Grassroots SystemsLtd

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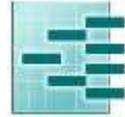
Ped eWeb on-line Flock Book
USER GUIDE FOR HAMPSHIRE DOWN

PedeWeb is an interactive 'on line' flock book. It contains all the information you would normally find in a published flock book with easy search functions, and **is the platform which you use to make your online Birth Notifications and Ewe Lamb Registrations, along with keeping your records up to date**

TO ACCESS PedeWeb

Go to the Hampshire Down Website and Click on the link to PedeWeb Hampshire Down Registry. Type in your **flock number** and **password**, if you have mislaid this or would like to change it please email the secretary.

FINDING ANIMALS

The first screen is called Animal Search and allows you to search for any animal in the database.

Type in any box, any part of the information you know and click on 'search for animals' for a full list of animals which match that criteria. **The more information you type into this screen the FEWER animal you will find.** *Less is more on search screens.*

A list of the animals which fit your search description will be displayed. Click on any one of them to see more information. Anything displayed in blue is a link to more information

Here is a detailed view of the animal chosen

Pedigree
Click on the 'pedigree' button for a four generation pedigree

Progeny

Click on the 'progeny' button for a list of progeny.

Anything in blue is a link, so you can select an animal in a pedigree or progeny list to go and view its pedigree or progeny and so on.

You can click on **owner** reference to find details of the owner

FINDING MEMBERS

You can find members by clicking on the link to '**member search'**

Select your criteria, for example **region**, or person's **surname**, or **flock name,** you could also search for **Recording Members,** or **MV Accredited Flocks** etc. The more you type the fewer records will be displayed. Tick members with animals to exclude members with no animals for the list displayed. Then click on 'Search for Members'

Note - Until members have given their written permission, only their name, prefix, region and flock number will be displayed. Anyone whose name appears in blue has given permission for additional information to be displayed. Click on them in the list to view that additional information. **To update your own records please go to 'manage for flock'** or **contact the Secretary** to give permission for your details to be accessible.

MANAGE YOUR OWN FLOCK

The 'on-line' flock book is updated regularly and is a quick and efficient way to report births, deaths and sales and register ewe lambs.

To access the manage your own flock section, Click on 'Manage your flock' and confirm your email address.This email address will be used to communicate any transactions made this session, it will not change your address on the database. If you wish to change your email address on society records please see later in this document

A list of menu options (listed below) will be displayed and if you have not cleared it there may also be a shopping basket. The shopping basket is a tally of transactions informing you of the amount to pay. **It is not linked to the society accounts nor is it an online payment system.** To clear your shopping basket, please click on 'pay now' and print the remittance slip and make your payment online or by cheque.

The main menu options are:

1. Births – to be used to log all your lambs
2. Register previously notified ewe lambs
3. Deaths
4. Animals Sold
5. Survey
6. Optional Extra Purchases
7. View / Change contact details

1.**Birth Notifications**

The birth screen only works if the mothers of the lambs are in your registered ownership. If they have not yet been transferred contact the secretary.

Complete one 'form' for each lamb - Type in the unique last 5 digits of your EID tag, (the system should already know your UK flock number) the date of birth, sex. Select NS for natural service (AI for artificial insemination or ET for embryo transfer.) from the drop down list

Sire – click on the down arrow alongside sire for a list of rams in your ownership which you have used before and click on the correct one if it is in that list.

If the ram you need is not listed, click on the words 'search for sire' and use the 'form' to find individual animals. Remember the more you type the fewer animals will be displayed. The search results are shown in below in blue, click on the sire you need and this will put the information back into the registration form.

If the sire does not belong to you, an email will be sent to the registered owner outlining the detail of lambs being notified sired by their ram.

Dam – click on the down arrow alongside dam for a list of all the females in your registered ownership. You can only use this birth screen for lambs whose mothers are in your registered ownership.

To reduce the list click on the words 'search for dam' and use the 'form' to find individual animals. Remember the more you type the fewer animals will be displayed. The search results are shown in below in blue, click on the dam you need and this will put the information back into the registration form.

Litter size – type in 1 for a single, 2 for twins, 3 for triplets etc.

Still born and Neonatal Deaths - If one or more are born dead, or die within the first 3 days of life, mark this in the **Notes** box including their tag number if they were tagged.

Registration type – Birth Notify for all lambs born alive. **BN & Reg** if you would like to register ewe lambs at the same time.

Click on add to application list
and repeat the process for the next lamb

When you have finished the batch, you will be asked to make a declaration and then click on submit application to breed society. **If you have a lot to do it is a good idea to submit in batches of 10 or 20,** just in case you have a power surge, or get called away to the phone. If the system, or your computer does 'time out' – when you log back in you will find the list you have created will be displayed, waiting to be submitted.

After each submit you have the option to print off a summary of the applications you have just done.

Finally click on return to 'manage your flock' where you will find a **'shopping basket' with a summary of the fees due.** Click on pay now to print off a remittance slip, and then make your payment either by online banking using your flock number as a reference, or post off the remittance slip with your cheque to the secretary.

2. Register Birth Notified Ewe Lambs.

Find and tick the previously Birth Notified Ewe Lambs you wish to Register and Click on 'Submit applications to Breed Society'. Once again these transactions will be in your shopping basket ready print a remittance slip to send with a cheque made payable to HDSBA, or make payment by online banking.

3 . Deaths/slaughter

This is where you should record all your animals sold for meat or fallen stock. A list of animals in your registered ownership will be displayed. Click on any of the column headings to sort into order. Tick any that are no longer alive and click on 'Submit death(s) to Breed Society'

4 . Mark Animals As Sold

Tick those animals that have been sold. Official registration of transfer is done by the Secretary when the new owner sends in the Pedigree Registration Certificate or Flock Book Number with payment. However in order to keep your flock records tidy and remove an animal from your lists you may mark it as sold. At the bottom of the form is a box to complete details of where the animal has gone – this is useful background information for Association records and gives the Secretary an opportunity to contact the new owner (if they are non-members, they may be invited to join). If you do not know the details of where the animal has gone, you can type in 'Unknown'.

5. Survey

In order to keep the society database up to date, from time to time we will run a survey. A list of all the animals the system thinks you own will be displayed.

Every animal MUST have a tick in one of the three boxes before it will allow you to submit. The easiest way to do this is to click on 'tick all animals as alive' then work through the list and change the ones you have sold or are dead, as you go along.

When you are happy with the list click on submit. **It is easier if you do this after registering your births so that you don't mark dams and sires as sold or dead before registering their progeny.**

6. Flock Book & 100 Club

At times of year when the Flock Book is available to order, you may do so through this link.

The 100 Club is an important fund raiser for the Association, for just £1 each month you will be entered in to the 100 Club Draw with the chance to win £50 each month. Sign up for a 12 month subscription here.

7. View/Change Your Contact Details.

You may notify changes of contact details here and update the amount of information you would like published on the web.