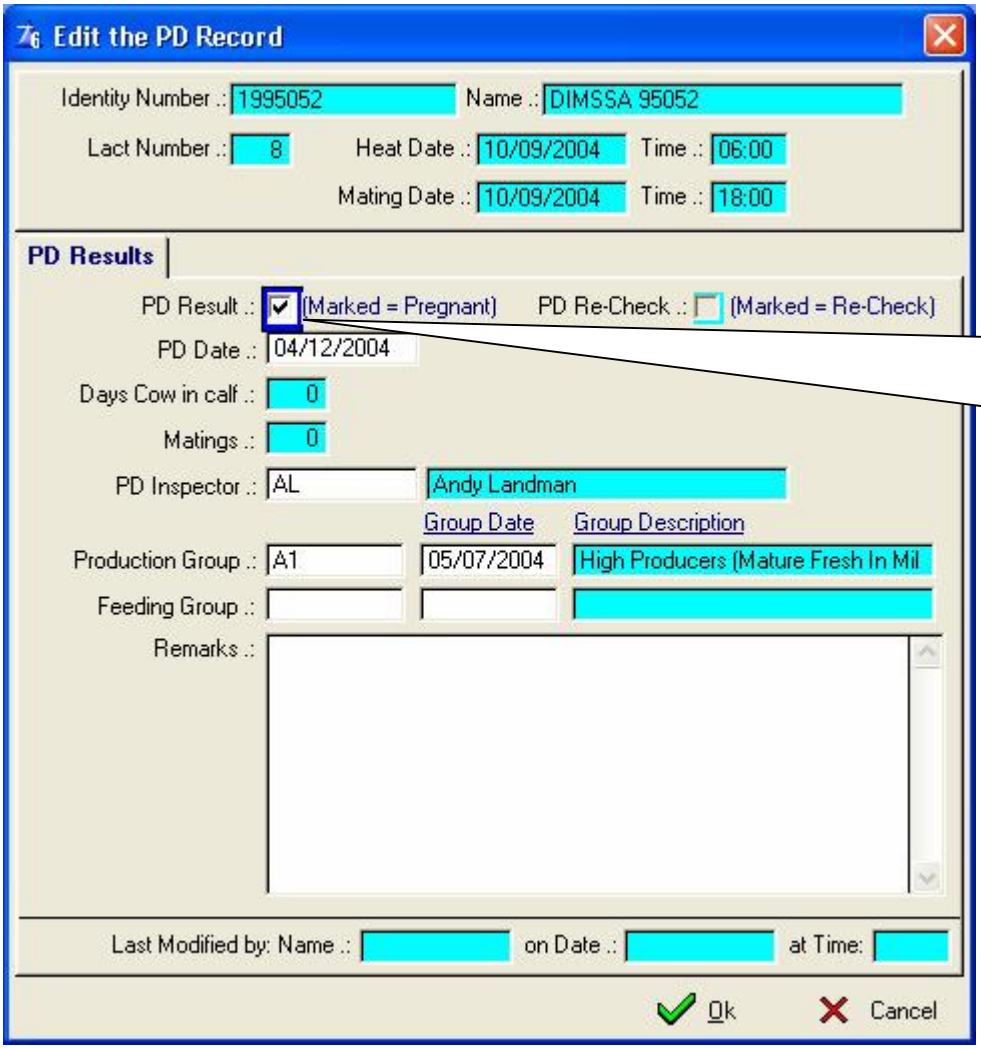
The other fields are set as default fields and could be changed if they differ from the default.
Click OK
Close



5 PD's (Pregnancy Determinations)

5.1 How to enter a Pregnancy Determination

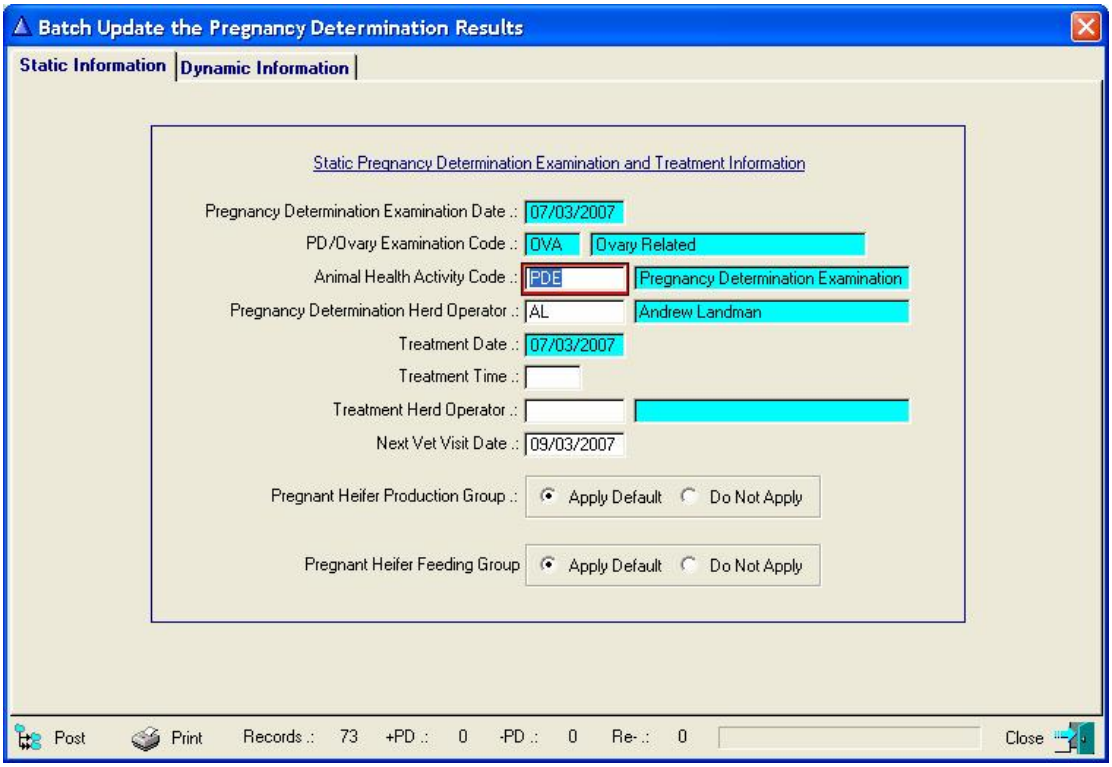
Go to Animals
In-Herd Female Animal records
Press Tab to find by identity number
Type in the animal identity number
Press Tab again to get the animals record highlighted
Click with the mouse on Reproduction
If you have entered an AI and the vet has confirmed the animal in calf
Click on the Edit button to the right of the window under the Pregnancy Determination window
It will default to Pregnant, BUT if the animal is not pregnant decide which field must be clicked either not pregnant or recheck
Tab and enter the PD date
Enter the PD Inspector
Enter a production group if it has changed
Click OK
The program will work out a predicted dry date and an expected calf date that will appear on the right hand side of the cow card
Close



You Edit a PD if you have already entered the Mating /AI information because you are confirming the animal in calf from that bull used.

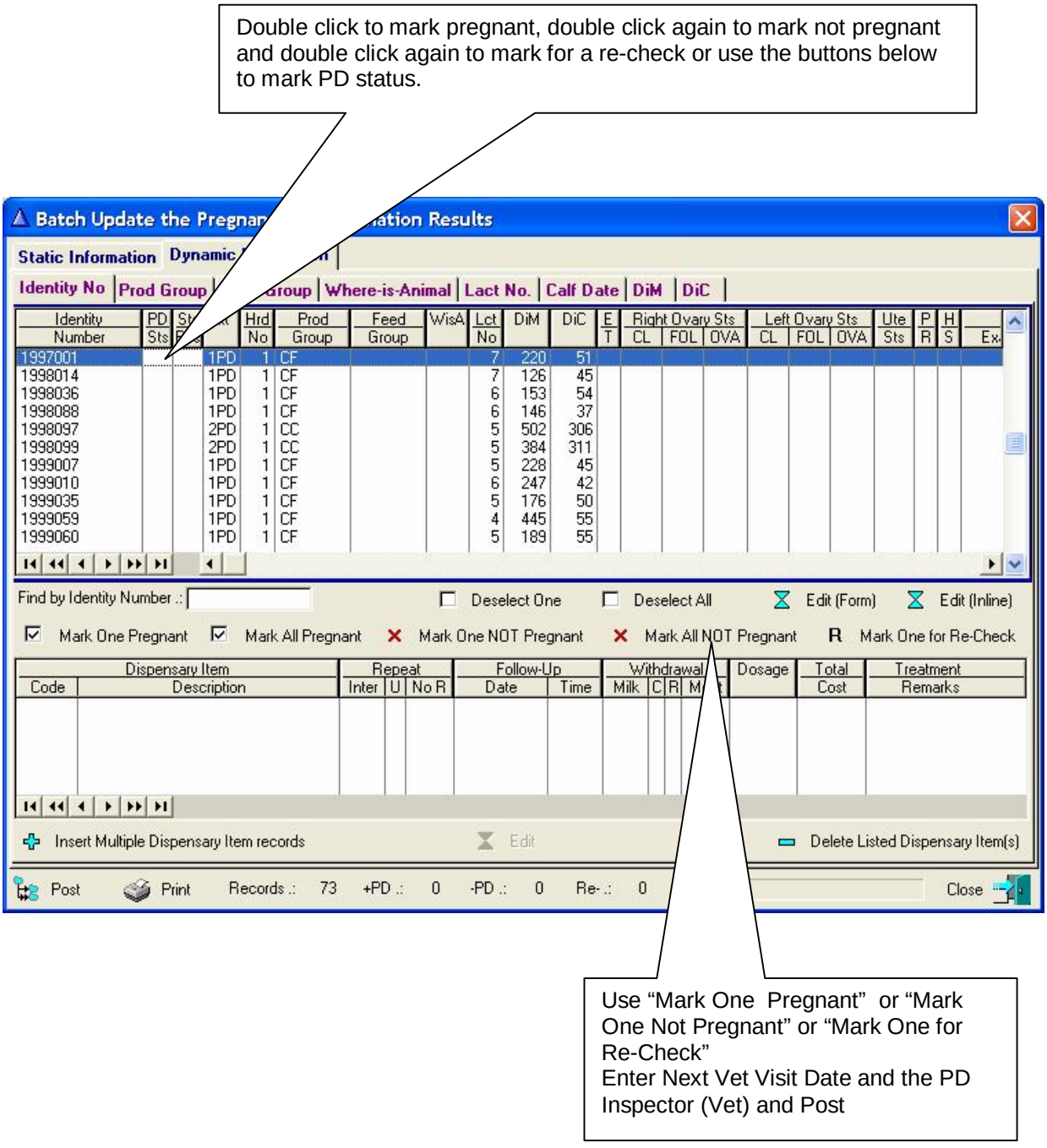
5.2 How to enter a Batch PD

Go to Batch
Click on Update PD results



Complete the compulsory fields on the static page
If the records at the bottom are zero, you have not drawn up an attention list with 1st and 2nd PD's

Click on the dynamic page and mark off the different animals either Pregnant, Not pregnant or mark for a Recheck



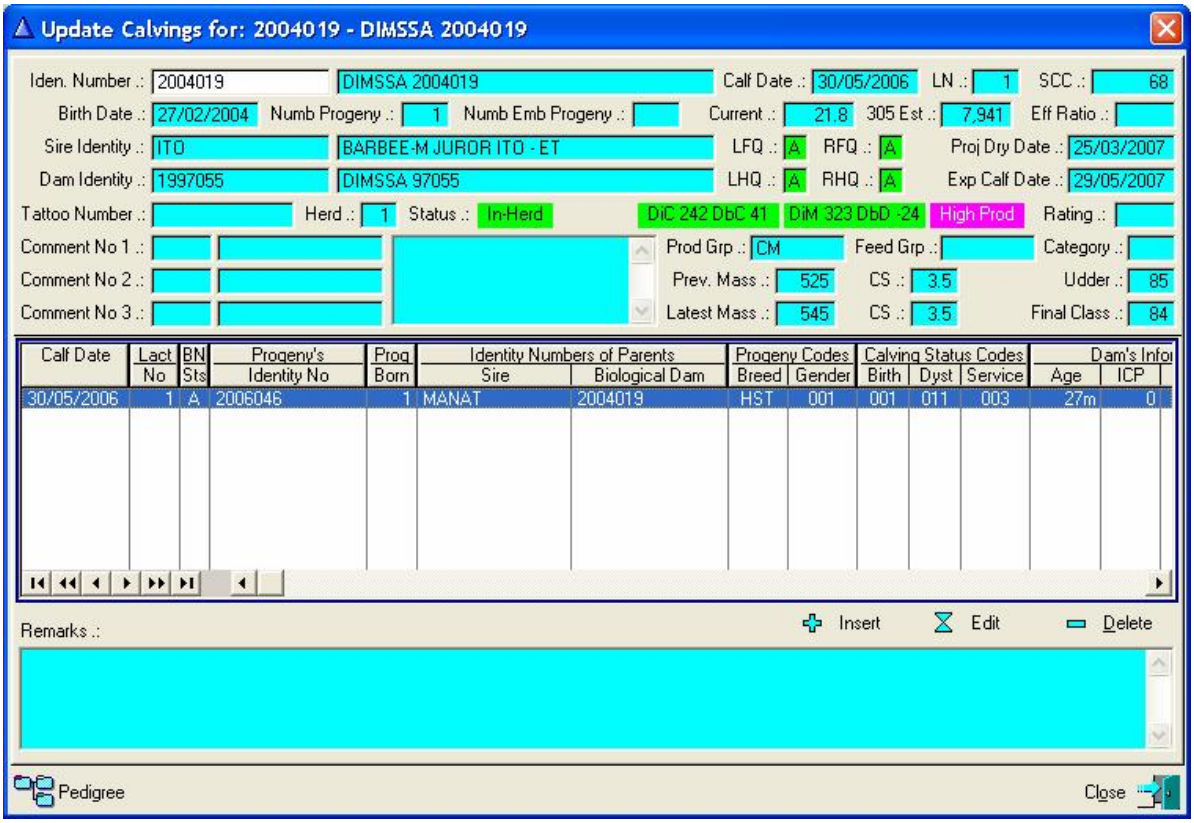
The animals marked not pregnant can be for a follow up examination if they had a problem and the Vet needs to see them again
Click on the Edit (Form) and use the user codes you set up for the Vet
You can click on the Multiple Dispensary Items for any treatments that were administered at this stage
When you have completely finished with the PD checks
Post the transactions
Click OK
Close

You may now clear the PD's in the attention list

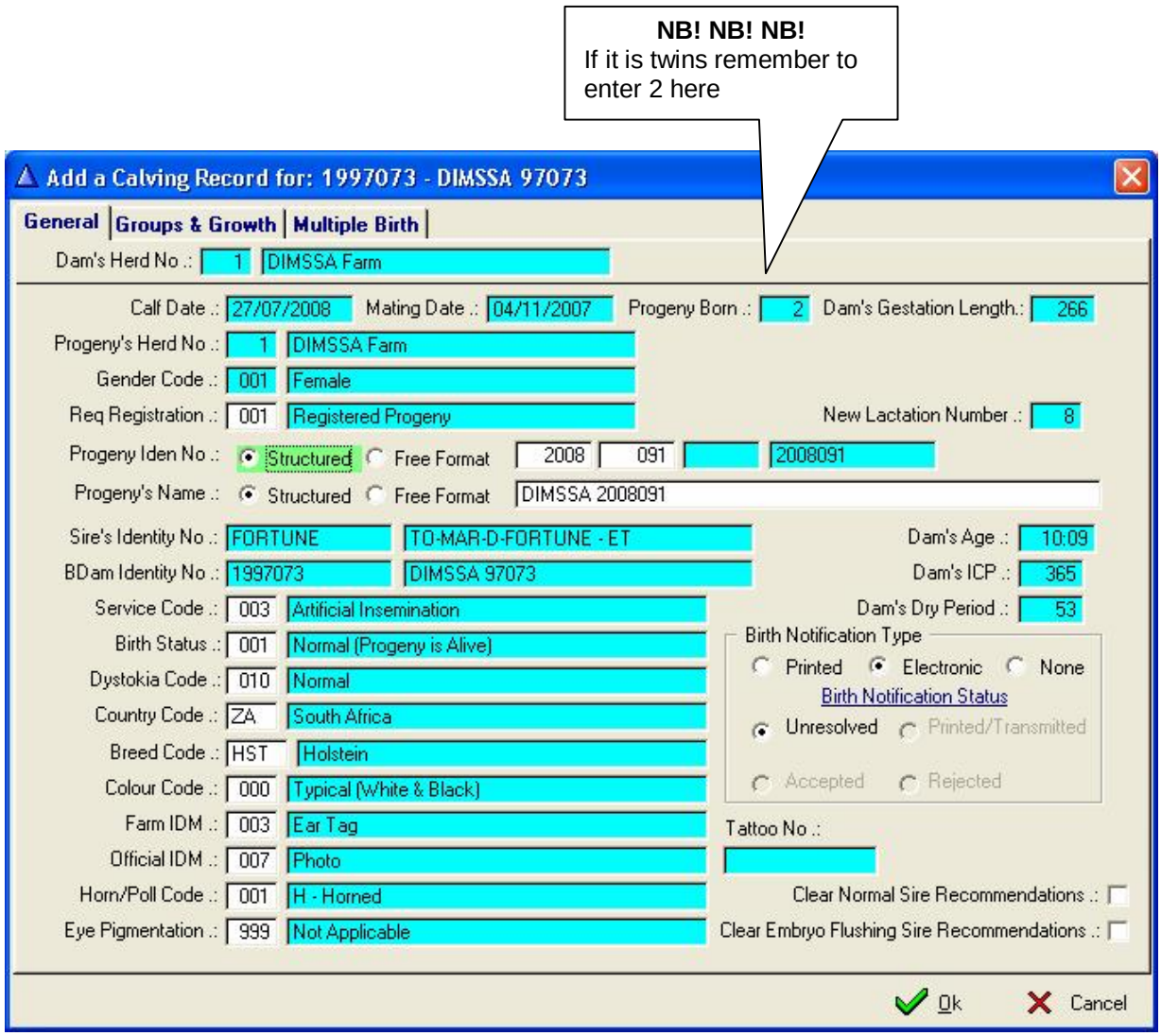
6 CALVINGS

6.1 How to insert a calving

Go to Animals
In-Herd Female Animal records
Press Tab to find by identity number
Type in the animal identity number
Press Tab again to get the animals record highlighted
Click with the mouse on Calving

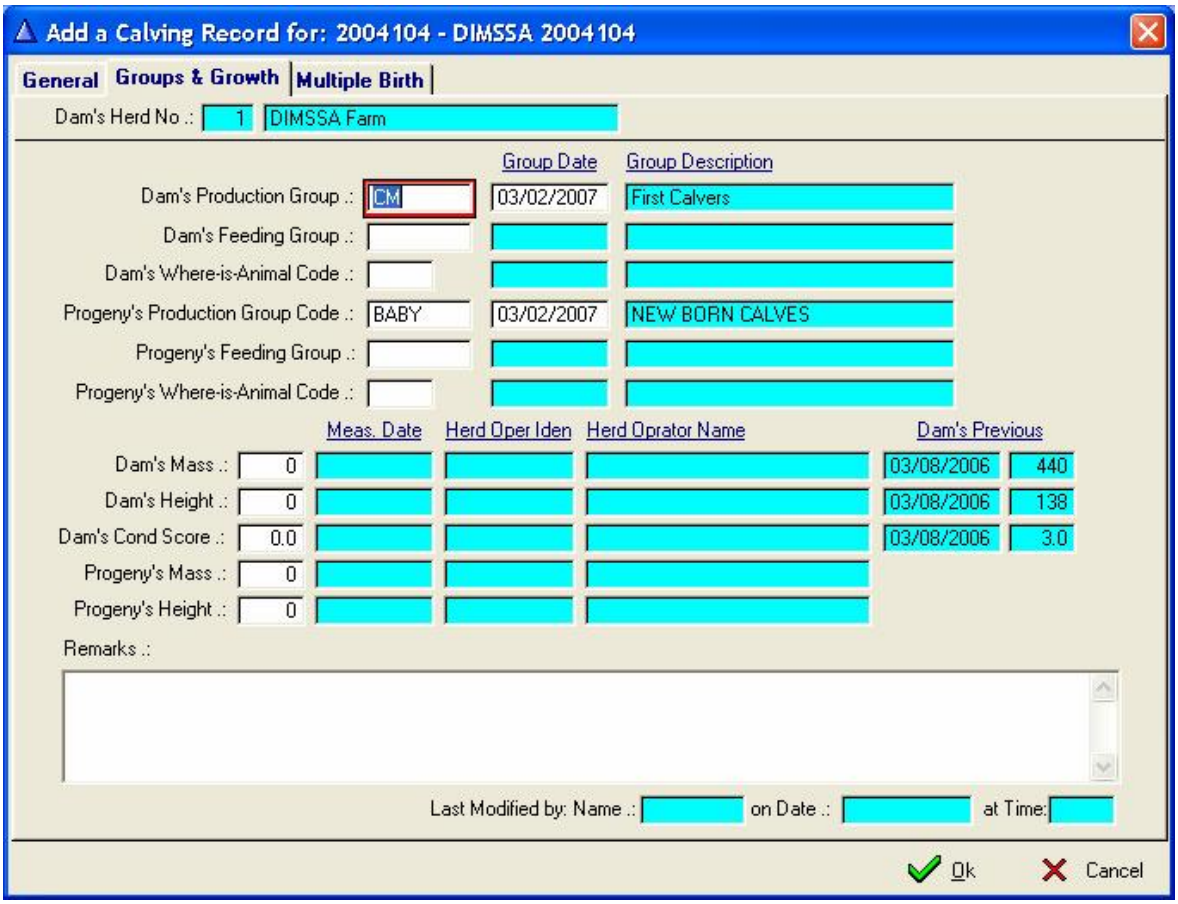


Click on insert

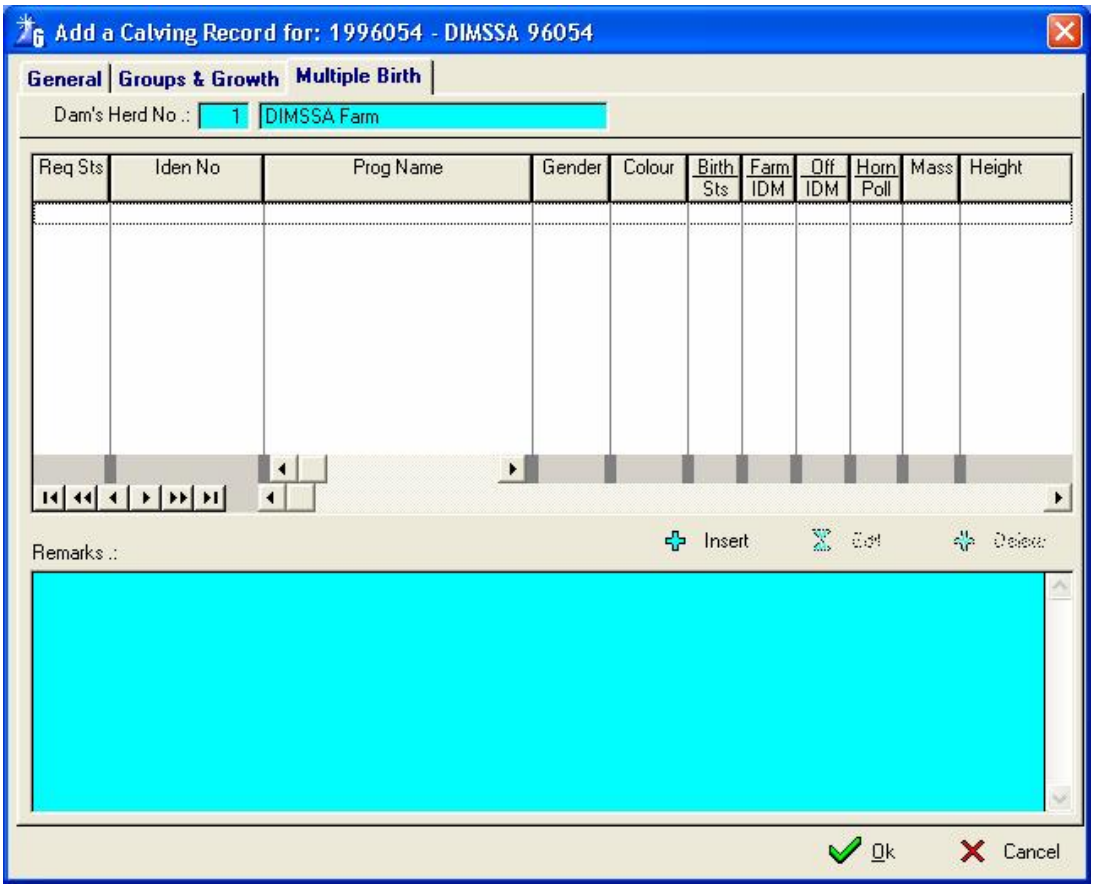


Enter calf date
Enter number of progeny born, if twins enter 2
Enter progeny herd number
Enter gender, male or female
Enter required registration status, registered animal, commercial animal or discarded animal not for registration
Enter the progeny identity number
Enter the progeny name
DIMSSA will automatically default the rest of the fields that need to be completed, **BUT**
if the animal is not alive or if it was an assisted birth you must enter the correct code under these two fields namely birth status and dystokia code

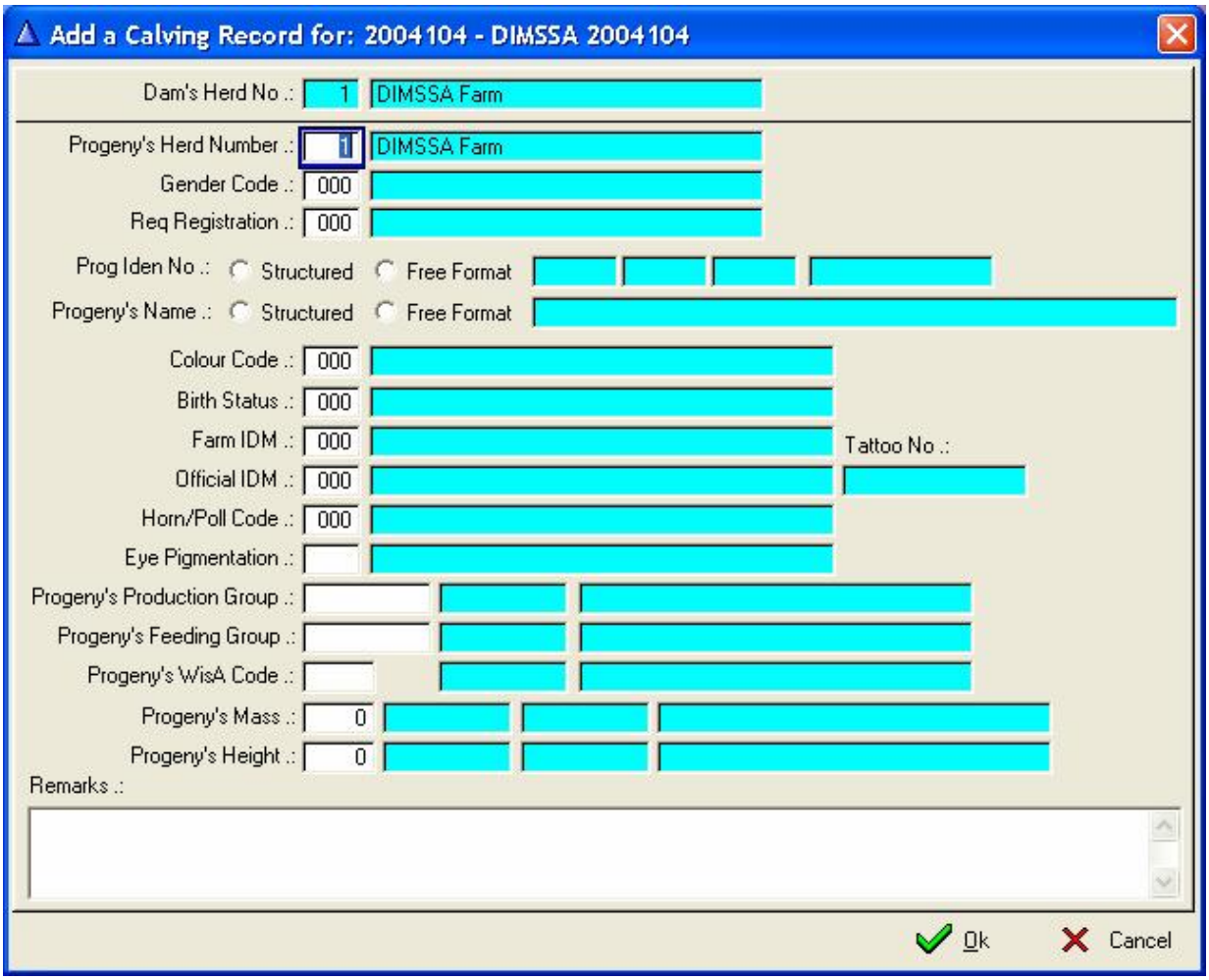
Complete the 2nd page - Groups & Growth



Complete the multiple birth page if it was twins



Click on Insert to add the twin calf



Click OK
Click Ok again
Close

6.2 How to correct a wrong calving of a discarded animal

6.2.1 A bull or heifer calf that is just recorded and not on as a commercial or registered animal

Go to Animals
In-herd female animal's records
Press Tab to find by identity number
Type in the animal identity number
Press Tab again to get the animals record highlighted
Click with the mouse on Calving
Delete the calving record
Close the calving window
Check on Current Production if a lactation record was opened for the wrong calving, delete the lactation
Edit the Cows own record and click on the status page
Change the lactation number one backwards
Change the number of progeny one backwards
Change the calving date to the last calf date before this calving
Change her lactation status flag to not lactating (unmarked)
If it was a heifer change the udder status to not applicable
On the General Page
Change the production group to a dry cow group
Click Ok for the changes to take effect
The warning that appears – The animal was confirmed pregnant for the last mating, can the expected calf date be accepted,

Answer yes, the program will stop at the expected calf date, if it is correct
Click Ok
Re-enter the calving.
Close

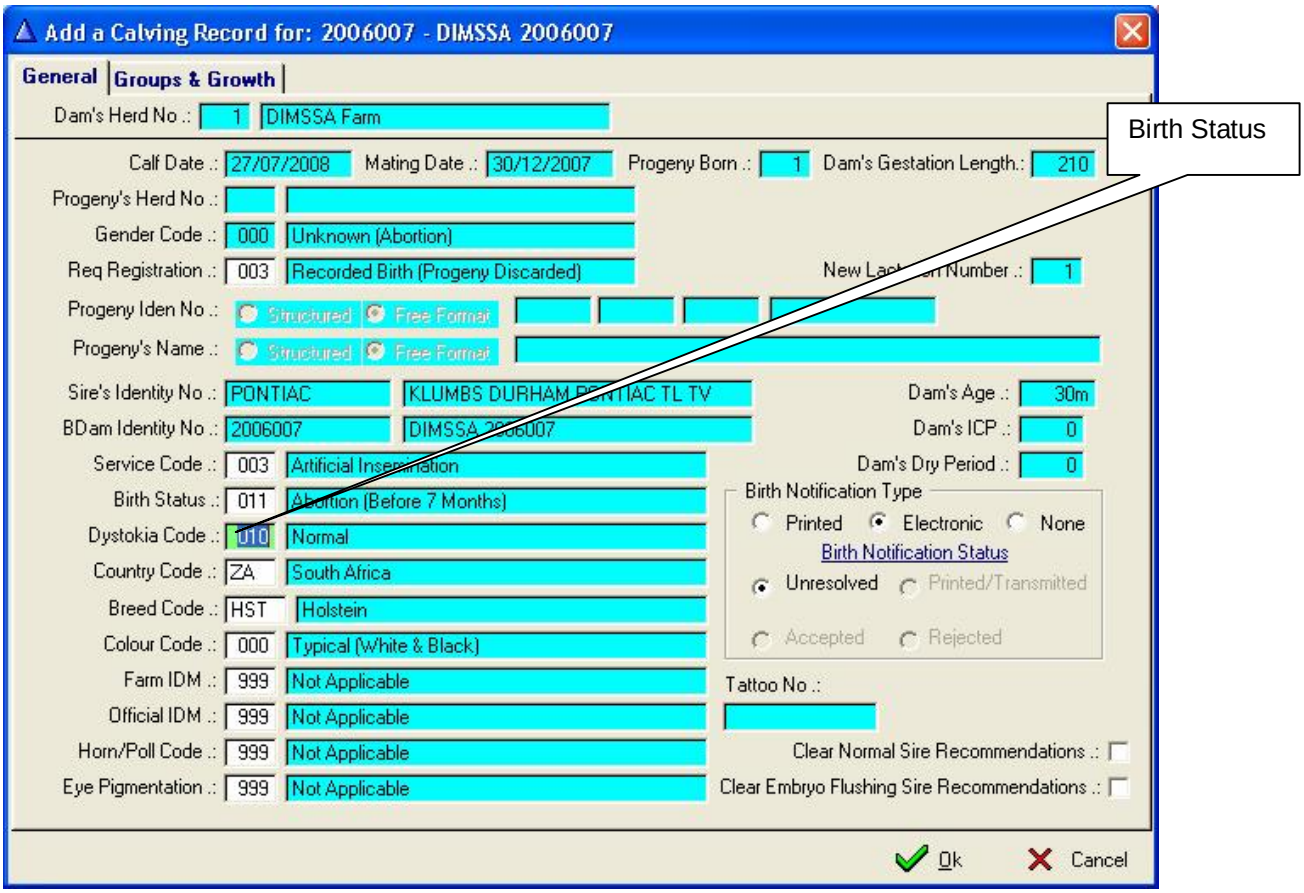
6.3 How to correct a wrong calving record of a commercial or registered animal

Go to Animals
Master animal records
Press Tab to find by identity number
Type in the **calf** identity number
Press Tab again to get the animals record highlighted
Delete the animal record (**Calf**)
Press Tab to find by identity number
Type in the **cow** that calved identity number
Press Tab again to get the animal record highlighted
Check on Current Production if a lactation record was opened for the wrong calving, delete the lactation
Edit the Cows own record and click on the status page
Change the lactation number one backwards
Change the number of progeny one backwards
Change the calving date to the last calf date before this calving
Change her lactation status flag to not lactating (unmarked)
If it was a heifer change the udder status to not applicable
On the General Page
Change the production group to a dry cow group
Click Ok for the changes to take effect
The warning that appears – The animal was confirmed pregnant for the last mating, can the expected calf date be accepted,
Answer yes, the program will stop at the expected calf date, if it is correct
Click Ok
Re-enter the calving.
Close

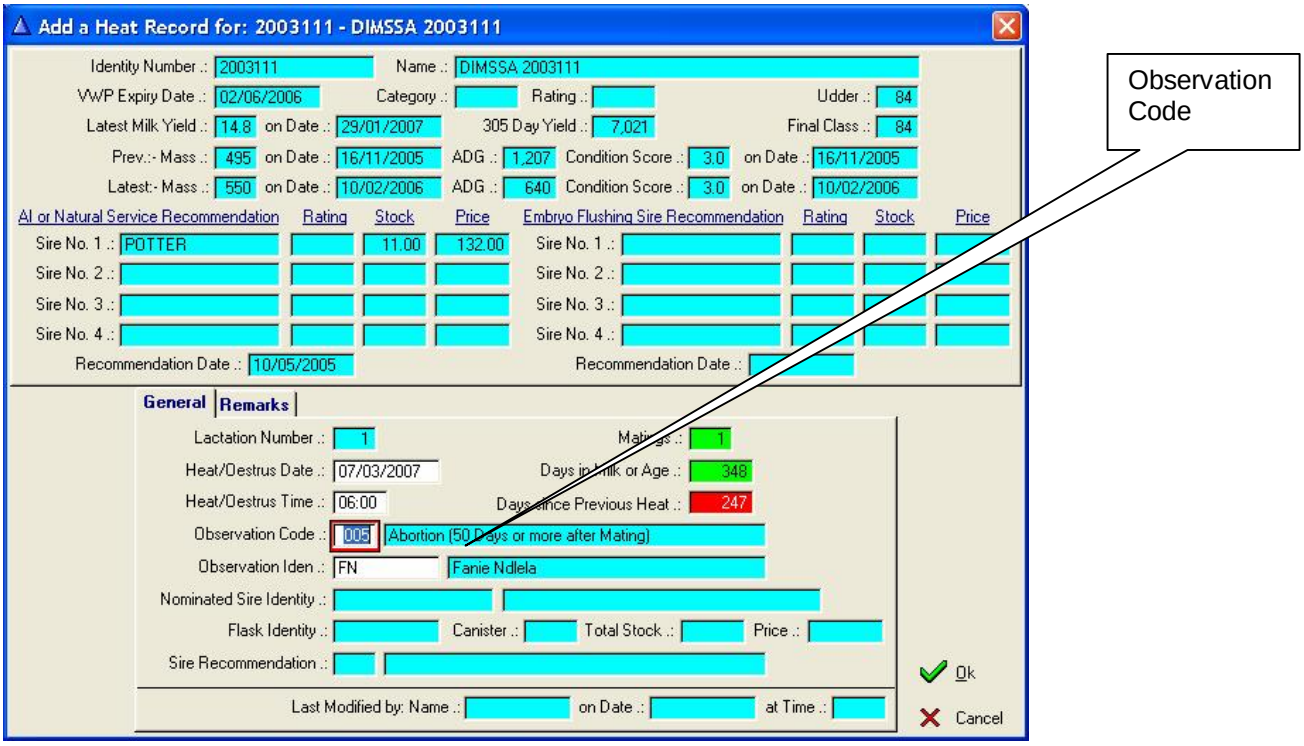
7 ABORTIONS

Firstly you must decide whether the animal is going to continue with her current lactation or whether the animal must start a new lactation.

If the animal was dry when she aborted then most likely she would start a new lactation. Enter a calving record with the birth status either as '011' Abortion before 7 months or '012' Abortion after 7 months.



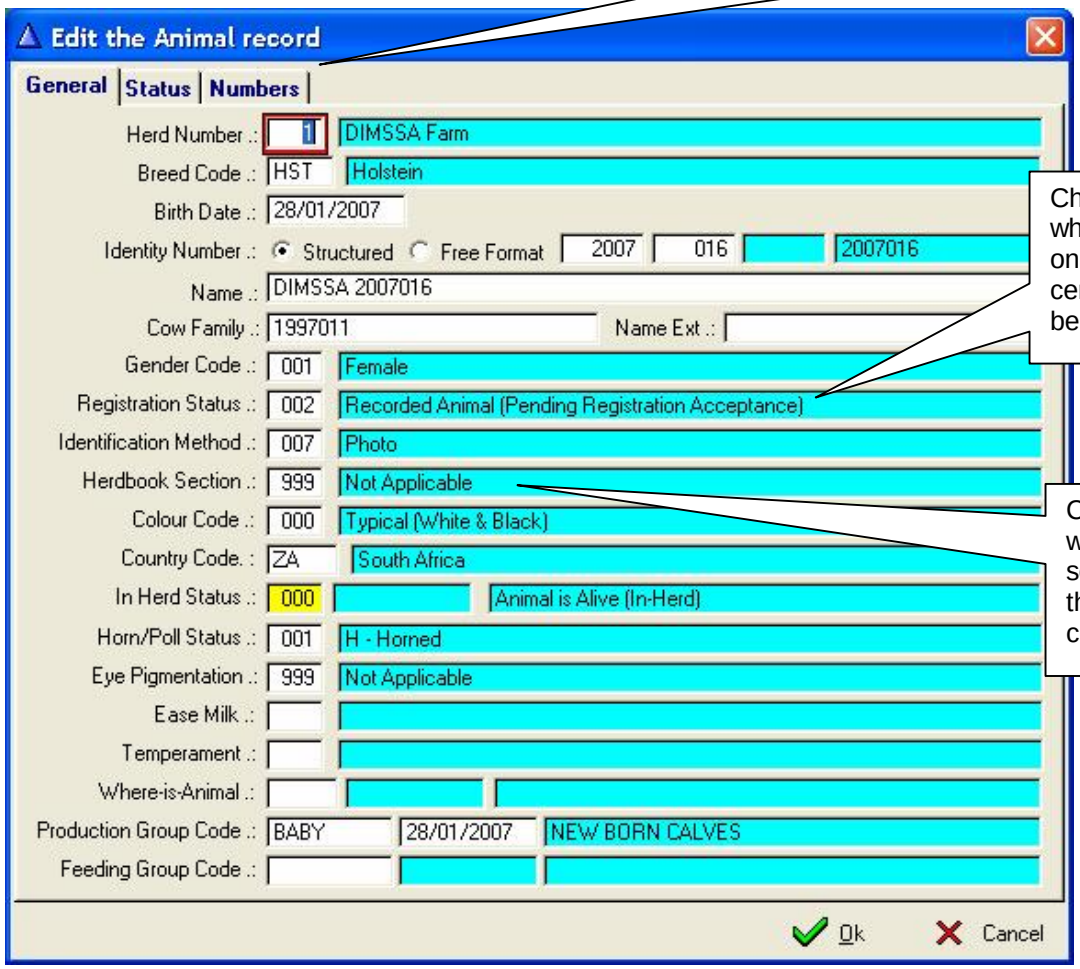
If the animal was still in lactation when she aborted then enter a heat record and make the observation code "005' Abortion 50 days or more after mating



8 BIRTH CERTIFICATES

8.1 How to change the status of an animal when birth certificates are received via post

Go to Animals
In-herd female animal's records
Press Tab to find by identity number
Type in the animal identity number
Press Tab again to get the animals record highlighted
Edit the animal record
On the general page
Change the registration status to registered
Change the Herdbook section to that of the certificate, e.g. pure bred, appendix A or B
On the numbers page
Enter the registration number of the animal from the certificate
Tab
If the animal is marked for OMR the number will jump across to the OMR number
Click OK for the settings to take effect.



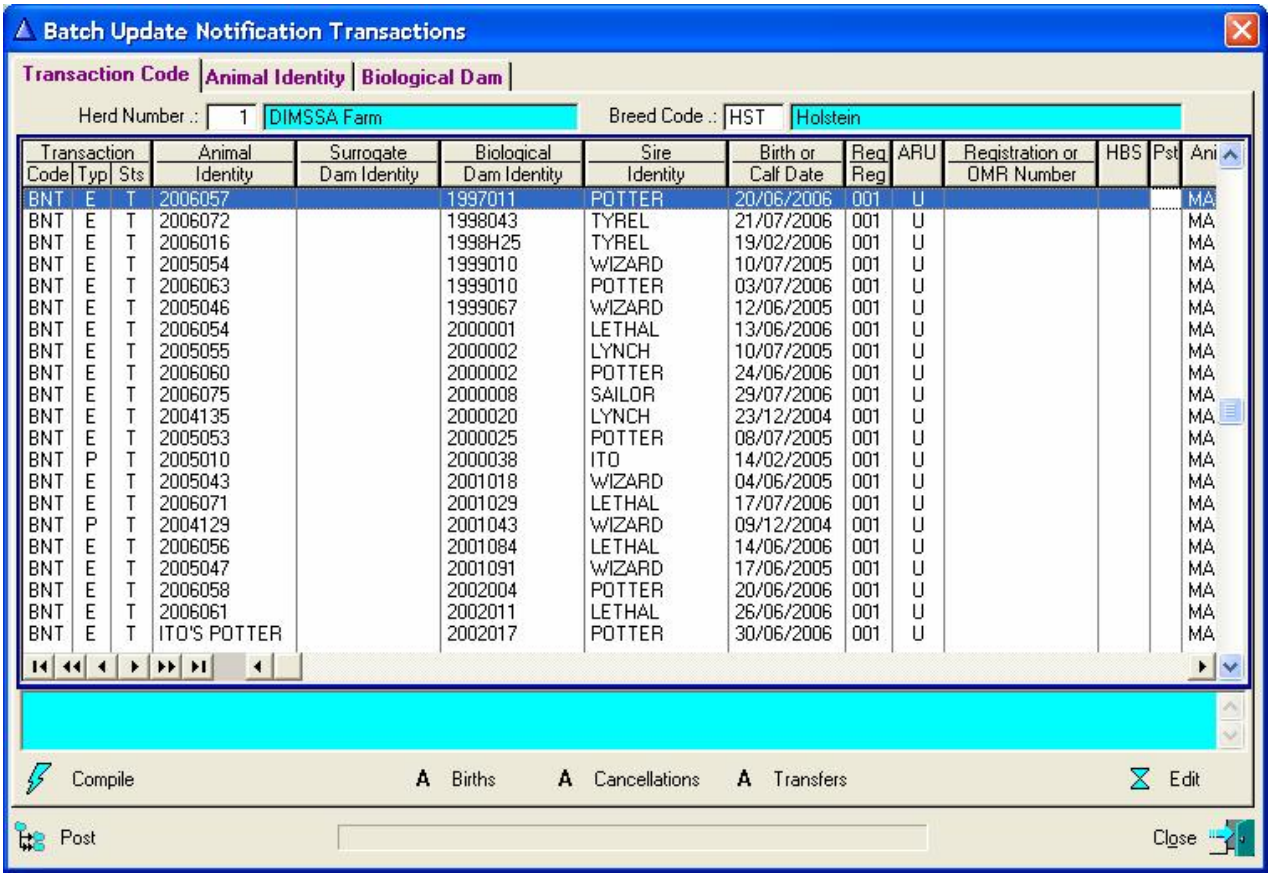
Enter the registration number that appears on the registration certificate on the numbers page

Change to whatever appears on the registration certificate should be registered

Change to whatever herdbook section appears on the registration certificate

8.2 How to change the status of an animal when birth certificates are received via post in batch format

Go to Batch
Go to Update Notification Transaction Results
Enter the Herd Number
Enter the Breed Code
Click Compile
Edit the animal record and enter the ARU = Accepted, Rejected or Unresolved field (it should be an A)
Tab to the next field and enter the registration number
Tab to the next field and enter the HBS = Herdbook Section (Registered, appendix etc)
Click Post to transfer the information to each animal's record.



Transaction Code	Typ	Sts	Animal Identity	Surrogate Dam Identity	Biological Dam Identity	Sire Identity	Birth or Calf Date	Reg Reg	ARU	Registration or OMR Number	HBS	Pst	Ani
BNT	E	T	2006057		1997011	POTTER	20/06/2006	001	U				MA
BNT	E	T	2006072		1998043	TYREL	21/07/2006	001	U				MA
BNT	E	T	2006016		1998H25	TYREL	19/02/2006	001	U				MA
BNT	E	T	2005054		1999010	WIZARD	10/07/2005	001	U				MA
BNT	E	T	2006063		1999010	POTTER	03/07/2006	001	U				MA
BNT	E	T	2005046		1999067	WIZARD	12/06/2005	001	U				MA
BNT	E	T	2006054		2000001	LETHAL	13/06/2006	001	U				MA
BNT	E	T	2005055		2000002	LYNCH	10/07/2005	001	U				MA
BNT	E	T	2006060		2000002	POTTER	24/06/2006	001	U				MA
BNT	E	T	2006075		2000008	SAILOR	29/07/2006	001	U				MA
BNT	E	T	2004135		2000020	LYNCH	23/12/2004	001	U				MA
BNT	E	T	2005053		2000025	POTTER	08/07/2005	001	U				MA
BNT	P	T	2005010		2000038	ITO	14/02/2005	001	U				MA
BNT	E	T	2005043		2001018	WIZARD	04/06/2005	001	U				MA
BNT	E	T	2006071		2001029	LETHAL	17/07/2006	001	U				MA
BNT	P	T	2004129		2001043	WIZARD	09/12/2004	001	U				MA
BNT	E	T	2006056		2001084	LETHAL	14/06/2006	001	U				MA
BNT	E	T	2005047		2001091	WIZARD	17/06/2005	001	U				MA
BNT	E	T	2006058		2002004	POTTER	20/06/2006	001	U				MA
BNT	E	T	2006061		2002011	LETHAL	26/06/2006	001	U				MA
BNT	E	T	ITO'S POTTER		2002017	POTTER	30/06/2006	001	U				MA

The buttons 'A Births', 'A Cancellations' and 'A Transfers' below the browse list can be used to mark a group of records as accepted.

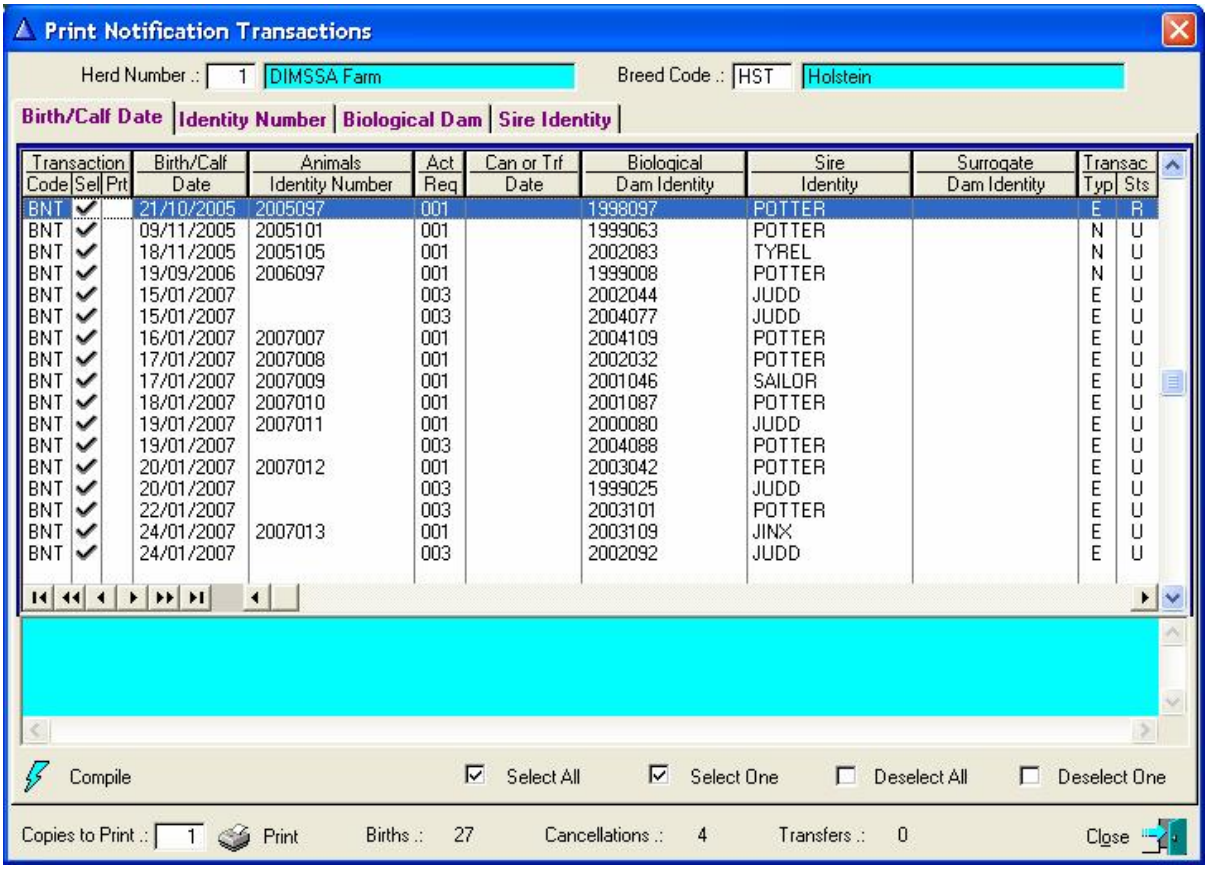
The 'A Births' button will mark all the Not-for-Registration birth notification transactions as accepted. It will not mark the for Registration transactions as the Registration number and Herdbook Section must also be supplied.

The 'A Cancellation' button will mark all the cancellation notification transactions as accepted and the 'A Transfers' button all the transfer notification transactions.

8.3 How to print Registered or Commercial Birth Notifications

(BNT = Birth Notification Transactions)

Go to reports
Go to Notification Transactions
Enter Herd Number
Enter Breed Code
Click Compile
Select notifications to be printed
If the system has a problem with an animal it will write the problem in the remarks block at the bottom, please correct the problem before sending the births otherwise it will be a rejected notification.
Send via post or fax to the Breed Society

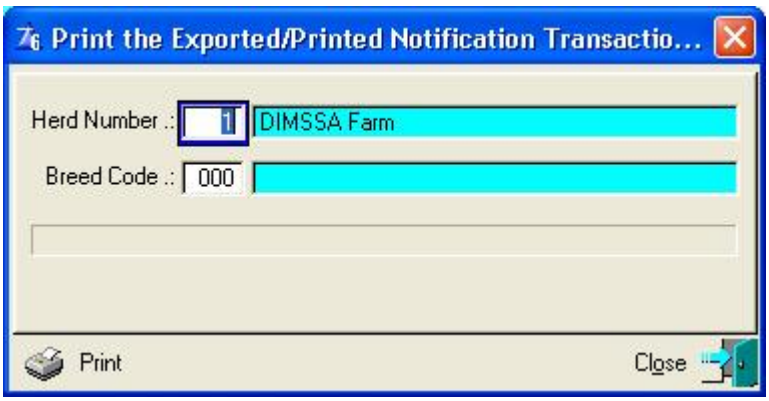


8.3.1 How to reprint a birth notification if the printer has jammed or the cartridge is empty

Go to Animals
In-herd female animal's records
Press Tab to find the mother of the calf whose notification should be reprinted
Type in the animal identity number
Press Tab again to get the animals record highlighted
Click with the mouse on Calving
Edit the calving record
The computer will give you a warning
Click OK
Reset the birth notification type by clicking on the 'None' and again on 'Printed' in the Birth Notification type window on the right hand side
Click Ok
Go to the Reports
Click on Notification Transactions and the Birth Notification Transaction should re-appear
Select and reprint.

8.4 Notification Transaction Log

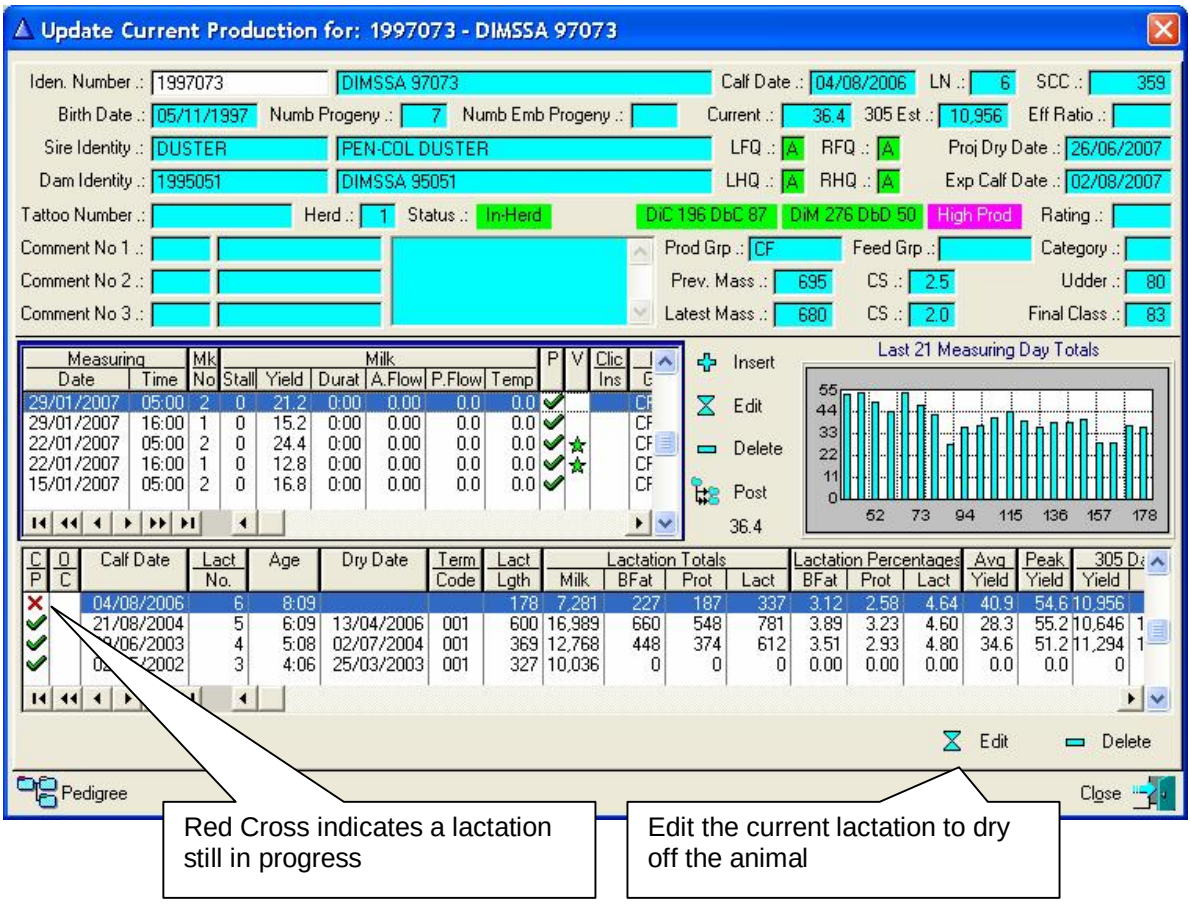
This enables the user to check which certificates have not been received from the registration body.

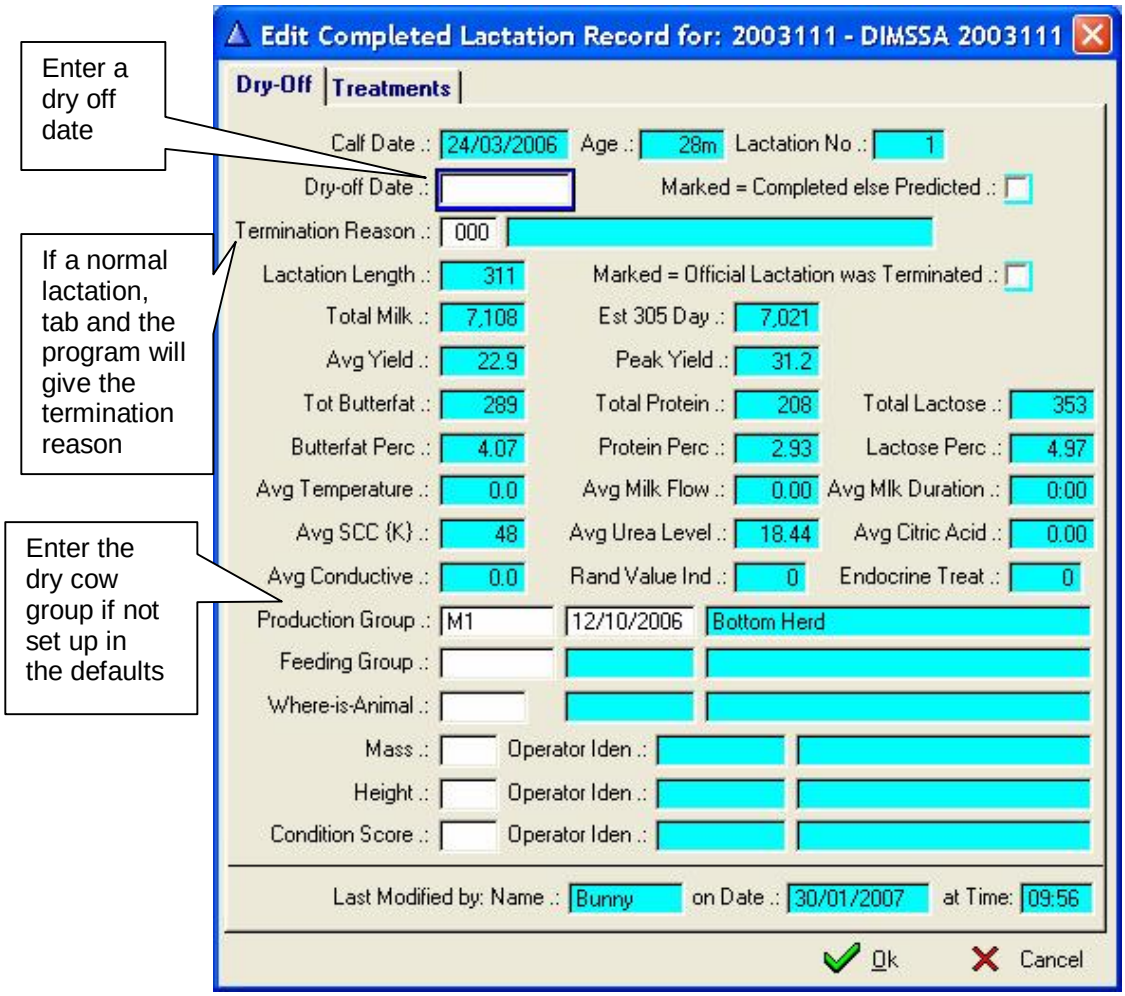


9 DRY OFF'S

9.1 How to dry off a current lactation

Go to Animals
In-herd female animal's records
Press Tab to find by identity number
Type in the animal identity number
Press Tab again to get the animals record highlighted
Click with the mouse on Current Production Tool Bar Button
A current lactation will be indicated with a red cross at the bottom left of the window
Edit that record
Enter the dry date
And the rest of the fields should be default fields that will automatically be completed for you, if they differ change accordingly.
Click on Ok for the changes to take effect.
Close the current production window





9.2 How to correct the animal that was dried off wrongly

Go to Animals
In-herd female animals
Find the animal that was wrongly dried off
Go to current production
Delete the lactation that should not be marked with a tick (**CHECK THE CALF DATE**)
The computer will prompt you to answer 3 or 4 checks
The first 2 checks you can answer 'Ok' or 'Yes'
BUT the last 1 or 2 checks, **must be answered - NO**
Must the daily milk yields also be deleted **'NO?'**
Must the test day results also be deleted **'NO?'**
Close current production

Edit the animal's own record
Go to the status page
Tick the lactation status (Marked Lactating)
Go to the General page
Put the animal into the correct production group
Click Ok
The program could stop at the dry off date for you to enter a date, enter a date 2 months before calving.

Go to current production
Post the daily milkings to open the current lactation again
Close current production

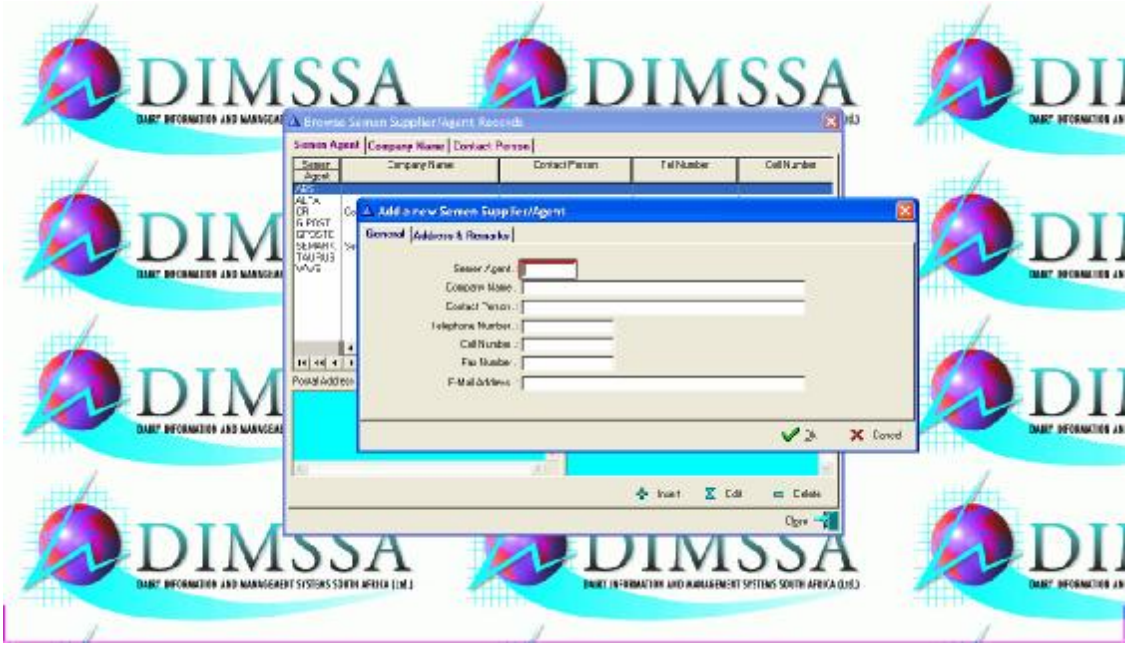
Make sure that the expected calf date is still correct on the cow card, if not
Go to reproduction
Delete the PD on the right of the window

Enter the PD again to activate the projected dry off date and expected calf date
Close reproduction

10 SEMEN STOCK

10.1 How to enter new Semen Agents

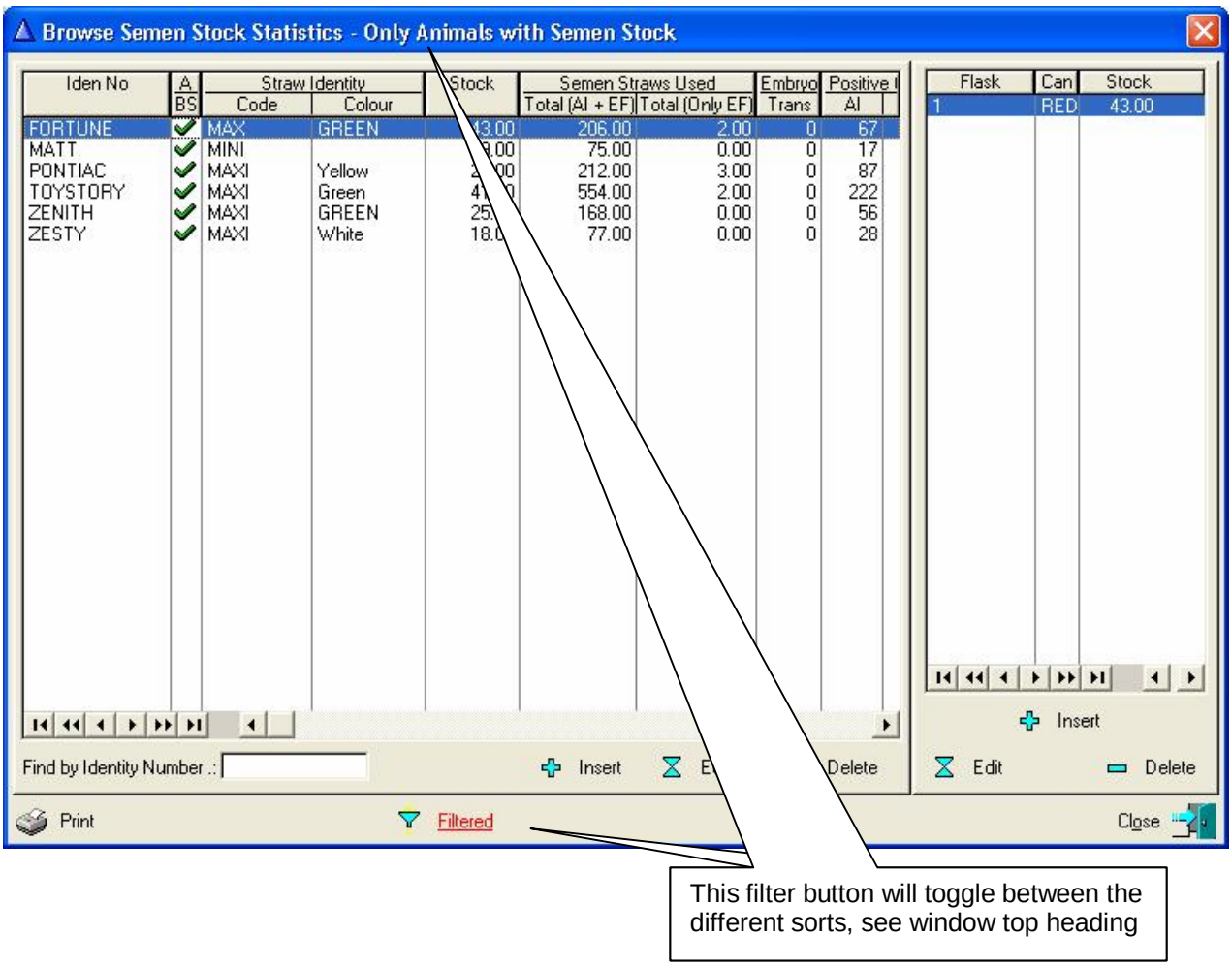
Go to Herd
Semen Stock & Purchases
Supplier Agent Particulars
Click Insert
Complete the form
Click OK



10.2 How to enter semen stock that is in the flask

REMEMBER THE BULL MUST BE LOADED ON YOUR COMPUTER TO ENTER SEMEN STOCK

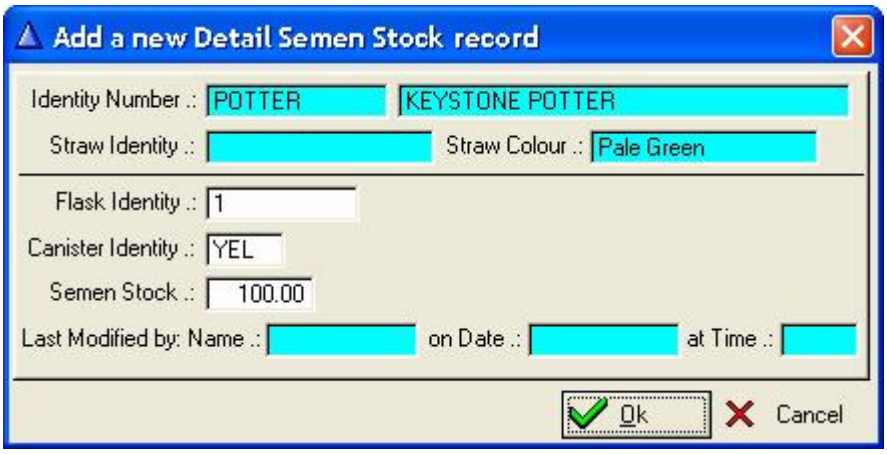
Go to Herd
Semen Stock & Purchases
Stock



Insert on the left hand side window

Enter the nickname of the bull
Enter the semen straw number (not compulsory)
Enter the semen straw colour (not compulsory)
Click OK

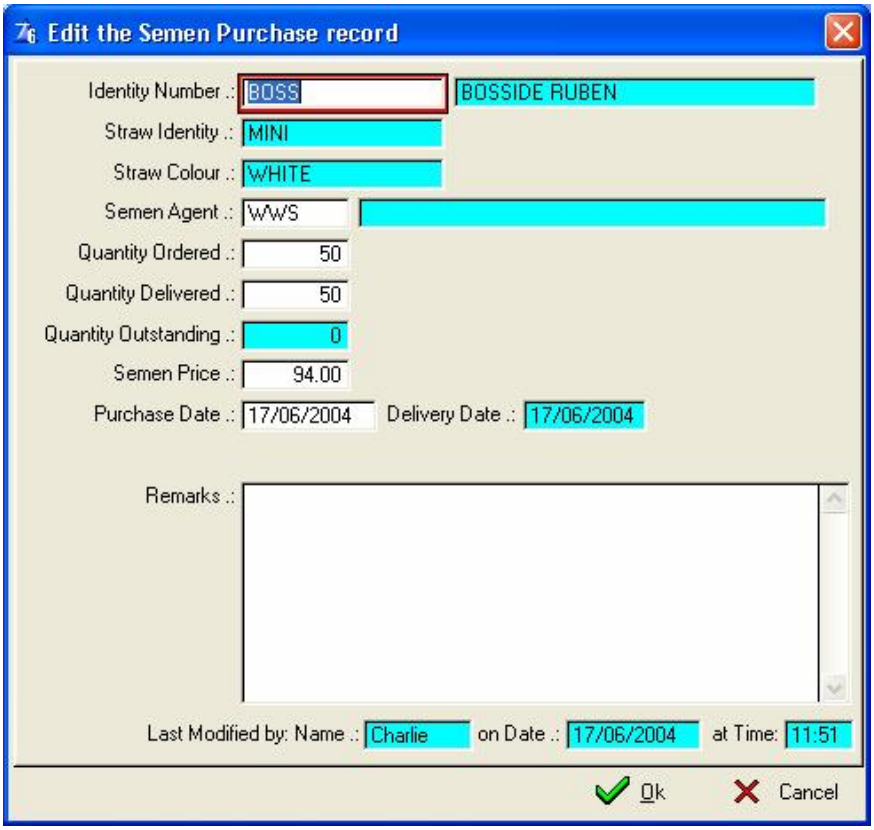
Click cancel for the input form to disappear
Highlight the bull on the left hand side window
Insert on the right hand side window



Enter the flask No (compulsory)
Enter the canister No (compulsory)
Enter the semen stock
Click Ok
Click close

10.3 How to enter semen purchases

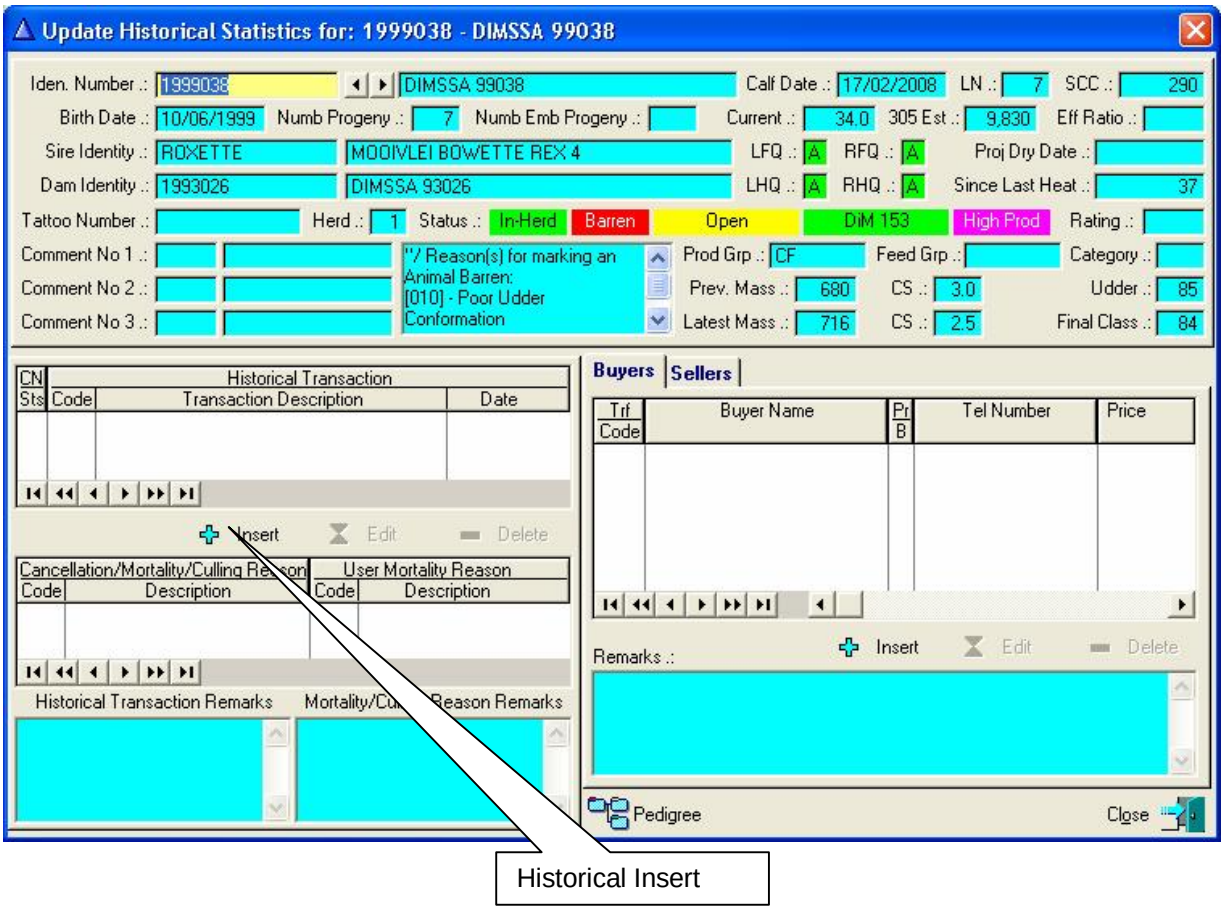
REMEMBER THE BULL MUST BE LOADED ON YOUR COMPUTER TO ENTER SEMEN PURCHASES
Go to Herd
Semen Stock & Purchases
Purchases
Click Insert
Complete the form
Click Ok
Click cancel for the input form to disappear

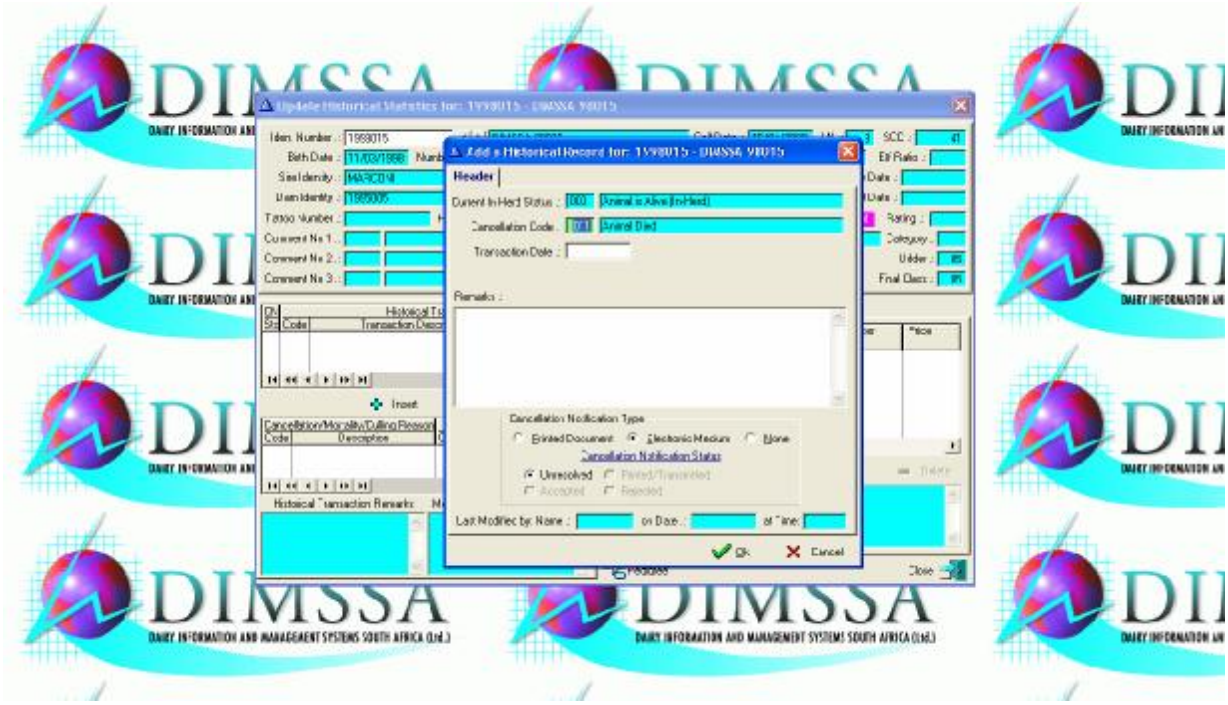


11 ANIMALS THAT LEFT THE HERD (HISTORICAL)

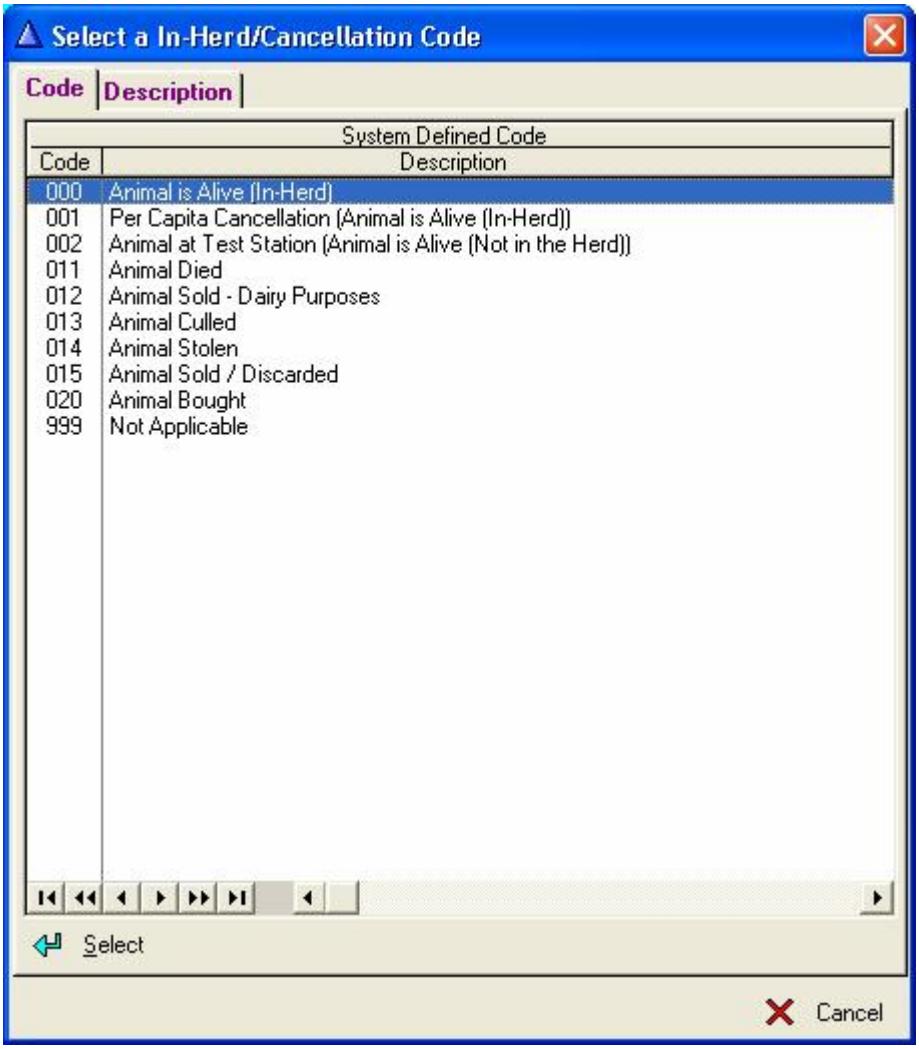
Animals that were culled, died, sold for dairy purposes or sold discarded.

Go to Animals
In-Herd female animals
Find the animal that left the herd
Go to Historical
Insert a Historical transaction

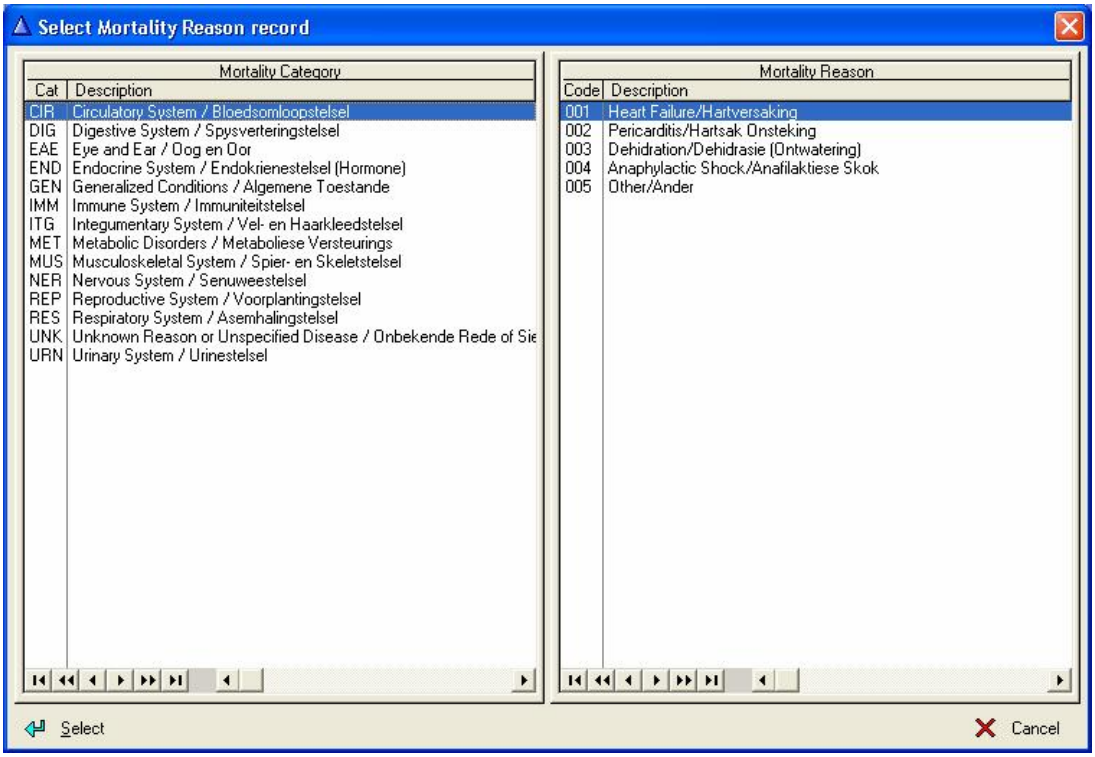




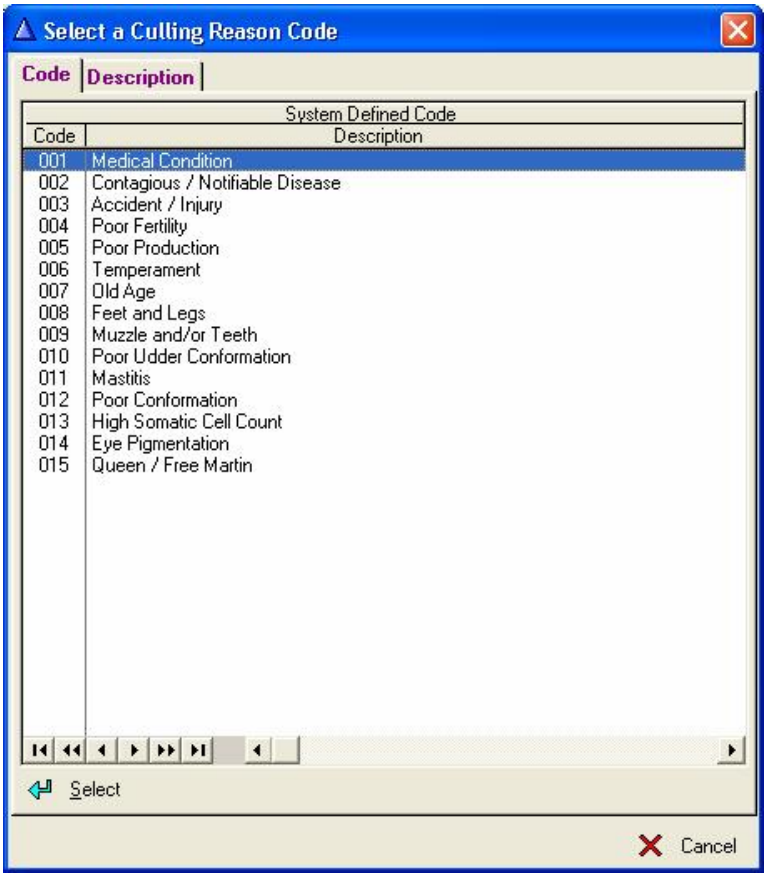
Make your choice under the Cancellation Codes:



011 - Animal died – Mortality reasons:



013 - Animal Culled – Culling reasons



012 - Animal Sold Dairy Purposes – Remember to add a Buyer. It is very necessary for registered herds to enable the society to transfer the animal from your herd to the new herd, even if the buyer is not a registered member this is one way that your society can have a contact name and number to increase their members.

11.1 Animals that left the Herd incorrectly (Historical)

Go to Animals
Master Animals
Find the animal that left the herd
Go to Historical
Delete the Historical transaction
Close Historical

Edit the Animals own record
On the General page
Change the In-Herd Status to 000 – Animal is Alive and in the Herd
Click Ok
A long message will come up to let you know that you cannot change the status of an animal here just answer Yes
Click Close.

If the Animal was in milk when she was wrongly cancelled.

Go to Current Production
Delete the lactation record to cancel the Dry Off date that the cancellation entered to end her lactation.
Delete the lactation that should not be marked with a tick (**CHECK THE CALF DATE**)
The computer will prompt you to answer 3 or 4 checks
The first 2 checks you can answer 'Ok' or 'Yes'
BUT the last 1 or 2 checks, **must be answered - NO**
Must the daily milk yields also be deleted **'NO?'**
Must the test day results also be deleted **'NO?'**
Close current production

Edit the animal's own record
Go to the status page
Tick the lactation status (Marked Lactating)
Go to the General page
Put the animal into the correct production group
Click Ok
The program could stop at the dry off date for you to enter a date, enter a date 2 months before calving.

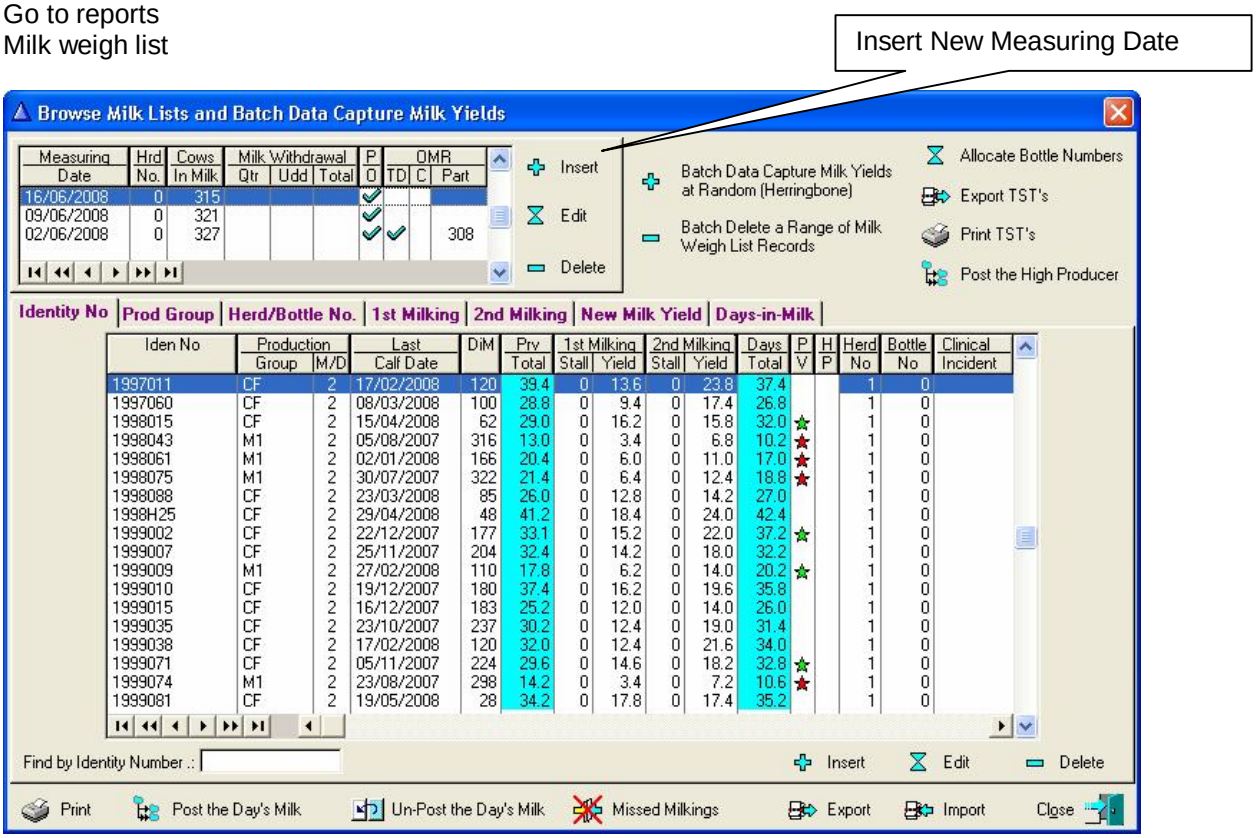
Go to current production
Post the daily milkings to open the current lactation again
Close current production

Make sure that the expected calf date is still correct on the cow card, if not
Go to reproduction
Delete the PD on the right of the window
Enter the PD again to activate the projected dry off date and expected calf date
Close reproduction

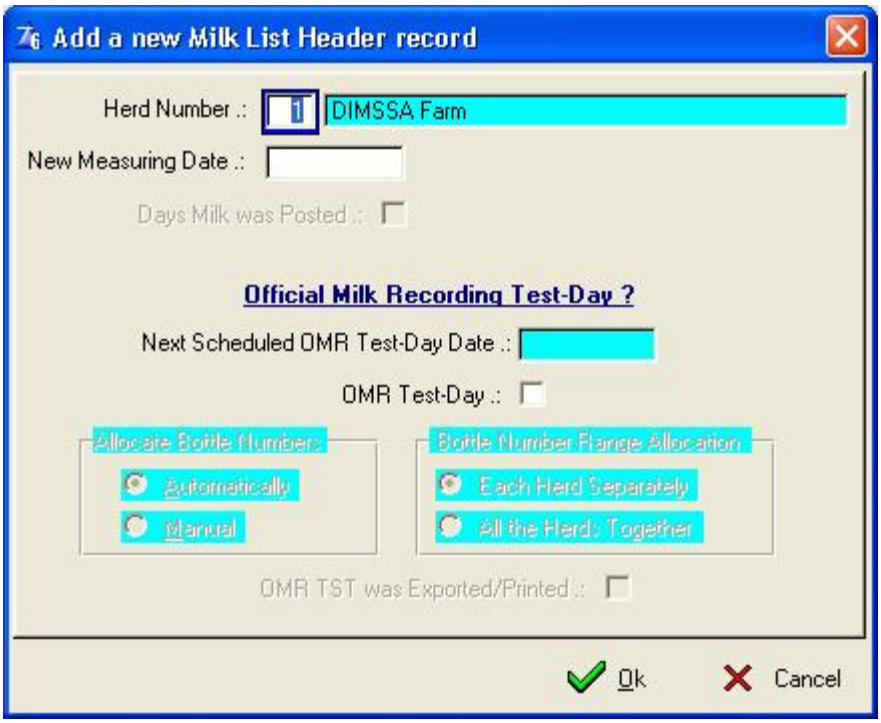
12 MILK WEIGH LIST

12.1 How to draw a milk weigh list

Go to reports
Milk weigh list



In the top window
Click Insert
Enter the new measuring date
Click OK

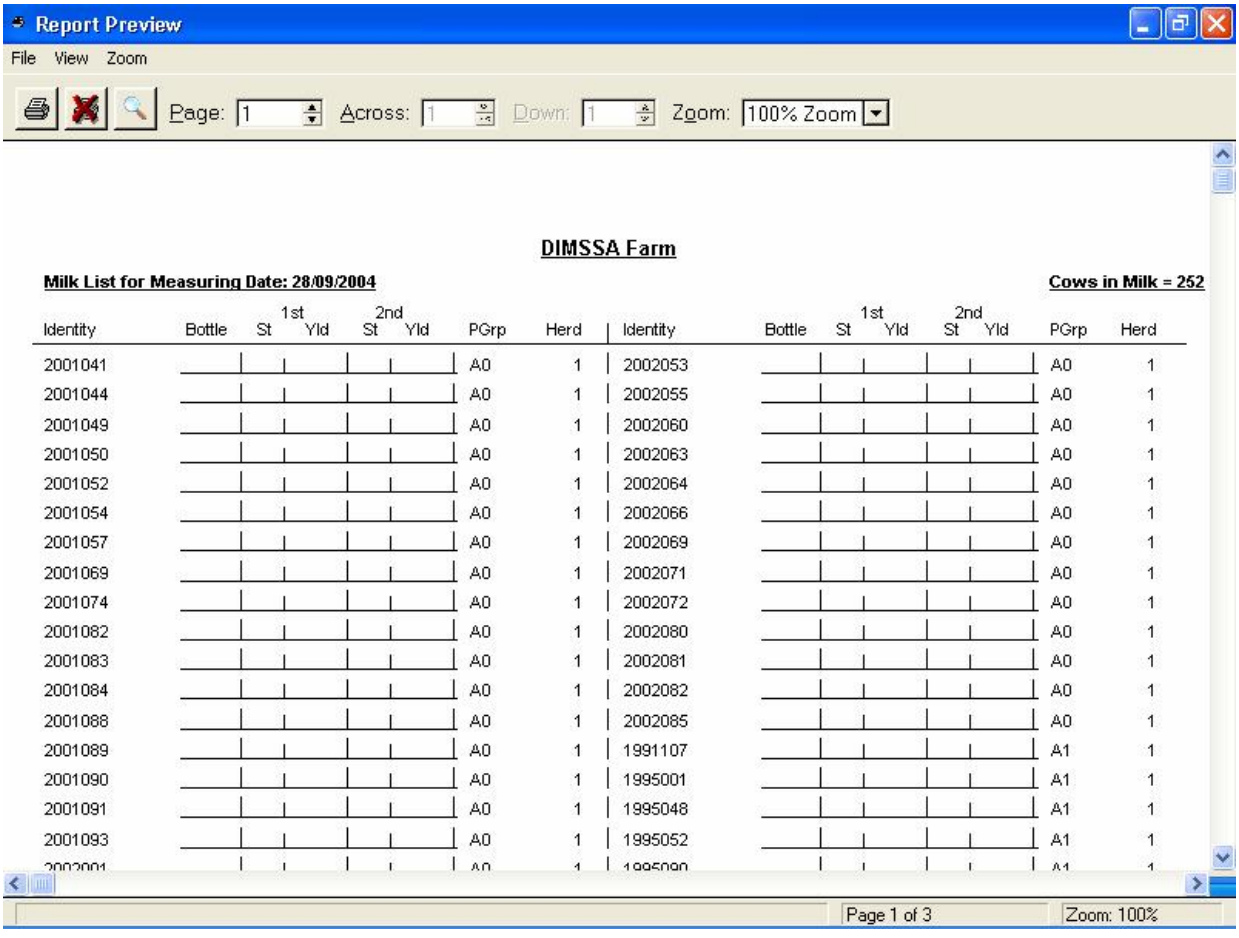


All Lactating animals should appear on the list

12.1.1 To Print a blank Milk Weigh List

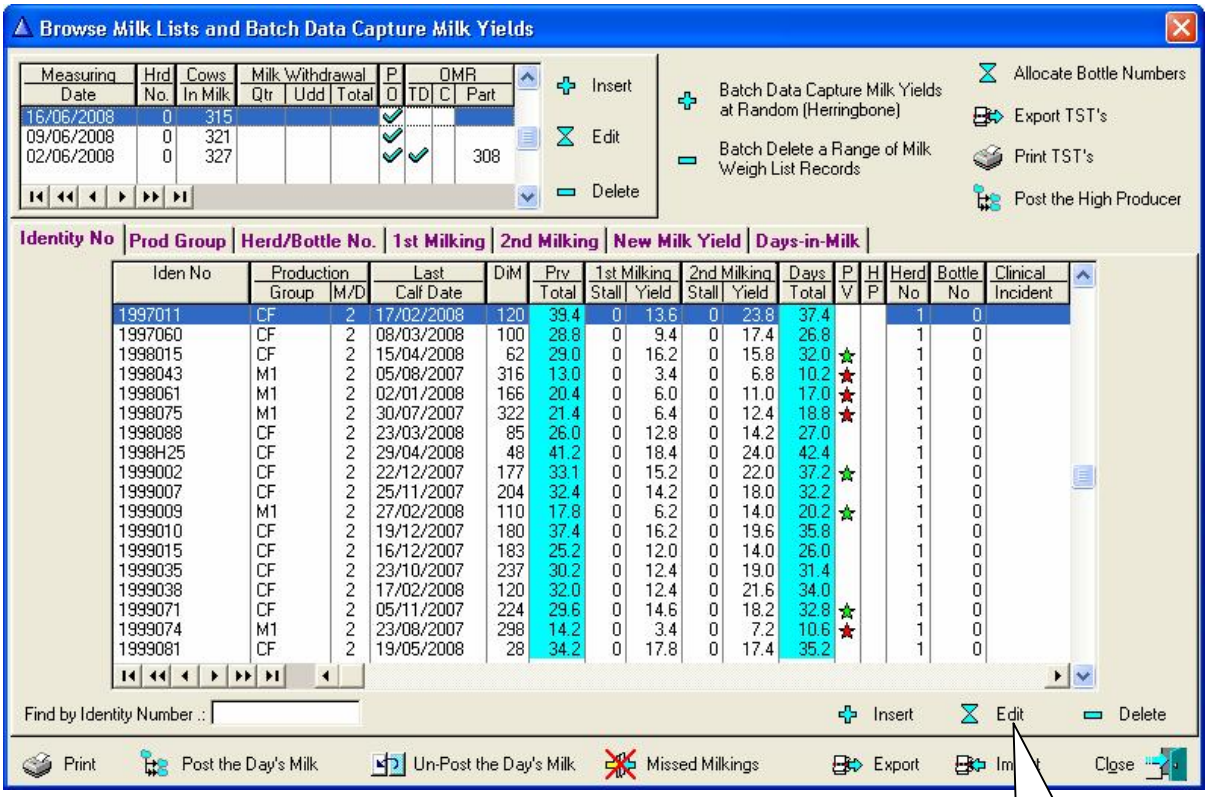
Click the print button and select which print method you desire

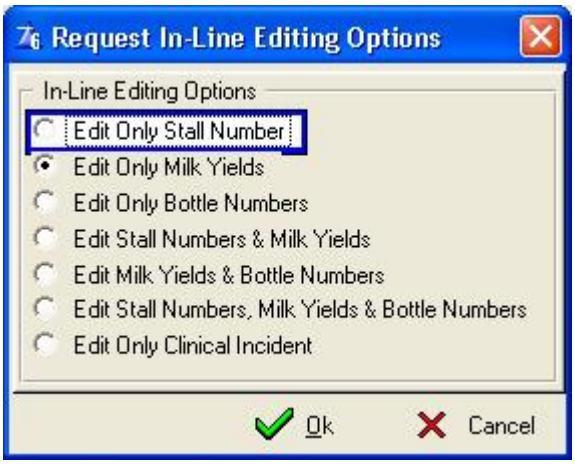
Click print again
A blank weigh list will be printed



Enter the milk weights on the blank list or your own milk recording list

Use the Edit button on the bottom right of the window to enter the milk weights





Use the Edit button to add Milk weights

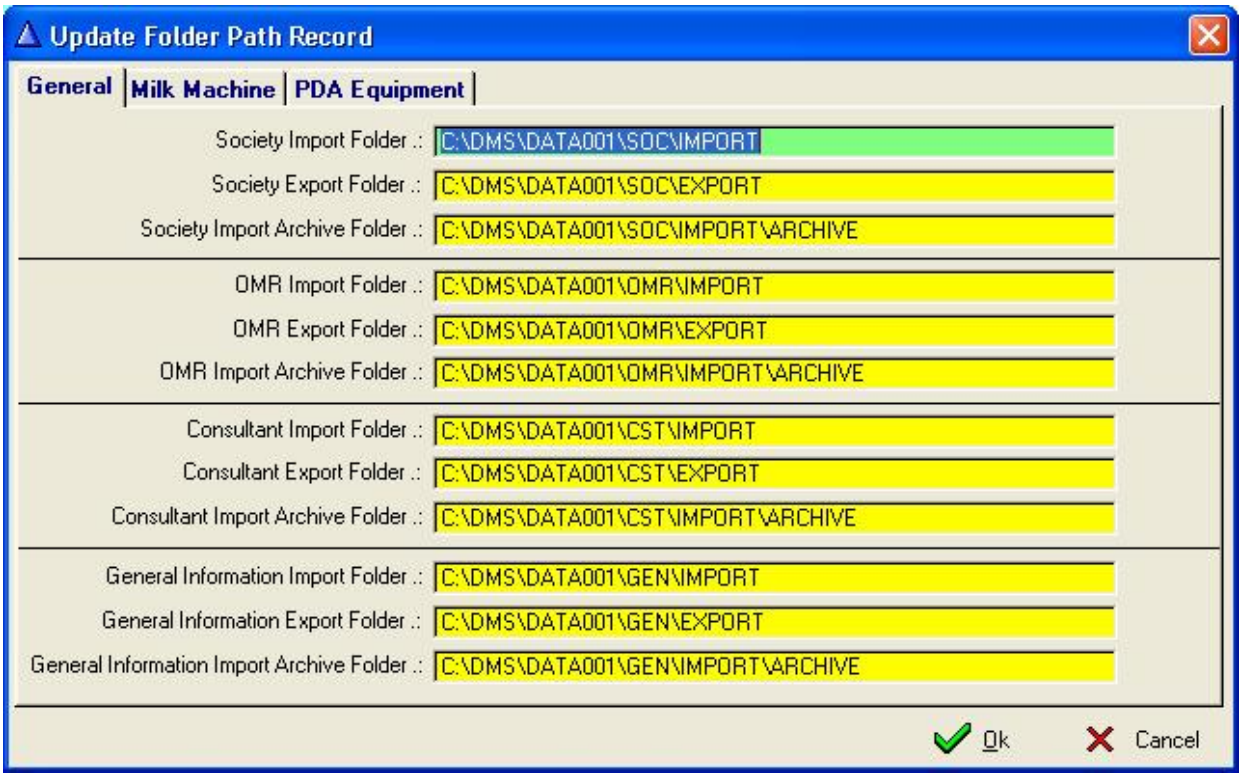
The Insert button on the bottom right is to add an animal that has calved since the list was printed (First calf the cow down before trying to add her to the list – she must be lactating)
The delete button is to remove an animal whose milk you do not want to record (Using the delete button will not delete the animal from DIMSSA but only from this milk weigh list)
Once all the milk weights have been entered
Click the Post the Days Milk button

Post the Day's Milk - will post the milk for the day and also calculate the 305 day yield so please be patient as it does take a while on different computers
If you had made a mistake and you need to correct weights on the list you can un-post and correct the errors and then post the Milk again (This will not delete all the milk weights you entered only take the milk weights off the animals records)
Click the print button again to get a printed copy of the weigh list and also a herd summary
Once the milk weigh list has been posted you can delete the list with the top delete button as you really don't need the list anymore.
Close the milk weigh list
If changes need to be made after the list has been deleted then you can edit the individual animal record.

12.2 How to draw a milk weigh list for Official Milk Recording

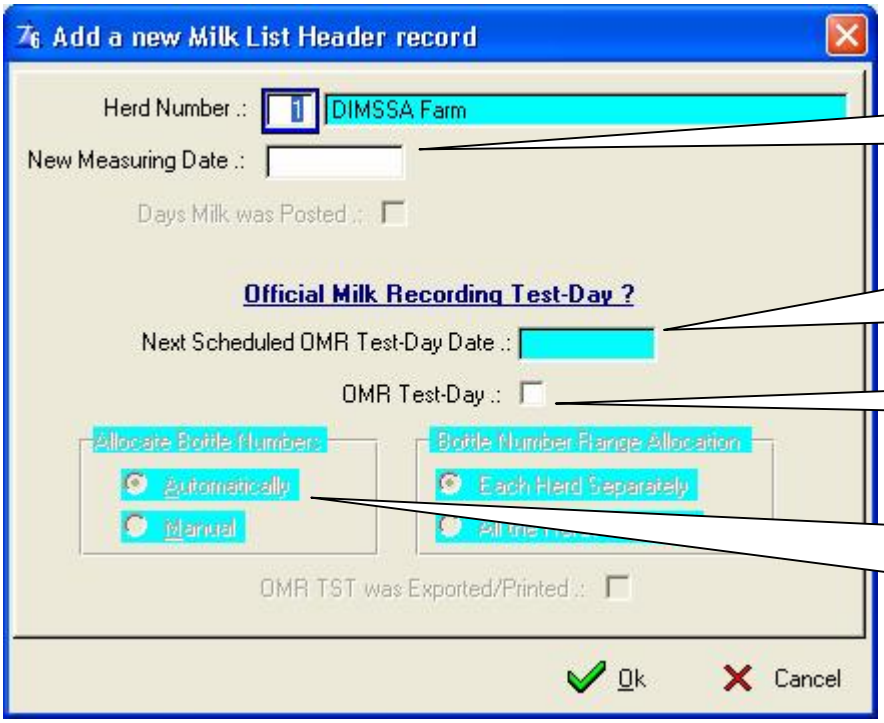
(This is done in the same manner as the normal milk weigh list only you have to print a copy of the milk weights in the Intergis format. It is important to enter the correct date for the previous, current and next dates as DIMSSA will extract all the animals that have been dried off or those animals that have died (terminated) between these dates)

Set Folder Paths for the exporting of TST's



Go to COMMS
Go to folder Paths
Change the OMR Import Folder to:
C:\DMS\DATA001\OMR\IMPORT
Change the OMR Export Folder to:
C:\DMS\DATA001\OMR\EXPORT
Change the OMR Import Archive Folder to:
C:\DMS\DATA001\OMR\IMPORT\ARCHIVE
Click Ok
It will ask if it should create the folders
Answer – Yes/OK

Go to REPORTS
Milk weigh list
In the top window
Click Insert
Enter the new measuring date
Click the OMR test day block
Decide whether you want the program to automatically number the bottles (Oldest animal in milk) or if you want to manually allocate the bottles (First animal in first bottle in box)
Click OK



Enter New Measuring Date

If you entered the Date under Herd, OMR Test Day Dates the scheduled date will appear here

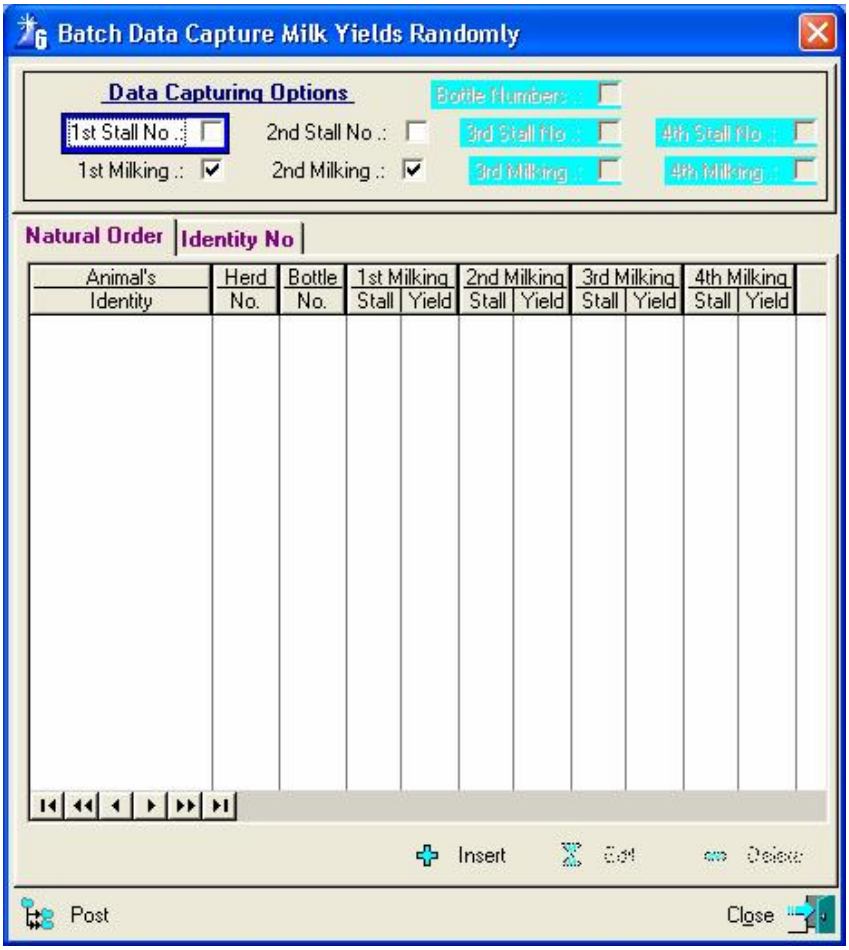
Click with your mouse in this block

If you click Automatically the animal longest in Milk will get bottle number 1
If you click Manual the first animal in the parlour will get bottle number 1.

All the lactating animals should appear on the list
Click the print button and select which print method you desire
Click print again
A blank weigh list will be printed
Enter the milk weights on the blank list or your own milk recording list

Option 1

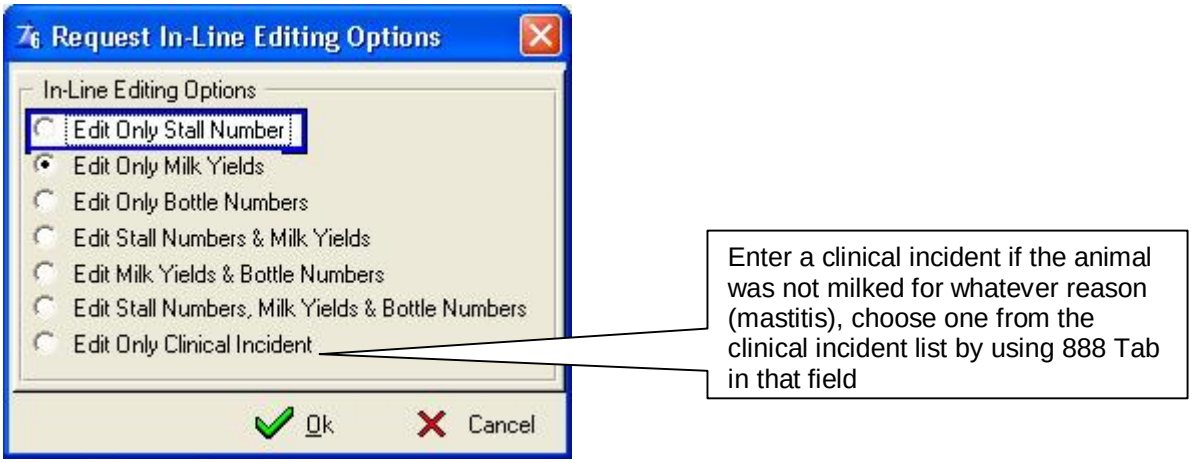
If you use your own milk recording list the Batch Data Capture List will help



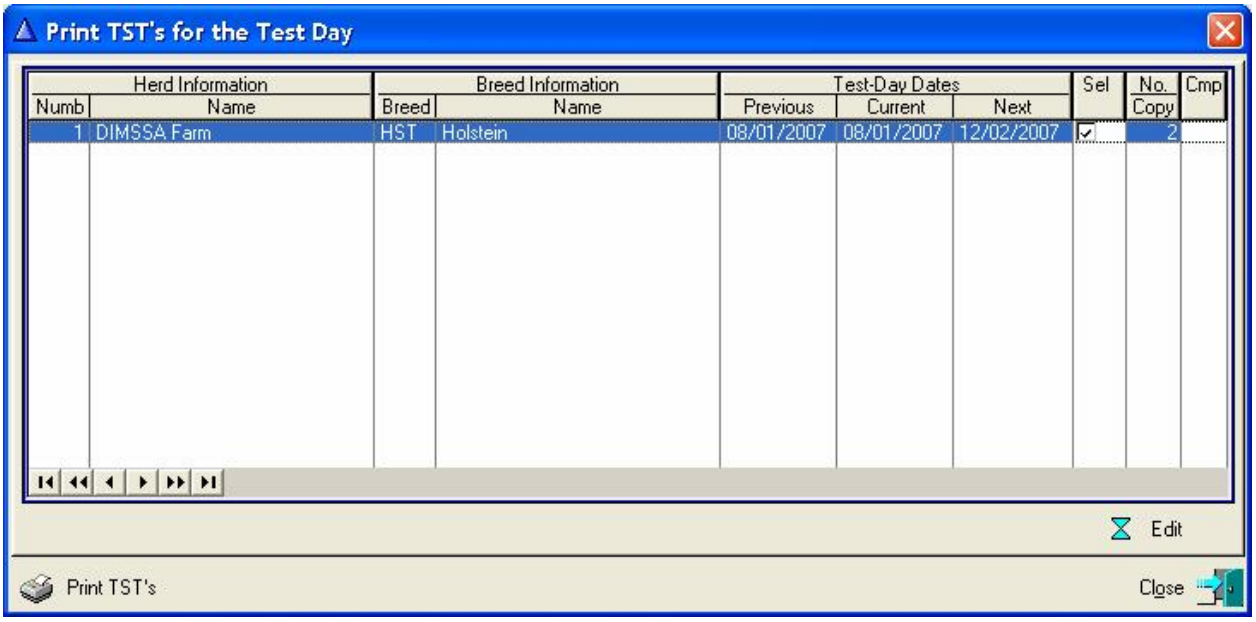
Enter the fields in the top of the update form
Press TAB
Then click Insert to enter the animal number, bottle number and milk yields
Don't forget to **POST** before closing the window
You can post at any time during the entering process if you need to go away from the computer for any reason
The post function will post the milk weights onto the milk weigh list not to the animal records – use the Post the Day's Milk to post the milk to the animal records.

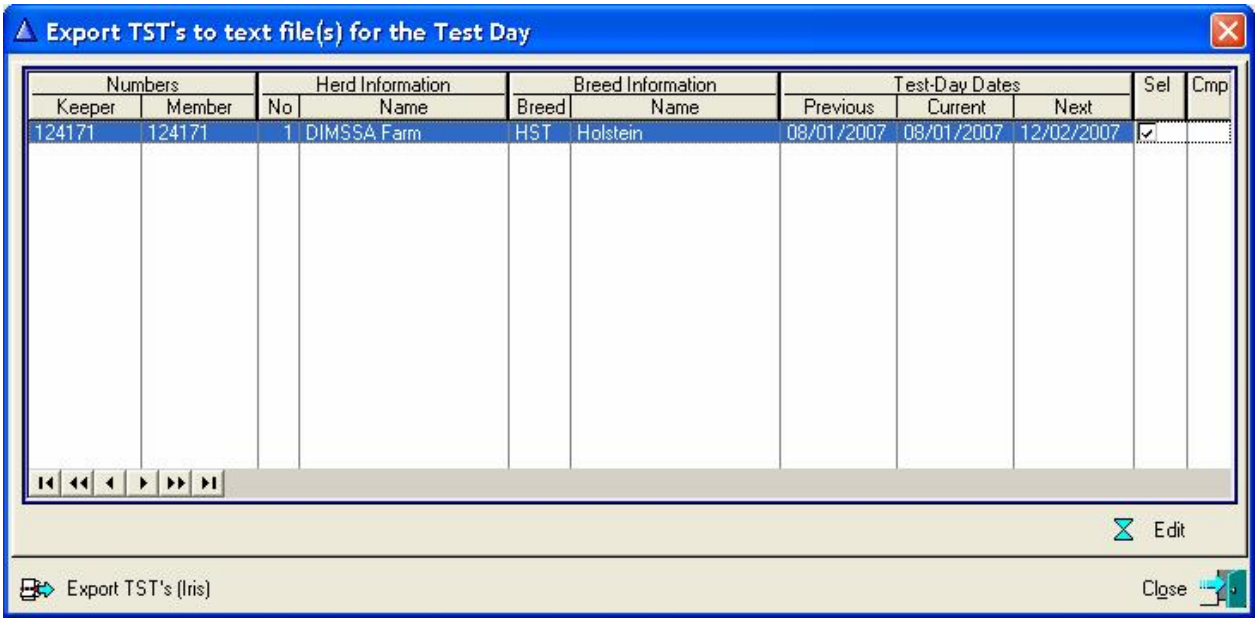
Option 2

Use the Edit button on the bottom right of the window to enter the milk weights



Choose the in-line editing option 'Edit Only Milk Yields' or 'Edit Milk Yields and Bottle Numbers' then just tab to the 1st and 2nd milk etc or use the down arrow to enter all the first milkings and then you can move across to the other side and enter all the 2nd milkings etc.
The Insert button on the bottom right is to add an animal that has calved since the list was printed (First calf the cow down before trying to add her to the list – she must be lactating)
The delete button is to remove an animal whose milk you do not want to record
Once all the milk weights have been entered
And you did not enter bottle numbers
Click the 'allocate bottle numbers if the manual option was chosen'
Click the edit button to be able to add the bottle numbers
Enter the bottle numbers for the animals taking part in Official Milk Recording and click **POST**
Click the post button on the milk weigh list to post the days milk
Post the Day's Milk - will post the milk for the day and also calculate the 305-day yield so please be patient as it does take a while on different computers
Once it has finished posting the milk weights
Click the print button again to get a printed copy of the weigh list and also a herd summary
Click the Print TST or Export TST whichever





Check the Previous, Current and Next OMR dates and if correct click Print/Export TST,
if not correct
Edit the highlighted record and enter the previous and the next OMR test day dates and select the herd to print
Click Print TST or Export TST
If there are animal's not taking part in official milk recording the program will inform you that these animals that are not taking part – follow the screen instructions
If all the records are correct the program will Print/Export the TST document according to Intergis specifications
If the records are not correct the program will print an error log on screen to inform you which animals have a problem
Correct these problems and Print/Export the TST again
Once the test day results have been received back from the ARC you can delete the Milk Weigh List with the top delete button as you really don't need the list anymore.
Close the milk weigh list

13 TO RE-PRINT THE TST DOCUMENT OR RE-EXPORT THE TXT

TO REPRINT THE TST DOCUMENT EDIT THE MILK WEIGH LIST DATE WINDOW AND REMOVE THE TICK AT THE BOTTOM OF THE WINDOW – OMR WAS EXPORTED AND PRINTED – AND RE-GENERATE THE TST DOCUMENT!!!!!!!

14 How to send the e-mail

How to e-mail the electronic TST,
Go to Outlook
Click create new mail
TO: (Your regional office e-mail address to be entered here)
SUBJECT: Milk Samples with your 'Member Number' and 'Farm Name'
Click the attachments (the paperclip icon) or go to Insert, files
Go to Look In: C:\DMS\DATA001\OMR\EXPORT
Highlight the correct file it has a date
Click Attach
Click Send

15 How to Receive the TST or Completed Lactations results

Go to Outlook
Your Test-Day results will be a file either from Saul, Gary or Milton, follow the instructions below for the saving of Test-Day results and/or Completed Lactations.
Logix will send you your completed lactations, follow the instructions below for the saving of Completed Lactations and/or Test-Day results
Open the e-mail received with an attachment either a *.txt (milk recording results) or a *.csv (Official completed lactations) file attachment
Click on file in the top left hand corner
Click on save attachments
Save to C:\DMS\DATA001\OMR\IMPORT
Click save

In DIMSSA
Go to Comms
Official Milk Recording
Import **Test-Day results** (.txt file)
Highlight the correct record (Latest date if all the others before have been imported)
Click open
DIMSSA will update your records
When DIMSSA has imported the records and there is no error log DIMSSA will ask if the file can be saved in the ARCHIVE file, click Yes
OR
Import **Official Completed Lactations** (.CSV file)
Highlight the correct record (Latest date if all the others before have been imported)
Click open
DIMSSA will update your records
When DIMSSA has imported the records and there is no error log DIMSSA will ask if the file can be saved in the ARCHIVE file, click Yes

16 ATTENTION LISTS

16.1 How to print an attention list for a vet visit

Go to Reports
Attention list
Click attention list compilation
Enter the herd number or leave on '0' for all the herds
Enter a start date, the day of the vet visit
Enter the end date the same as the start date
Click on the 1st PD, 2nd PD or Post PD heats, Heats Overdue, Breeding Overdue, Not in Calf Warning and Post Partum examination
Click compile
The program will ask if the vet dates have been updated,
if yes, the program will list the animals that need to be examined
if no, the program will not be able to list the animals that must come in for the Post Partum examination as it must calculate the days after calving and when last the vet was here to be able to list those animals due for examination.

The program gives you an option to correct the vet visit dates just answer no and use the edit button by the Vet Dates Window on the top right of the screen
Click Compile
The animals for examination will appear
If you are satisfied with the list you can click the print attention list
Choose a **stockman** list for the stockman to go and fetch the animals, or
a **shortened list** that will give you one line per animal and with each category separately, or
a **condensed list** that will give you two lines per animal that you can work from with the detailed information, with each category separately.
A **combined vet list** that will take all the selected categories and print them according to firstly, 1st and 2nd PD's, Post Partum Examinations, Not In Calf Warnings etc etc. The animal that would of maybe appeared on all the lists will now only appear once according to the priority of the request.
Or on the attention list window click the animals that need to have a **full detail** report with all their reproduction and medical information available for the vet on a separate page
Choose full detail report
Click on the sort options of your choice
Click Report Categories (Page 2)
Choose the fields for printing
Click print
Do not delete the information from the attention list otherwise you will not be able to do a batch update.
Click close

16.2 How to print an attention list for animals due to dry off

Go to Reports
Attention list
Click attention list compilation
Enter the herd number or leave on '0' for all the herds
Enter a start date (if you do it every Friday then enter last Fridays date)
Enter the end date (if you do it every Friday then enter this Fridays date)
Click Animals must be dried off
Click compile
If there are any animals in this period to dry off they will appear on screen as well as animals that should have been dried off
Click Print attention list
Click on the sort options of your choice – Attention Date and Identity
Click Report Categories (Page 2)
Choose Animals due to dry off for printing
Click print
Click close

16.3 How to print an attention list for animals due to calve

Go to Reports
Attention list
Click attention list compilation
Enter the herd number or leave on '0' for all the herds
Enter a start date (if you print a list monthly enter the first day of the month)
Enter the end date (the last day of the month)
Click due to calve
Click compile
If there are any animals in this period to calve they will appear on screen as well as animals that should have calved
Click Print attention list
Click on the sort options of your choice – Attention Date and Identity
Click Report Categories (Page 2)
Choose animals due to calve for printing
Click print
Click close

17 REPORT WRITER

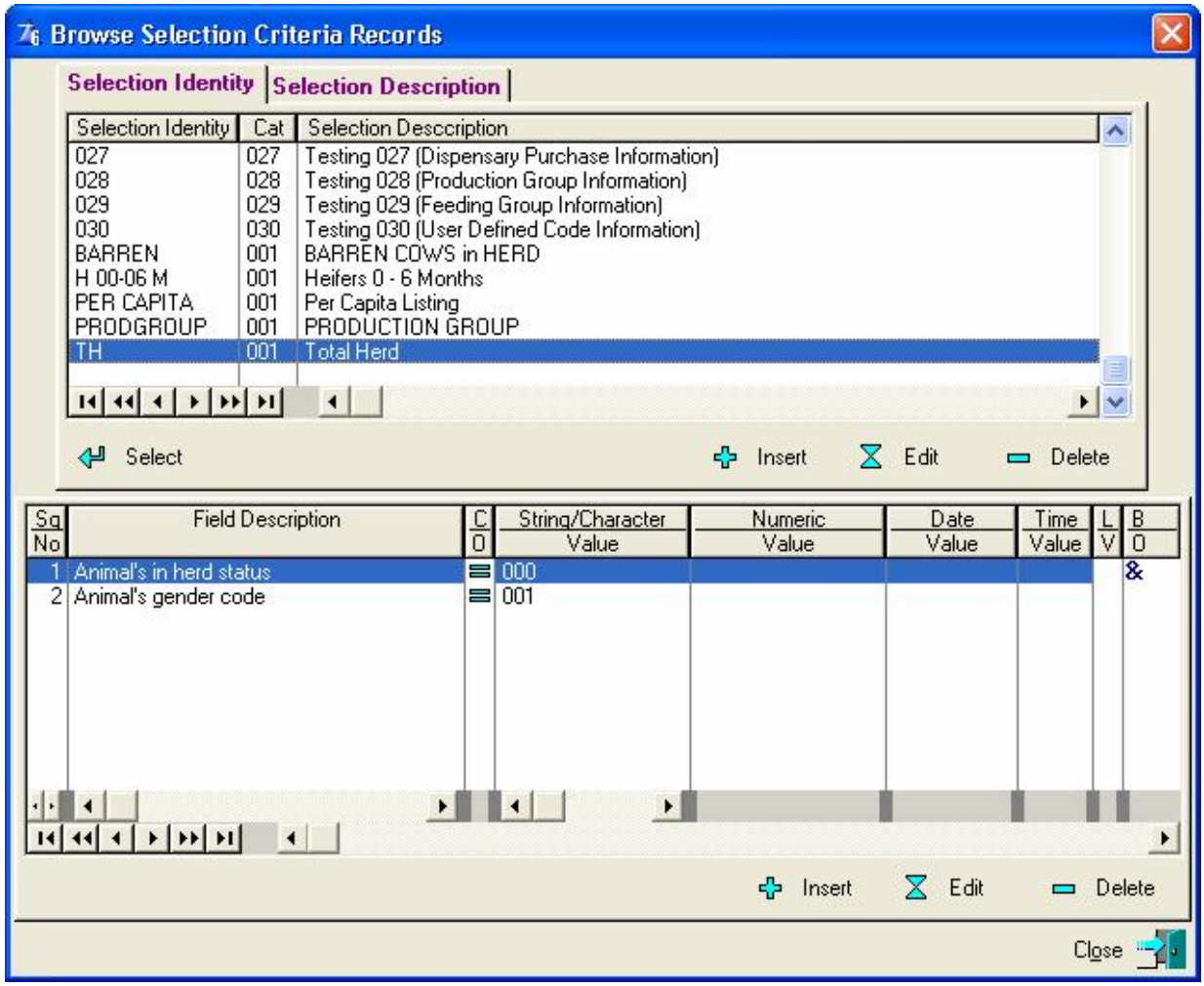
17.1 How to use the report writer

I call the report writer my three-legged ‘Pap pot’ or my mix and match wardrobe
‘A three-legged pot cannot stand without all its legs and you cannot step out without a shirt and a pants. You change your shirt, but you can use the same pants or vise versa

17.2 Leg one or (shirt) - Selection

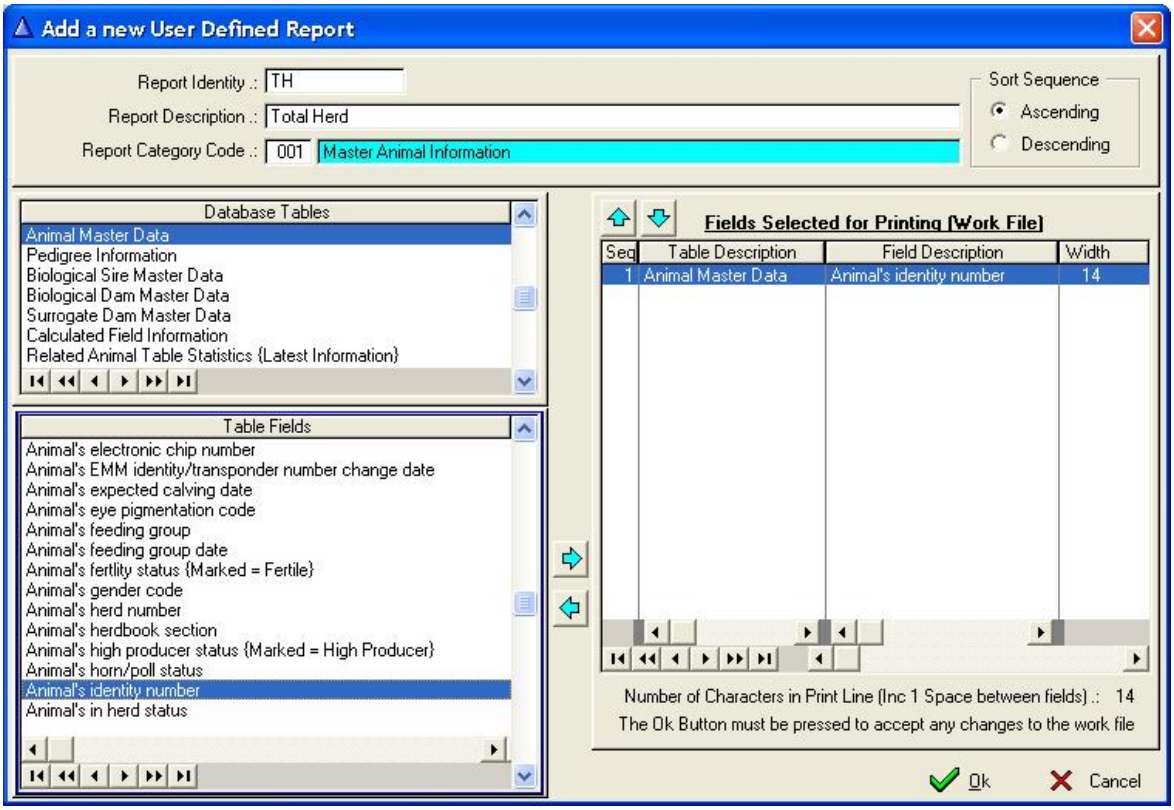
Firstly decide what you want to report on
This step is important because if your selections are not correct the rest of the report will not be accurate.
Let’s begin to report on all the animals alive in the herd
Go to reports
Report Writer
Select
Generate User Defined Selections
In the top window
Click insert
Selection Identity (You can make up your own identity) TH
Selection Description – Total Herd
Selection Category – 001 – Master Animal Records
Click OK
In the bottom window
Click insert
On the left hand side is the fields you can choose from
In the top left window (Table Description)
Animal Master Data is highlighted
In the bottom left window (Table Fields)
Use the down arrow in the centre and look for
Animals In-herd status – highlight it and use the middle blue arrow to take it across to the right hand side of the window = your first selection
What happens now is important as the Animals In-herd status is a string field value so that string field value becomes white for you to enter your value, which in this case it will be equal to ‘000’ (Animal is Alive in Herd)
Once you have entered the value and you need to select another field click ‘and’ and click ‘OK’ in the bottom right hand corner
Choose the next field on the left window
Animals Gender code - Use the blue arrow to take it across to the right hand side.
The gender code is a string field value so that string field value is equal to ‘001’ for females or ‘002’ for males.

Your window should look like this when you are finished with your selection



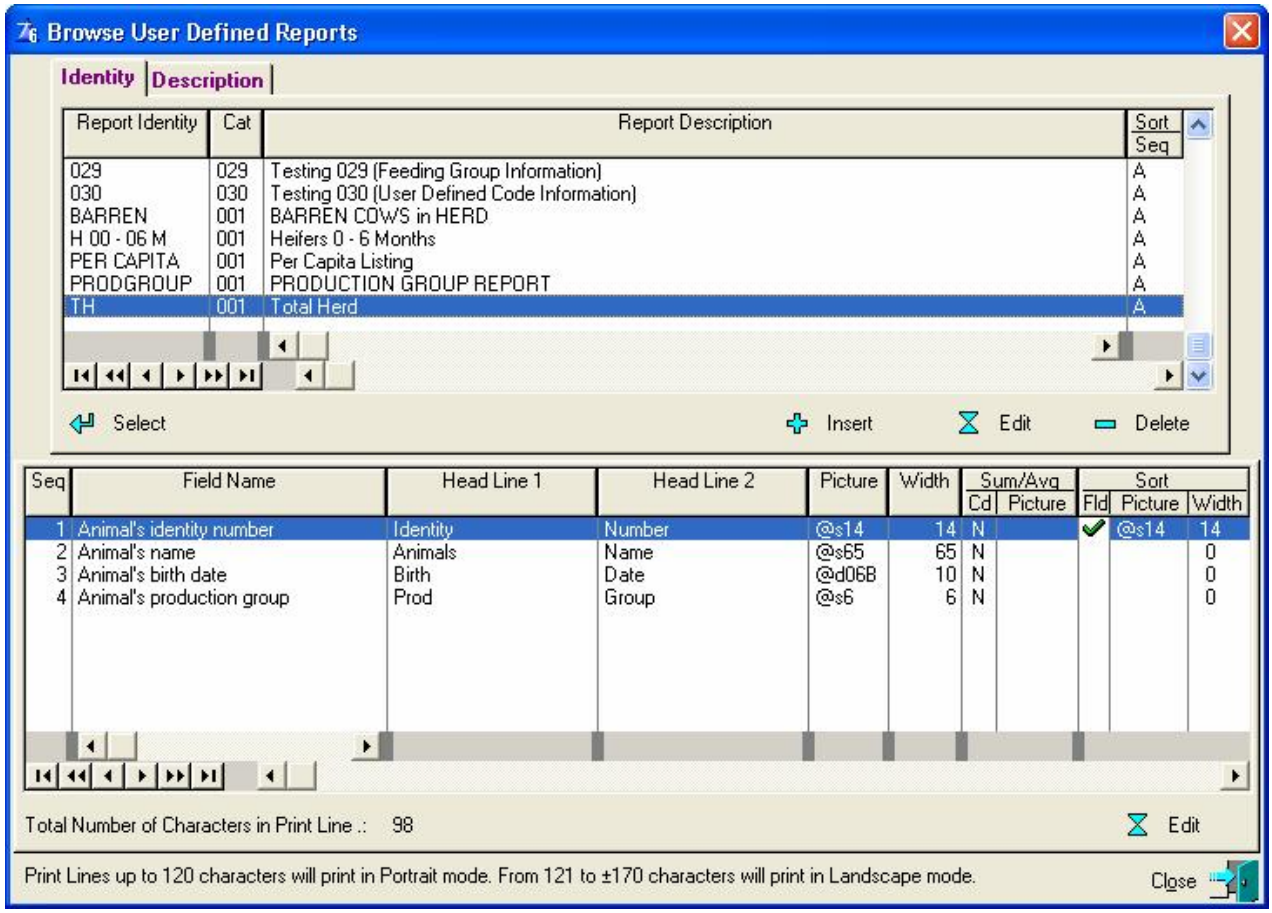
17.3 Leg two or (pants) - Report

Secondly decide what you need in the report or in other words what do you want your report to look like
Go to reports
Report Writer
Select
Generate User Defined Reports
In the top window
Click insert
Give your report a name
Report Identity – TH
Report Description – Total Herd or (per capita)
Report Category – 001 – Master Animal Records
On the left hand side decide what fields must be in the report and move it across to the right hand side with the blue arrow in the middle of the screen



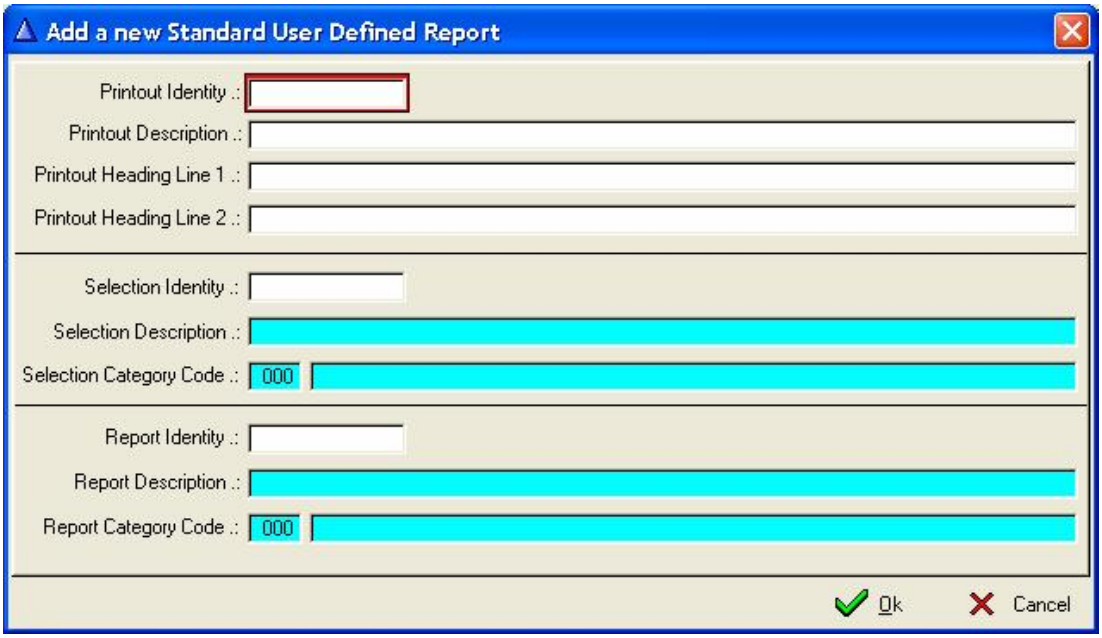
Choose
Animal's Identity Number
Animal's name
Animal's date of birth
Animal's production group etc.
Using the blue arrows at the top of the fields selected to move the fields into the order you want them on the report.
Click the 'OK' button
If you want the report to be sorted on the identity number – highlight the identity number and click the bottom edit button on the bottom right in the window
At the bottom left hand side of the window tick the sort field and click 'OK'
Click close

Your window should look like this



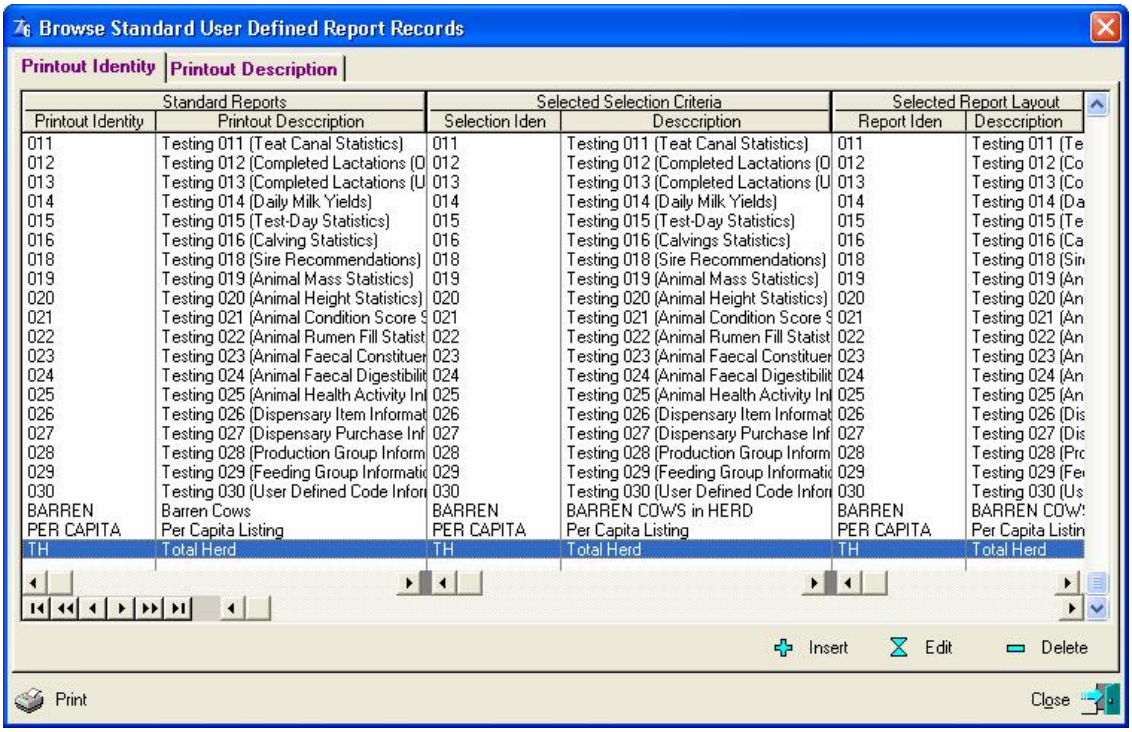
17.4 Leg three or mix and match combination (Shirt and pants) – Printout (Outfit)

Thirdly decide what selection (shirt) and what report (pants) do I need.
Go to reports
Report Writer
Select
Print User Defined Reports
Click Insert

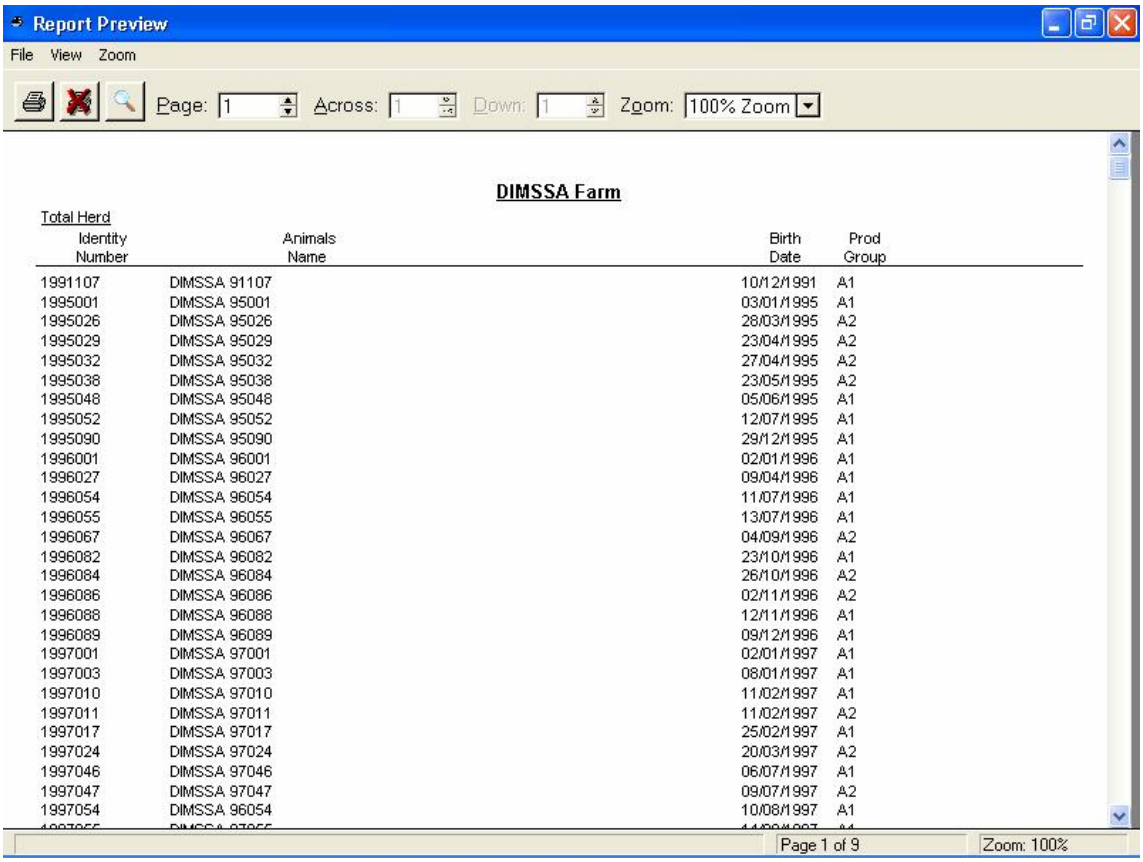


Report Identity – TH
Report Description – Total Herd (per Capita)
Heading Line 1 – DIMSSA Farm (**This is the printout heading**)
Heading Line 2 – Total Herd (**This is the printout heading**)
Selection Identity – TH or 888 and Tab or F4 to select
Report Identity – TH or 888 and Tab or F4 to select
Click OK
Select the report you want to print
Click the print button and your report should appear on the screen
Click print
Close

Your window should look like this



Your report should look like this



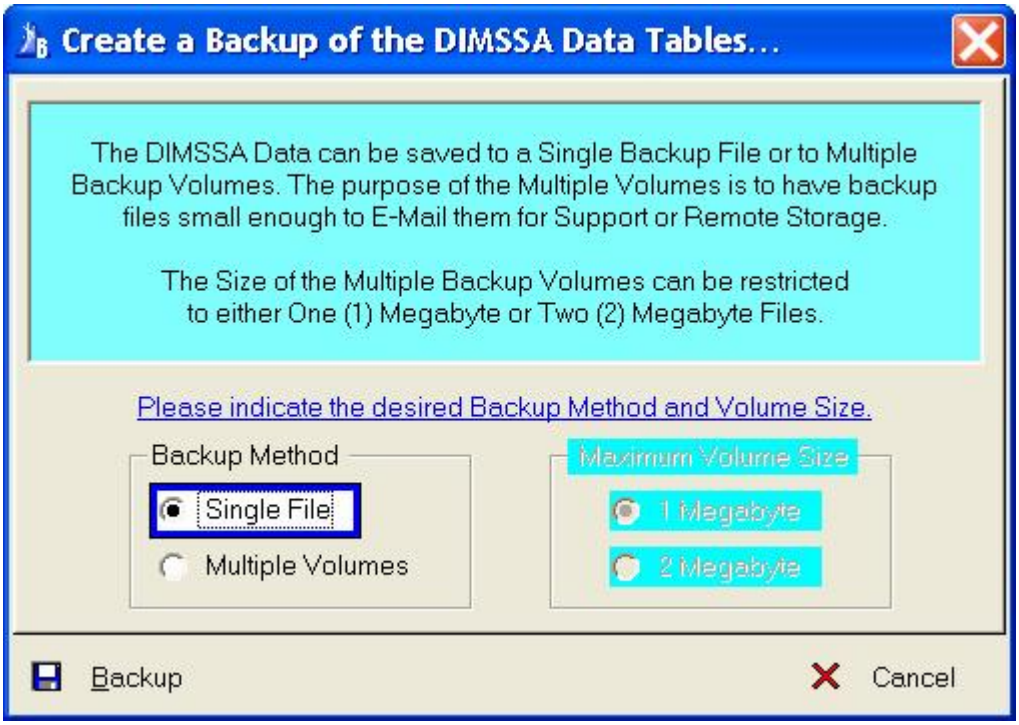
Why I call it mix and match combination is that the 2nd leg can be used over and over again if the same fields are used.
You only have to get the selection or 1st leg right because the 2nd leg is the same for all these reports

17.5 The Fourth Leg of the Report Writer (Nominated Animals)

The fourth leg of the report writer is to nominate individual animals for a setup report already on the report writer.

18 BACKUP DIMSSA

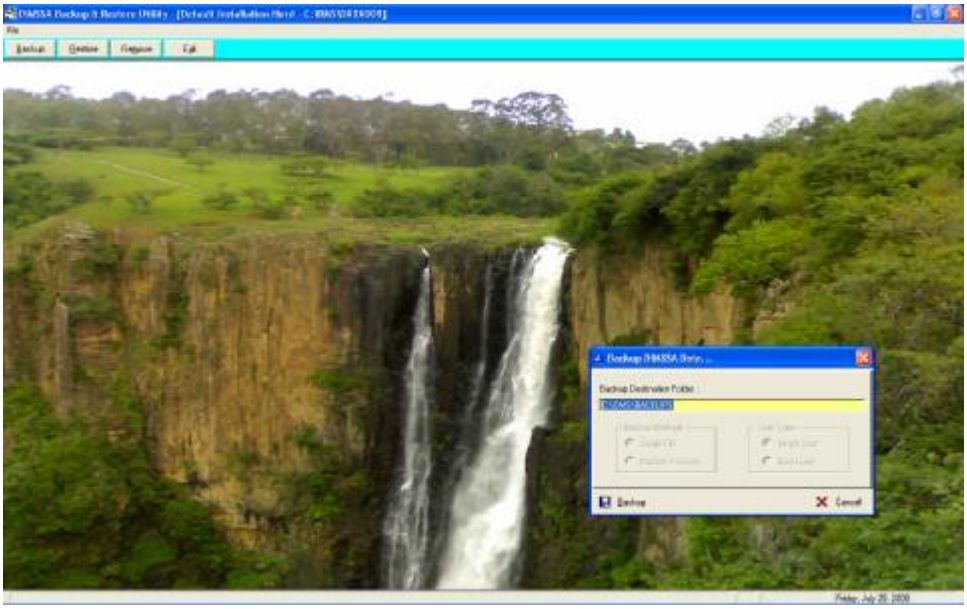
Go to Utilities
Click Backup DIMSSA Tables



The single file that is selected is used for a normal backup, the multiple volumes backup is to e-mail smaller files either 1 or 2 megabyte files.

Click Backup

If you have not set up a backup destination for your backups DIMSSA will automatically open a backup folder on the C drive of your computer in the DMS folder



If you are using a removable disk for your backups you can enter the destination of your removable disk drive
Click Backup
DIMSSA will backup all the TPS files to your backup folder. This function does not backup any other files such as the exported CSV files from your report writer.

The backup function will close DIMSSA and open another program that takes the backup. The backup will give the backed up file a name and date. If you take a backup daily the function does not overwrite the previously taken backup but will add another backup to the destination of your backups.

When the backup is complete DIMSSA will tell you that the backup was successful.

You can now go back into DIMSSA.