

The

# Farm Stock Mate User's Guide

*(Version 11.0 and higher for Microsoft® Windows® Operating Systems)*

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*Special thanks to all the dedicated professionals at Farm Works Software who made this publication possible.*

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## Chapter 1 - Welcome to Stock Mate

Farm Stock Mate allows you to spend more time with your animals and less time in front of the computer. Farm Stock Mate works with handheld computers, such as a Pocket PCs running Microsoft Windows CE or Windows Mobile, as well as laptops and other computers running Windows 98 or later. You can enter information in the barn or pasture and synchronized to the main computer to allow simple and quick record maintenance.

Farm Stock Mate works with Farm Stock to provide you with the ability to enter health, birth and feeding records while still staying close to your animals. Stock Mate includes the following features:

- **Compatible with Farm Stock** – Stock Mate works with Farm Stock so that you can import information (such as animal IDs, health records, feeding records and breeding records) from your desktop computer into Stock Mate.
- **Easy to Use** – Includes an easy to use Add/Edit process to allow data entry to be quicker and easier.
- **Gives You an Onscreen Keyboard** – You can use the onscreen keyboard or the handwriting features of Pocket PCs to enter information.
- **Enables You to Take Notes** – Use the Notes area to enter general observations about a group or anything that will help you manage your livestock more efficiently.
- **Copies Livestock Information from and to Farm Stock** – Stock Mate updates permanent records by using the simple synchronization process from Farm Stock.
- **Displays Animal History** – View detailed history records of each animal, so you can conveniently monitor information on expected due dates, vaccination reminders, pregnancy checks, and other events.





## Chapter 2 - About Farm Works Software



*Farm Works Software is located at CTN Data Service, Inc. in Hamilton, Indiana.*

Farm Works Software® is the creator of farm management programs used by today's farmers. Norman Teegardin, the president of CTN Data Service, Inc., founded the company in the summer of 1992. Once a farmer himself, Teegardin knows how time consuming and boring record keeping can be. The object of Farm Works Software is to create a comprehensive farm management system, while keeping it simple and fun! Farmers have long respected CTN Data Service, Inc. for serving the computer needs of grain elevators and co-ops throughout the Midwest. Since 1992, they have trusted Farm Works Software, a division of CTN Data Service, to meet their software needs.

## Software Modules Offered by Farm Works Software

Farm Works Software offers a complete suite of farm management programs to meet a wide range of needs for the today's producer. The programs work seamlessly together, each adding features to the software suite. Our software is designed to help you, the modern farmer, operate your farm efficiently and with greater profitability. The software does the hard work, so you do not have to work as hard!

### ***Farm Works Office Software Modules***

The programmers at Farm Works Software designed the Farm Works office programs (Farm Trac+, Farm Funds, Farm Stock, Farm Site, and Site Pro) for personal computers with Microsoft Windows 98 (or later) operating systems. Here is what these software modules offer you:

- **Farm Stock** – This software offers something for every livestock manager, no matter how small or large the enterprise. Farm Stock enables you to keep precise records of mating, births, genealogies, weights, and more. The program automatically reminds you of important events, such as dates to give vaccinations. It makes it easy to keep track of every animal, and even gives you the option of adding a digital photo of each one! Farm Stock also makes it easy to print comprehensive reports of any livestock data you need.
- **Farm Trac+** — It is the next generation in crop record keeping software. Farm Trac+ is a mapping and field documentation application designed with today's cultivator in mind. This software enables you to draw and virtually farm your fields, automatically keep records of field history and chemical usage, apply direct costs to each field, and plan future farming operations. We know you will find Farm Trac+ to be a real plus when it comes to keeping track of your farm!

- **Farm Funds** — A complete farm cost management program that takes the hassle out of your finances, Farm Funds fully integrates with Farm Trac+ and Farm Stock to maintain your books on both the accrual and the cash basis. This full-featured accounting program gives you the assurance of knowing exactly how profitable each enterprise actually is on your farm. It accurately maintains all the records you need for tax purposes, too. Join the many farmers who are glad they let Farm Funds save them valuable time and money!
- **Farm Site** — This program adds global positioning system (GPS) referenced mapping of your farm to enhance Farm Trac+. Farm Site supports a limitless number of virtual mapping layers that represent everything from soil tests and soil types, to last year's field maps and next year's planting intentions. It is the perfect way to see at a glance the current state of your farming operation, and visually plan your future endeavors! Farm Site reads information from all major yield monitors, and Farm Works Software is committed to supporting the widest possible range of yield monitor data.
- **Site Pro** — Made specifically for crop consultants, co-op managers, seed representatives and other professionals, Site Pro gives you the features of Farm Trac+ and Farm Site for an unlimited number of your customers. With Site Pro, you may have all of your clients' virtual layers of mapping data readily available. You also get the U.S. Geological Survey Roads and Waterways compact disc, which has the roads and watercourses for all of your customers.

### ***Farm Works Mate Software Modules***

The Farm Works Software programmers created the Farm Works Mate programs (Stock Mate, Trac Mate, Site Mate and Guide Mate) for handheld computing devices with a Windows CE or Windows Mobile operating system. You can also install them on notebooks, laptops and tablet PCs with the Windows 98 (or later) operating systems.

- **Farm Stock Mate** — This software application takes the pain out of entering records when you return to the office. With Farm Stock Mate, all you have to do is take your handheld device with you to the barn or pasture and enter records on the fly. Just save the information to your desktop computer that is running the Farm Stock program when you get back to the office. Farm Stock Mate makes it that simple!
- **Farm Trac Mate** — The perfect companion to Farm Trac+, Farm Trac Mate integrates with Farm Trac+ to provide exact field record keeping. Farm Trac Mate lets you enter field data when it is convenient for you—while you are still in the field! It takes the hassle out of keeping records to give you more time on the farm and less time in the office.
- **Farm Site Mate** — This software gives you the power of Farm Site in the palm of your hand! Farm Site Mate lets you use a handheld computing device and a GPS receiver to get site-specific mapping, scouting and soil sampling while you are in the field. You may then save the data to your personal computer running Farm Site when you return home. Farm Site Mate also works with most variable rate controllers to assure that you have precise application of your product.
- **Guide Mate** — The guidance module of Farm Site Mate adds an on-screen light-bar to keep you on an almost perfectly straight path. Guide Mate is the first product to provide an affordable guidance solution that works on industry standard handheld devices. Raven Industries, which has a proven record of accomplishment of years of experience with GPS guidance technology, developed the software.



***On the Web ...*** For more information on programs available from Farm Works Software, or to place an order, visit the Farm Works Software web site at [www.farmworks.com](http://www.farmworks.com) or call (800) 225-2848 and ask to speak to one of the helpful and knowledgeable sales team members.






# Chapter 3 - Using Handheld Computers

If using Farm Stock Mate with a Windows Mobile device (palm or handheld PC running Windows CE), you will need to configure both your Windows Mobile device and your desktop computer to work with Stock Mate. You must install the appropriate software and create a partnership between the Windows Mobile device and the desktop computer. If installing to a laptop/desktop platform, see the *Installing Farm Stock Mate* section of this manual.



 **FYI ...** There are frequent model changes for Windows Mobile devices, due to supply factors from suppliers. Although every attempt has been made to have these instructions as comprehensive as possible, it may be necessary to reference the Windows Mobile device user manual for some instructions.

## Creating Partnerships with Handheld Computers

Creating a partnership allows a desktop computer and a Windows Mobile device to communicate with each other. This enables the two computers to exchange information and lets you install the Stock Mate program. You must create a new partnership using the Microsoft ActiveSync program before can synchronize a handheld device with a desktop computer.



The following are the basic steps for creating a partnership:

1. Connect the cradle (also known as a docking station or dock) of your Windows Mobile device to your desktop computer or laptop. This will normally plug into a serial or USB port on the back of the desktop computer. Depending on your computer, an adapter may be required.
2. Install Microsoft ActiveSync from the Microsoft Windows Mobile CD that accompanied your Pocket PC or other handheld computer. This program will run a setup wizard that will step you through installing the necessary applications. You may also need your original Windows installation CD.
3. After you have installed Microsoft ActiveSync, a message asks you to restart your desktop machine. After it has restarted, place your Windows Mobile device into the cradle. The New Partnership Wizard should now appear. Enter additional information such as a Device Name for your Windows Mobile device. The device name is what Windows requires to connect to the Windows Mobile device. After entering this information, the partnership will be complete.

Each time you insert your Windows Mobile device into the cradle, a message indicates that Windows is connecting to the Windows Mobile device. This process will be important since it allows communication between the desktop/laptop and the Windows Mobile device.

## Resetting Handheld Computers

If at anytime the software "locks-up" and the Windows Mobile device will not respond to any of the buttons, use the stylus and press the soft reset button.





## Chapter 4 - Getting Started with Stock Mate

You can install Farm Stock Mate using the CD on your desktop or laptop machine regardless of whether the program will be run from desktop, laptop or from a Windows Mobile device. If you will use Stock Mate on a Windows Mobile device, you must first synchronize the device with the desktop computer.

Following is a list of hardware and software required when installing to a Windows Mobile device:

- **Computer** – Titan RT rugged tablet computer, or a Pocket PC or other hand-held device
- **Operating System** – Microsoft Windows CE 2.0, Windows Mobile 2003, or later
- **Memory** – 4 megabytes (MB) or more of available memory.

Following is a list of hardware and software required when installing to a laptop or desktop computer:

- **Computer** – Desktop PC, laptop, or notebook computer with a CD-ROM, DVD-ROM, or other optical drive
- **Operating System** – Microsoft Windows 98 (or later)
- **Memory** – 8 megabytes or more of RAM

### Installing Stock Mate

1. Insert the Farm Works CD into the appropriate CD ROM drive. Windows will automatically begin the installation process for you. If the installer does not start it, choose **Run** from the **Start** menu and then type **D:\Setup** in the box under the command line (where "D" is your CD drive). Select **OK**.
2. Select the "Install Stock Mate Program" from the installation screen. Some programs require a code number before you can install them. CD key numbers default to those previously entered if you have installed the selected programs in the past, but you can change them if necessary. You can find these CD keys on the label affixed to the case of your Farm Works Software CD.
3. Follow the instructions on the screen to complete the installation process.
4. After you have successfully installed the program, a message indicates this. You can close the installation window.
5. Exit Windows and reboot the computer.



**See Also ...** For additional information on installing and registering Farm Stock Mate, see the *Farm Works Software Quick Start Guide* that Farm Works Software shipped with your installation CD.

## Registering Stock Mate

To protect your copy of Farm Stock Mate and to receive information on future upgrades to the program, you must register it under the owner's name with a number provided by Farm Works. Registration takes just a few moments to complete and there are two options available for receiving registration numbers.

### **Registering Online**

- Go to [www.farmworks.com/register](http://www.farmworks.com/register).
- Select the programs you have installed.
- Enter the Machine ID that Farm Stock displayed on your handheld computer, along with your product code numbers and select Submit.
- Fill in your contact information, the place of purchase and select Submit Registration. If you have completed the information correctly, you will receive an e-mail containing your registration numbers within an hour.

### **Registering by Phone**

1. Call (800) 225-2848

Monday – Thursday (8 AM – 8 PM EST)

Friday (8 AM – 6 PM EST)

Saturday (8 AM – Noon EST)

2. Make sure to have the Machine ID number ready or have the Registration window brought up before calling.



**Tip ...** If the registration window does not appear upon opening Stock Mate, it may be located by going selecting **File**, selecting **About Farm Stock Mate** and selecting **Registration Info** within the Farm Stock Mate program.

When you receive the registration number, enter it in the Farm Stock Mate Registration box and choose OK. Be sure to write the Machine ID as well as the registration number somewhere, such as on the inside front cover of your software manual, so that you will always have it. As long as the machine ID number stays the same, the registration number will work for future installs.

## Synchronizing Stock Mate

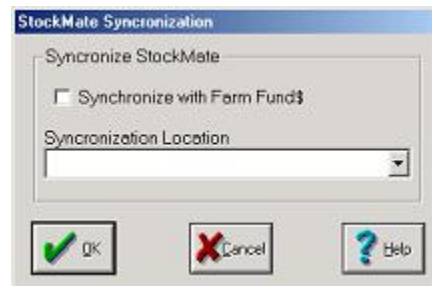
Once you have installed and registered Farm Stock Mate, you must Import the information you previously saved to the Farm Stock desktop program into Stock Mate. This chapter will explain the synchronization process and prepare you for entering data on the go.



**See Also ...** For complete information on the Farm Stock program, see the *Farm Stock – Step by Step* user guide installed with the Farm Stock program. You can order a printed copy of this complete user guide by dialing (800) 225-2848 and asking to speak to one of the professional Farm Works Software sales team members.



Synchronization is the process of exchanging information between Farm Stock Mate on a Windows Mobile device or laptop computer, and Farm Stock on a desktop computer. This process updates the livestock records in both Farm Stock and Stock Mate.



Selecting the option to 'Synchronize with Farm Funds' allows Stock Mate information to update the accounting information on the desktop. Farm Stock Mate includes the option to synchronize multiple animal types as well as multiple projects. To synchronize more than one project, complete the Stock Mate synchronization process while each project is open. To synchronize more than one animal type, complete the synchronization process after selecting each different animal type.

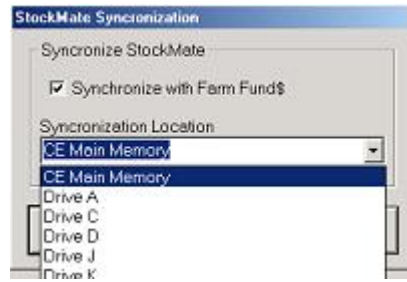
## **Synchronization Process**

During synchronization, differences between the lists kept on the Farm Stock program and the desktop are reconciled. This reconciliation makes it possible to add information in both Farm Stock and Stock Mate without being concerned about duplicate information in either program. During synchronization, Farm Stock gives you the opportunity to match, or link, new items from Stock Mate with those already on the desktop. To synchronize:

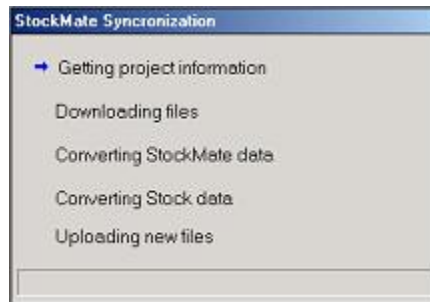
1. Close Stock Mate by selecting **Exit** from the **File** menu of the Stock Mate program.



**Tip ...** If using Stock Mate on a Windows Mobile device, **Exit** will be available from the **File** menu.



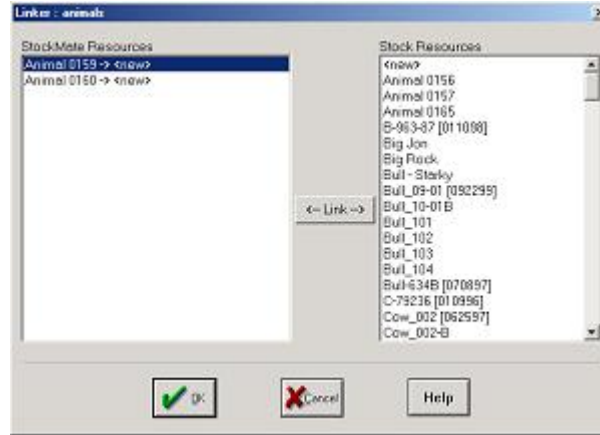
2. If using a Windows Mobile device, insert it in the cradle and that it is connected and synchronized with the main computer.
3. Open Farm Stock and select **Sync Stock Mate** from the **File** menu. The **Stock Mate Synchronization** screen will appear.
4. If wanting to **Synchronize with Farm Funds**, check the box at the top. This assures that Farm Funds updates accounting information with information that saved in Stock Mate.
5. Select the **Synchronization Location**. This refers to the location of installation for Farm Stock Mate.
6. Select **OK** to begin synchronizing.



7. The **Stock Mate Synchronization** screen will show the progress, and checks each item as it synchronizes it.
8. After the synchronization process is finished, you will receive a message stating that the synchronization is complete.
9. Select **OK** to complete the synchronization process.

### ***Linking New Information***

Synchronization links information saved in Stock Mate while in the barn or pasture to existing entries saved in Farm Stock back in the office. To Link Information:



1. Complete synchronization steps #1-6 as discussed previously. If you have added new items to Stock Mate, the **Linker** window will appear. Farm Stock displays these items (such as animals or new property list values) under the **Stock Mate Resources** box. Farm Stock displays items you previously added to the program under **Stock Resources** on the right column of the dialog box.
2. Highlight the new item on the left.
3. Highlight the desired stock resource on the right to which you would like to link the new item. If the new item is not associated with an existing Farm Stock item, select <new> from the **Stock Resources** list.
4. Select the **Link** button.
5. Repeat steps #2-4 for each **Stock Mate Resource**.
6. Select **OK**.
7. Complete the linking process for each item you added to Farm Stock Mate by repeating the previous steps.
8. Select **OK** at the **Synchronization Complete** window.



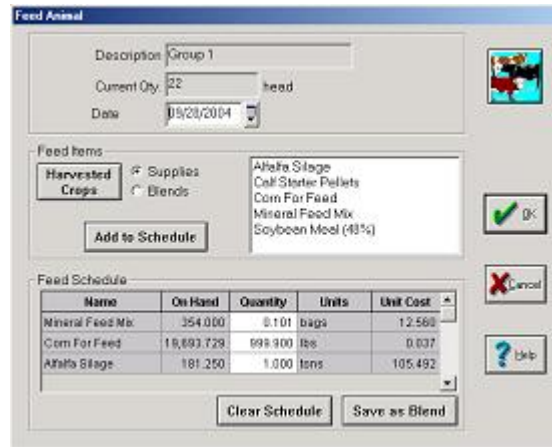
**On your CD ...** To see an animated demonstration of the Farm Stock program, see the Tutorials on your Farm Works Software CD. You can also view the Tutorials by visiting the Farm Works Software web site at [www.farmworks.com](http://www.farmworks.com) or call to order a Demo CD by dialing (800) 225-2848.

### ***Synchronizing with Farm Funds***

When synchronizing Stock Mate data with Farm Funds you will be able to verify data one last time before accepting Stock Mate information. For example, if you recorded a feeding in Farm Stock Mate, you will be able to adjust the feeding, if necessary, during the synchronization process. Once you initiate synchronization, the **Feed Animal** display will appear.




**On the Web ...** You can learn more about Farm Funds by visiting the Farm Works Software web site at [www.farmworks.com](http://www.farmworks.com) or you can order the *Complete Guide to Farm Funds* by dialing (800) 225-2848.



Within this display, you will be able to view, add to and edit the feeding record that you entered in Stock Mate.

- If the feeding is correct as you entered it in Farm Stock Mate, select **OK** to synchronize the data with Farm Funds.
- If you need to change the feeding record, make the necessary changes and select **OK**. Items that you can change within the feeding record include the **Date**, **Feed Items** and **Quantity** of the feed items.
- Select **Cancel** to prevent the Farm Stock from adding information to Farm Funds. Farm Stock will still add the information to its own livestock records.

 **FYI ...** A similar screen will appear for any Stock Mate information that is linked to Farm Funds - transfers, animal losses, animal births, weight checks, etc.

## Viewing Data after Synchronizing

Once you complete synchronization, you will be able to view the Stock Mate data on the desktop in Farm Stock and Farm Funds, if applicable. If synchronizing with Farm Funds, animal feedings, losses, births, transfers, etc. will be included on the enterprise statement. You can view the Stock Mate information in Farm Stock by displaying the records of an individual animal.

## Saving Information & Preventing Data Loss

Stock Mate saves information as you enter it, and keeps it even after you turn off your Pocket PC or Titan RT. However, if the main batteries go dead and the backup battery is dead, all data in all programs on the unit will be lost. Some units also have a "hard reset" option that will remove all programs and data from RAM. Refer to your unit's documentation for details on proper care and maintenance.

If your Windows Mobile device has the capability of using a removable storage card (Compact Flash or Secure Digital cards), you can protect your data by saving to the storage card. Please refer to the owner's manual of your Windows Mobile device for more details on making a full system back up or transferring files to a storage card.





## Chapter 5 - Using the Stock Mate Tools

There are several tools Stock Mate provides to make it easy for you to use the program.

### Navigation Tools

As you scroll through Stock Mate screens, you will see buttons that will allow you to move from screen to screen.

#### **Next & Back Buttons**



The **Next** button allows you to move on to the next screen. Stock Mate requires you to enter all required information before you can click **Next** to move to the next display. The **Back** button allows you to move backwards from screen to screen. This is useful for editing or verifying information on a previous screen.

#### **Home Button**



Throughout the course of using Farm Stock Mate, a **Home** button will be available. By selecting the **Home** button, you will return to the last home screen.


### Other Tools

Additional tools include the lists, the Info button and the Comment button.

#### **Lists**



Lists make entering information in Stock Mate easier. These lists allow you to select previously entered values from a drop down list. You can add items to lists by selecting Add/Edit in Stock Mate.

 **See Also ...** See the Add/Edit section of this user guide for more information on adding values to the program's lists.



### **Info Button**



Animal Information	
Animal ID	100
Alternate ID	Red Tag
Date of Birth	4/27/92
Gender	Cow
Breed	Angus
Color	Black
Status	In Heat
Mgt. Code	
Health Code	
Breeding Stock	Yes
In Service	Yes

When entering information for an individual animal, you will be able to view that animal's information by selecting the **Info** button. Selecting this button will allow you to view basic information about the selected animal – *Animal ID, Alternate ID, Date of Birth, Gender, Breed, Color, Status, Mgt. Code, Health Code*, whether it is *Breeding Stock* or if it is *In Service*. If you selected multiple animals, Stock Mate will not make this option available.



### **Comment Button**



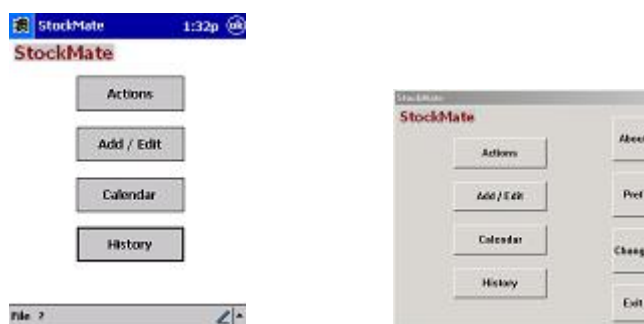
Comments	
[Empty text area for comments]	

When entering information for an individual animal or for a group of animals, you will be able to enter general comments. This is useful when making general observations for a group or individual. To enter a comment, select the **Comment** button and enter the desired comment. Comments may be entered on the Windows Mobile device by using the on-screen keyboard or the hand writing features.



## Chapter 6 - Using the Startup Display

The startup screen of Farm Stock Mate gives you direct access to several areas of the program.



### Actions Button



Selecting the **Actions** button from the Startup display opens the **Actions** window. Within this window, you will enter new records. For more detail, see the **Actions** section.

### Add/Edit Button



The **Add/Edit** button allows you to setup information you can use later. Stock Mate displays the information you add or edit in menus and lists of the program. For example, by selecting Color from the Add/Edit window, you will be able to add all possible color options to use when identifying an animal. For more information on the Add/Edit feature, see the Add/Edit section.

### Calendar Button



The **Calendar** button allows direct access to a date filter. Once selected, you will be able to sort events according to Date, Event, Status, Location, Group and/or Animal. For a more detailed explanation, see the **Calendar** section.

## History Button





The **History** button allows you to view, add, or edit previously entered information. The information contained within the **History** area will include both records entered in Stock Mate as well as records from Farm Stock. See the **History** section for more information.

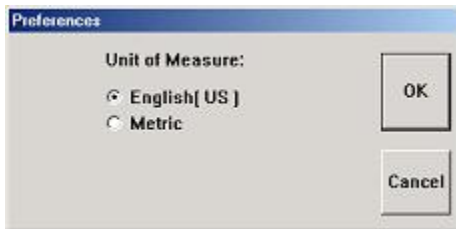
## About Button



Selecting the **About** button will allow you to view the current version of Farm Stock Mate. There will also be a **Registration Info** button available on this screen. Selecting the **Registration Info** button opens the **Register** screen. The **Register** screen displays the CD key number for Stock Mate as well as the Machine ID number and the Stock Mate registration number.

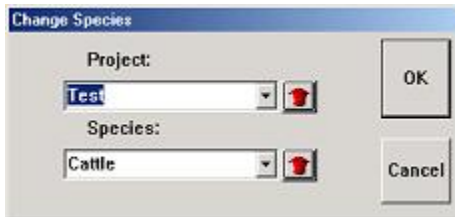
 **Tip ...** If running Stock Mate on a Windows Mobile device, **About** will be available by selecting the  button at the bottom of the screen.

## Preferences Button



Selecting the **Preferences** button allows you to select the desired measurements system to use in Stock Mate, which are **English (US)**, or **Metric**.

## Change Button

Selecting the **Change** button allows you to change projects and/or species. If you are using Stock Mate with Farm Stock, but not Farm Trac or Farm Funds, you will only be able to change species. Only projects or species that you have synchronized will be available within the **Change** window.

## Exit Button



Selecting the **Exit** button will close Stock Mate.



**Tip ...** **Change, Preferences** and **Exit** will be available under the **File** menu if you installed Stock Mate to a Windows Mobile device, such as the Titan RT rugged tablet computer, or a Pocket PC handheld computer. To inquire about the rugged tablet and handheld computers available from Farm Works Software, call (800) 225-2848 and ask to speak to one of the helpful Farm Works Software sales team members.





## Chapter 7 - Recording Livestock Actions

Select the Actions button to add animals, to record feedings, mating services, births, losses, transfers, health treatments, and other events.



### Add Animals Button



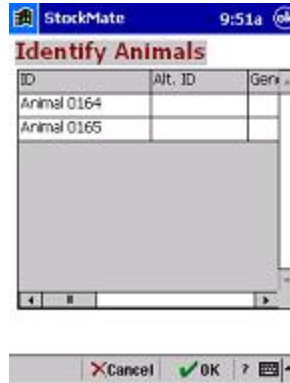
Select **Add Animals** to add new animals to Stock Mate. You can use this option for the addition of a non-birther animal.



To add a new animal:

1. Select Add Animals from the Actions screen.
2. Add the new animal to a location by selecting the appropriate option from the To Location drop down menu. If you want to add a new location, select the Add/Edit option from the list.
3. Add the new animal to a group by selecting the appropriate option from the To Group drop down menu. To add a new group, select the Add/Edit option from the list.

4. Enter the number of animals to add next to the Qty to Add box. This value may be entered using the on-screen keyboard or the hand writing features of the Windows Mobile device.
5. Enter the Weight of the animal(s).
6. Select Average Weight if the weight entered is the average weight for the animals added.



7. Select **Total Weight** if the weight entered is the total weight for the animal(s) entered. If you added more than one animal, Stock Mate estimates the individual weights by dividing the *Total Weight* by the number of animals added.
8. If you would like to identify individual animals, check the box **Identify Members Added**.
9. Select **Next** to continue.
10. If you added the option to **Identify Members Added**, the next screen will allow you to enter the identification information for each animal.
11. Enter the animal ID, Alt. ID (if desired), gender, breeding stock status and service status. Stock Mate enters the weight according to the information entered on the previous screen, but you can change it, if necessary. Use the scroll bars at the bottom and sides of the **Identify Animals** screen to scroll through the window.
12. Select **OK** to record the new animal(s).



**FYI ...** The *ID* in Farm Stock Mate defaults to an automatic numbering system, but you can edit it, if desired.



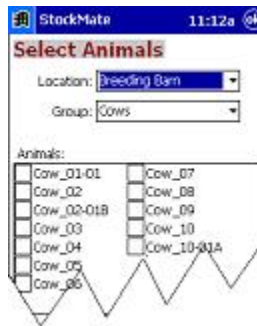
**Tip ...** If you did not select **Identify Member Added**, Stock Mate will add the animals as males (bulls or boars, for example) and identify them using the program's automatic numbering system. You can change this information using the **History** menu.



## Birth Button





Select **Birth** from the startup screen to record animal births. To record a **Birth** in Farm Stock Mate:





1. Select **Birth** from the **Actions** screen. The **Select Animals** screen will appear.
2. Select the **Location** and **Group** of the animal that will be giving birth. Stock Mate displays the animals you assigned to both the selected location and group.
3. Check the box next to the desired animal.
4. Select **OK** to continue. The Birth screen will appear containing three tabs –General, Pedigree and Quantity.

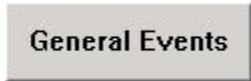


5. On the General tab, enter the **Date**, **Parity** and **Litter Name**.
6. On the Pedigree tab, select the **Sire** from the drop down list. If the desired sire is not in the list, select <NEW> to add the sire to Stock Mate. Select the **Ease** and **Breed** from the drop down lists. If the desired option is not available within the drop down lists, <Add/Edit> to create a new option.
7. On the Quantity tab, enter the number **Born Alive**, **Stillborn**, **Mummies** and **Other Died**. Stock Mate calculates the **Total** for you automatically.
8. Select **Next** to continue. The **Birth** screen will appear.
9. Within the **Birth** screen, enter the ID, gender and weight of the birthed animal(s).
10. Select **OK** to record the birth

 **Tip ...** Select the **Information** button at the bottom of the screen  if you would like to view basic information on an animal.

 **Tip ...** Select the **Comments** button at the bottom of the screen  if you would like to enter a general comment related to this record.


## General Events Button



To record a general event for your livestock, select the **General Events** button from the **Actions** screen. To record a general event:

1. Select **General Events** from the **Actions** screen. The **Events** screen will appear.
2. Enter the **Date** of the event. Enter the date by typing the date into the date box or selecting the date from the calendar button at the right of the date box.

3. Enter the **Event** you want to record. For example, hoof trimming.
4. Enter any notes that pertain to this event in the text box.
5. If you completed the event, select the **Completed** check box.

 **FYI ...** Events recorded here will be available for viewing within the **Calendar** area of Farm Stock Mate.

## Mating Button

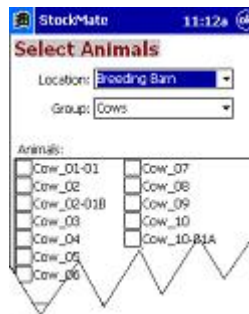



Select **Mating** from the **Actions** screen to record a mating in Farm Stock Mate.



To record a mating:


1. Select **Mating** from the **Actions** screen to open the **Select Animals** display.



 **Tip ...** You will be able to select multiple animals within this screen. Select the **All** button to select all animals currently displayed. Select **Clear** to uncheck the box next to all currently selected animals.



2. Select the **Location** and **Group** for the mating animal. Select the check box next to the animal you want.



3. Select **OK** to continue. Stock Mate displays the **Mating** display.
4. Enter the **Date** of the mating and the **Type**.
5. Select the **Add** button to add a mate for the previously selected animal to open the **Select Animals** screen.

 **Tip ...** You will only be able to select one animal within this screen so if you are mating a single bull to multiple cows, select the bull at this screen.



6. Select the **Location** and **Group** for the mate of the previously selected animal. Check the box next to the desired animal(s). Select **OK** to return to the **Mating** screen.
7. Farm Stock displays the animal(s) for mating. To remove an animal from the list, highlight that animal and select **Remove**. To remove all animals currently displayed, select **Clear**.
8. Select **OK** to record the mating.

 **Tip ...** Select the **Information** button at the bottom of the screen  if you would like to view basic information on an animal.

 **Tip ...** Select the **Comments** button at the bottom of the screen  if you would like to enter a general comment related to this record.

## Transfer Button



Select **Transfer** from the **Actions** menu to transfer animals into a new location and/or group.





To transfer animals:



1. Select **Transfer** from the **Actions** screen. The **Select Animals** screen will appear.
2. Select the current **Location** and **Group** to which you transferred the animal(s).



3. Select the check box next to the animal(s) moved. If you transferred all currently displayed animals, select the **All** button. To uncheck all currently selected animals, select the **Clear** button.
4. Select **OK**, after you selected all desired animals. The **Transfer Animals** screen will appear.
5. Within the **Transfer Animals** screen, select the new location from the drop down list below **To Location**. Select *Add/Edit* to add a new location to the list. If you do not want to transfer to a new location, select *Unchanged*.
6. To transfer the animal(s) into a new group, select the desired group from the drop down list below **To Group**. If the desired group does not appear, select *Add/Edit* to add a new group. If a change of group is not necessary, select *Unchanged*.
7. Enter the **Date** of the transfer.
8. Select **OK** to record the transfer.



**Tip ...** Select the **Information** button at the bottom of the screen  if you would like to view basic information on an animal.

 **Tip ...** Select the **Comments** button at the bottom of the screen  if you would like to enter a general comment related to this record.

## Animal Loss Button



Select **Animal Loss** from the **Actions** screen to record a death/loss of an animal.




To record an animal loss:

1. Select **Animal Loss** from the **Actions** screen. The **Select Animals** screen will appear.
2. Select the **Location** and **Group** for the animal that was lost.
3. Check the box next to the animal(s) that were lost. To select all animals displayed, select the **All** button. To remove the check next to all currently selected animals, select the **Clear** button.
4. Select **OK** to continue. The **Animal Loss** screen will appear.



5. Enter the **Date** of the loss and select the **Reason** and **Removal Type** from the drop down list. If the desired **Reason** or **Removal Type** is not available in the drop down list, select *Add/Edit* to add a new selection.
6. Enter the **Weight** of the lost animals. If this was a pre-wean loss, check the box next to **Pre-Wean Loss**. Select the appropriate description for the weight entered.
  - **Total Weight** – The weight entered is the actual weight of the lost animal, and defaults to this value if recording the loss of only one animal
  - **Average Weight** – Select this is you have an average weight of a multiple animal loss
  - **Individually Weigh** – Select this option to enter the weight of each lost animal
7. Select **OK** to save the information.

 **Tip ...** If you selected **Individually Weigh**, then select **Next**. The **Animal Loss** screen will appear and you will be able to enter the weight of each lost animal.



## Feed Button

Farm Stock Mate allows you to enter feedings on the go. Once synchronized this information will update permanent records in Farm Stock and Farm Funds, if applicable.

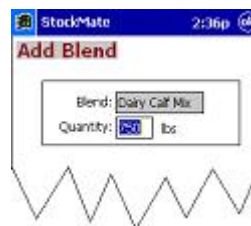


To record a feeding:


1. Select **Feed** from the **Actions** screen. The **Select Animals** screen will appear.
2. Select the **Location** and **Group** of the animal(s) that you fed.



3. Choose the livestock you fed by selecting the check boxes for the animal IDs of the appropriate animals. To select all currently displayed animals, select the **All** button. To uncheck all of the currently selected animals, select the **Clear** button.
4. Select **OK** to continue. The **Feed** screen will appear.
5. Enter the **Date** of the feeding.
6. Select the category of items fed (**Supplies** or **Commodity**). Highlight the item fed, and select **Add** to add the item to the feed list.



7. If using a previously created blend, select the correct item from the list of **Blends** and select **Add** to add it to the feed list. The **Add Blend** screen will appear. Enter the quantity of the mix that you used for the feeding. Select **OK** to continue – you will return to the **Feed** screen. Make any changes that are necessary for the blend feeding.
8. After you add all items to the feed list, enter the **Qty** of each item you will feed.
9. Select **OK** to record the feeding.

 **Tip ...** To remove all items currently displayed in the feed list, select the **Clear** button.

### **Creating Blends**

Sometimes there is a mix of feed, which you will use more than once. To make feedings easier, you may want to set up a **Blend**.





To create a **Blend**:

1. Add each feed item to the feed list.
2. Enter the quantity of each feed item.
3. Select the **Save** button. The **Save Blend** screen will appear. If you would like to replace an existing blend with the current quantities, select the previous name from the **Blend** drop down. If you want to create a new **Blend**, select *New* from the **Blend** drop down and enter a blend name in the *Description* box.
4. Enter the total quantity that the blend will make.
5. Select **OK** to save the blend.

## Health Button



To record a health treatment:

1. Select **Health** from the **Actions** screen to display the **Select Animals** screen.







2. Select the **Location** and/or group for the animal(s) that are to be treated. To select all currently displayed animals select the **All** button. To uncheck all currently selected animals, select the **Clear** button.
3. Select **OK** to continue. The Health tabs will appear – General, Dose and Shot.

4. If you created a Health Template previously, select the **Load Template** button. Check the box next to the desired template and select **OK** to load the template. Stock Mate fills in the information in the General, Dose and Shot tabs with the information you previously saved in the template. You can modify these values, if necessary.



5. On the **General** tab, enter the **Date** and select the **Reason** and **Treatment** for this health record from the drop down lists. If the desired reason or treatment is not available, select *Add/Edit* to create a new reason or treatment.
6. On the Dose tab, enter the **Lot Number**, **Dose** and **Units**. If the appropriate unit is not available from the drop down list, select *Add/Edit* to add a new one.
7. On the Shot tab, select the **Administrator**, **Shot Location** and **Shot Type** from the drop down lists. If the appropriate option is not available on the drop down list, select *Add/Edit* to create your own option.
8. Select **OK** to record the Health action.

 **Tip ...** Select the **Information** button at the bottom of the screen  if you would like to view basic information on an animal.

 **Tip ...** Select the **Comments** button at the bottom of the screen  if you would like to enter a general comment related to this record.

## Setting Up Health Templates

If a health action will be used multiple times, you may want to set up a Health Template to save time. To create a health template:

1. Complete steps # 1-6 as discussed previously.
2. Check the box next to **Save Template**.
3. Select **OK** to record the Health action. The Add/Edit screen will appear.

4. Enter a name for the health template you create.
5. Select **OK** to save the template. The template will be available for use when recording future health actions.

## Notes Button



Stock Mate eliminates the need to use a note pad and pen. With Stock Mate, you can enter notes on the fly while you are out in the pasture or barn, and then import them into Farm Stock back at the office.



To enter **Notes** on an animal:

1. Select **Notes** from the **Actions** screen. The **Select Animals** screen will appear.
2. Select the **Location** and **Group** of the animal(s) with which the note is associated. If the note will pertain to the entire group selected, check the box next to **General**. If the note pertains to individual animals within the group, check the box next to the appropriate animal ID.
3. Select **OK** to continue. The **Notes** screen will appear. Enter a **Date** for the note and enter the note in the text box.
4. Select **OK** to save the note.



**FYI ...** You can also print your notes, as well as comprehensive reports for most animal actions you enter in Farm Stock Mate, using the Farm Stock program. To order the Farm Stock program, call Farm Works Software at (800) 225-2848 and ask to speak to one of the helpful sales team members.

## Weight

### Weight Button



To enter a weight:

1. Select **Weight** from the **Actions** screen. The **Select Animals** screen will appear.
2. Select the **Location** and **Group** from the appropriate drop down list.



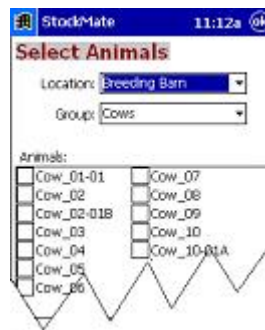
3. Select the desired animal(s) from the list. Select the **All** button to select all currently displayed animals. To uncheck all currently selected animals, select **Clear**.
4. Select **OK** to continue. The **Weight** screen will appear.
5. Enter the **Date**, **Weight** and **Type**. Check the box next to **Total Weight** if the weight entered is the total weight for all selected animals. Stock Mate displays the estimated weight per animal by dividing the total weight by the number of animals selected.
6. Select **OK** to record the weight record.

## Wean Button



To wean a litter:

1. Select **Wean** from the **Actions** screen to open the **Select Animals** screen will appear.



2. Select the **Location** and **Group** for the dam of the litter you will wean.
3. Select the ID for the dam of the litter you weaned.
4. Select **OK** to continue. The **Wean** screen will appear.
5. Select the litter ID from the **Litter to wean** drop down list.



6. Enter the **Date** of the weaning.
7. Select the **Next** button.

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8. The next screen will display the ID and gender of the weaned animal(s) and allow you to enter the wean weight(s) of the litter.
9. Select **OK** to record the weaning.



## Chapter 8 - Adding & Editing Properties



The **Add/Edit** feature simplifies the use of Farm Stock Mate. The **Add/Edit** feature allows you to set up common data options so that, while using Stock Mate, data entry will be much easier and quicker. The items that are set up under **Add/Edit** will be available from a drop down list in Stock Mate. Stock Mate might have entered some of this information for you, if it synchronized the information from Farm Stock. The information available under **Add/Edit** is the same information available in Farm Stock as **Property Lists**.

The properties you may select are as follows.

- **Administrator** – Administrator refers to the person administering a health treatment to an animal.
- **Birth Ease** – Birth Ease refers to the ease of an animal birth (for example, no difficulty, minor difficulty, or major difficulty). You might assign a number value to the birth ease, as well (for example, No Difficulty, or Minor Difficulty).
- **Breed** – Enter the different breeds you will use during the animal identification process.
- **Color** – Enter the different colors that you will use during the animal identification process.
- **Gender** – Enter all possible genders. You will use these during the animal identification process.
- **Group** – Allows you to set up all possible group names. You will use this when assigning an animal to a group.
- **Health Code** – User defined field that you will use to indicate an animal's health status or health program utilized for that animal.
- **Health Reason** – Health Reason refers to the reason that a health treatment you administered. For example, you might use the actual disease name as a Health Reason.
- **Health Treatment** – The Health Treatment refers to what you used to treat an animal, which is typically the actual medicine you administered (for example, Penicillin, Bose, or Ivomec).
- **Health Units** – The units of measure used to administer medicine (for example, oz, cc, or ml).
- **Location** – Refers to the location you assign to an animal.

- **Loss Reason** – Refers to the reason for an animal loss.
- **Management Code** – A code you define to reference the way in which you feed or raise an animal.
- **Mating Type** – Refers to the type of mating (for example, Artificial Insemination, Natural, or Embryo Transfer).
- **Removal Type** – Refers to the reason for removal (for example, Death, Sold, or Culled).
- **Shot Location** – Refers to the location where you administered the shot (for example, rump or neck).
- **Shot Type** – Refers to the type of shot administered – for example, SQ (subcutaneous) or IM (intramuscularly),
- **Status** – Refers to the status of the animal (for example, In Heat, Lactating, or Breeding).



**See Also ...** For complete information on livestock properties, see the *Farm Stock – Step by Step* user guide installed with the Farm Stock program. You can order a printed copy of this comprehensive guide by dialing (800) 225-2848 and asking to speak to a Farm Works Software sales team member.

## Adding Livestock Properties

To use the Add/Edit option to add properties:

1. Select the appropriate Property List from the **Add/Edit** list by checking the box to the left of the desired item.
2. Select **Next** to continue. The **Edit Data** screen will appear. The name of the selected Property List appears at the top of the display.
3. To add a new value, select the **Add/Edit** button. The **Add/Edit** screen will appear.
4. Select *New* in the top drop down menu.
5. Enter the value, as you would like it to appear in the **Description** box.
6. Select **OK** to add the new value.
7. Repeat steps 1-6 to add each new value.

## Editing Livestock Properties

To use the Add/Edit option to modify properties:

1. Select the appropriate Property List from the **Add/Edit** list by checking the box to the left of the desired item.



2. Select **Next** to continue. The **Edit Data** screen will appear.
3. To edit an existing value, highlight the desired value and select the **Add/Edit** button. The **Add/Edit** screen will appear.
4. Stock Mate displays the value for you to edit in the list.
5. Make the necessary changes in the **Description** box.
6. Select **OK** to accept the changes.
7. Repeat the preceding steps for each value you wish to edit.

## Deleting Livestock Properties

You can also use the Add/Edit option to remove properties you do not want:

1. Select the appropriate Property List from the **Add/Edit** list by checking the box to the left of the desired item.
2. Select **Next** to continue. The **Edit Data** screen will appear.
3. To delete an existing value, highlight the unwanted value and select the **Delete** button. Select **Yes** to the message asks if you are sure you want to delete this value.
4. Select **OK** to record the deletion.
5. Repeat the previous steps for each value you want to delete.



**Tip ...** You cannot delete a value if it is in use. For example, if you try to delete the color of *Black* and you have animals using that value as a color you will not be able to delete *Black* from the Color property list.





## Chapter 9 - Adding Calendar Events

The **Calendar** feature in Farm Stock Mate makes searching for planned events simple and quick by allowing you to filter events by date, type, status, location, group and/or animal ID. You can use these filtering options in any combination to make your filter more or less specific:

- **Start/End Date** – Enter the start and/or end date that the event occurred.
- **Event** – Select the type of event from the drop down list.
- **Born** – Refers to a birth event.
- **General Event** – Refers to an event entered through the **General Event** option.
- **Give Birth** – Refers to the dam's record of giving birth.
- **Health** – Refers to an event recorded through the **Health** option.
- **Notes** – Refers to an event recorded through the **Notes** option.
- **Service** – Refers to an event recorded through the **Mating** option.
- **Wean** – Refers to an event recorded through the **Wean** option.
- **Wean Offspring** – Refers to dam's record of having offspring weaned.
- **Weighing** – Refers to an event recorded through the **Weight** option.

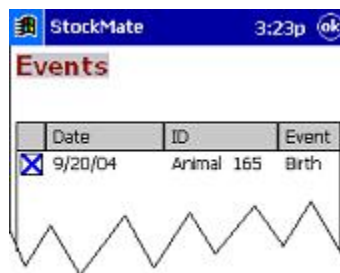


**See Also ...** For complete information on calendar events, see the *Farm Stock – Step by Step* user guide installed with the Farm Stock program. You can order a printed copy of this comprehensive guide by dialing (800) 225-2848 and asking to speak to a Farm Works Software sales team member.

## Entering Events



1. Enter the information in the following boxes of the Event Filter display:
  - **Status** – Select the status of the event as All, Completed, or Not Completed.
  - **Location** – Enter the location of the animal(s) involved in the event.
  - **Group** – Enter the group of the animal(s) involved in the event.
  - **Animal** – Select the ID of the animal involved in the event.
2. After you select the desired options from the **Event Filter**, select **OK** to open the **Events** screen.



3. The **Events** screen will display all events that meet the specifications of the filter. There are varieties of functions that you can perform using the **Events** screen.
  - **Complete** – Stock Mate displays each event with a box to the left. If you completed the event, the program selects the check box. If the event is not completed, the box will be unchecked. To complete an event, highlight the event and select the Complete button. Enter the required information to complete the event and select OK to record the completed event. (For example, if you completed a birth event, the Birth tabs appear, so that you can enter the birth-related information.)
  - **View** – Events you enter in Farm Stock, as well as those you synchronized to Farm Stock are available for viewing purposes only. Highlight the event and select the View button.
  - **Edit/Delete** – Events that you recorded in Stock Mate, but have not yet synchronized to Farm Stock, are available for editing or deleting. To edit or delete an event recorded in Farm Stock Mate, highlight the event and select the appropriate button – Edit or Delete.



## Chapter 10 - Working with Livestock History

The **History** button allows you to view information that you previously recorded in either Stock Mate or Farm Stock. You will also be able to add, edit and delete records within this area.



### Animal Info Button



To view animal information, select Animal Info. You will be able to change information within this screen.

### Feed History Button



To view past feeding records for individual animals, select **Feed** from the **History** screen. You will be able to add, edit and/or delete a feeding record.

### ***Adding, Editing, or Deleting Records in the Feed History***

To add feed records:

1. Select **Feed** from the **History** screen. The **Animal Selection** screen will appear.
2. Select the group and/or location of the desired animal and select that animal by checking the box to the left of the animal ID.
3. Select **OK** to open the **Feed History** display. Stock Mate displays all past feeding records.

4. Select the **Add** button. The **Feed** screen will appear.
5. Enter the information required for the feed record. For more information on recording a feeding operation, see the **Feed** section of the **Actions** chapter.

To edit feed records:

1. Highlight the feed record you will edit.
2. Select OK to continue. The Feed screen will appear
3. Make the necessary changes.
4. Select OK to record the edited feed record.

To delete feed records:

1. Highlight the unwanted feed record.
2. Select the Delete button to delete the feed record.
3. Select OK to return to the History screen.

## Mating History Button



Past mating records are available for editing and deleting through the **History** screen. You may also add a mating record.

### ***Adding, Editing, or Deleting Records in the Mating History***

To add records to the mating history:

1. Select Mating from the History screen. The Animal Selection screen will appear.
2. Select the group and/or location of the desired animal and select that animal by checking the box to the left of the animal ID.
3. Select OK to open the Mating History display where Stock Mate displays all mating records for the selected animal.
4. Select the Add button to open the Mating display.
5. Enter the information required for the mating record. For more information on recording a mating record, see the Mating section of the Actions chapter.

To edit the mating history:

1. Highlight the mating record to edit.
2. Select OK to continue. The Mating screen will appear.
3. Make the necessary changes.
4. Select OK to record the edited mating record.

To delete records from the mating history:

1. Highlight the unwanted mating record.
2. Select Delete to remove the mating record.
3. Select OK to return to the History screen.

## Wean History Button



To view past weaning records for individual animals, select **Wean** from the **History** screen. You will be able to add, edit and/or delete a weaning record.

### ***Adding, Editing, or Deleting Records in the Wean History***

To add records to the wean history:

1. Select **Wean** from the **History** screen. The **Animal Selection** screen will appear.
2. Select the group and/or location of the desired animal and select that animal by checking the box to the left of the animal ID.
3. Select **OK** to open the **Wean History** display, where Stock Mate displays all past wean records for the selected animal.
4. Select the **Add** button. The **Wean** screen will appear.
5. Enter the information required for the wean record. For more information on recording a wean record, see the **Wean** section of the **Actions** chapter.

To edit the wean history:


1. Highlight the wean record to be edited.
2. Select **OK** to continue. The **Wean** screen will appear.

3. Make the necessary changes.
4. Select **OK** to record the edited wean record.

To delete records from the wean history:

1. Highlight the unwanted wean record.
2. Select the Delete button. The wean record will be deleted.
3. Select OK to return to the History screen.

## Loss History Button



Loss History

To view past losses of individual animals, select **Loss** from the **History** screen. You will be able to add, edit and/or delete loss records.

### ***Adding, Editing, or Deleting Records in the Loss History***

To add records to the loss history:

1. Select **Loss History** from the **History** screen. The **Animal Loss** screen will appear.
2. All previously recorded loss records will display on the screen.
3. Select the **Add** button to open the **Animal Loss** display.
4. Enter the information required for the loss record. For more information on recording an animal loss record, see the **Animal Loss** section of the **Actions** chapter in this manual.

To edit records in the loss history:

1. Highlight the loss record to edit.
2. Select the **Edit** button. The **Animal Loss** screen will appear.
3. Make the necessary changes.
4. Select **OK** to record the edited animal loss record.

To delete records from the loss history:

1. Highlight the unwanted animal loss record.



2. Select **Delete** to delete the animal loss record.
3. Select **OK** to return to the **History** screen.

## Birth History Button



To view past birth history of individual animals, select **Birth** from the **History** screen. You will be able to add, edit and/or delete loss records.

### *Adding, Editing, or Deleting Records in the Birth History*

1. Select **Birth** from the **History** screen. The **Animal Selection** screen will appear.
2. Select the group and/or location of the desired animal and select that animal by checking the box to the left of the animal ID.
3. Select **OK** to open the **Birth History** display, where Stock Mate displays all birth records for the selected animal.
4. Select the **Add** button. The **Birth** screen will appear.
5. Enter the information required for the birth record. For more information on recording a birth record, see the **Birth** section of the **Actions** chapter in this manual.

To edit the birth history:

1. Highlight the birth record to edit.
2. Select **OK** to continue. The **Birth** screen will appear.
3. Make the necessary changes.
4. Select **OK** to record the edited birth record.

To delete records from the birth history:

1. Highlight the unwanted birth record.
2. Select **Delete** to erase the birth record.
3. Select **OK** to return to the **History** screen.

## Health History Button

A rectangular button with a light gray background and a thin black border. The word "Health" is centered on the button in a black, sans-serif font.

To view past health history of individual animals, select **Birth** from the **History** screen. You will be able to add, edit and/or delete health records.

### ***Adding, Editing, or Deleting Records in the Health History***

1. Select **Health** from the **History** screen. The **Animal Selection** screen will appear.
2. Select the group and/or location of the desired animal and select that animal by checking the box to the left of the animal ID.
3. Select **OK** to open the **Health History** display, where Stock Mate displays all health records for the selected animal.
4. Select the **Add** button. The **Health** screen will appear.
5. Enter the information required for the health record. For more information on recording a health record, see the **Health** section of the **Actions** chapter.


To edit:

1. Highlight the health record to edit.
2. Select **OK** to continue. The **Health** screen will appear.
3. Make the necessary changes.
4. Select **OK** to record the edited health record.

To delete:

1. Highlight the unwanted health record.
2. Select **Delete** to remove the health record.
3. Select **OK** to return to the **History** screen.

## Transfer History Button

A rectangular button with a light gray background and a thin black border. The word "Transfer" is centered on the button in a black, sans-serif font.

To view past transfer history of individual animals, select **Transfer** from the **History** screen. You will be able to add, edit and/or delete health records.

### ***Adding, Editing, or Deleting Records in the Transfer History***

1. Select **Transfer** from the **History** screen. The **Animal Selection** screen will appear.
2. Select the group and/or location of the desired animal and select that animal by checking the box to the left of the animal ID.
3. Select **OK** to open the **Transfer History** display, where Stock Mate displays all past transfer records for the selected animal.
4. Select the **Add** button. The **Transfer** screen will appear
5. Enter the information required for the transfer record. For more information on recording a transfer record, see the **Transfer** section of the **Actions** chapter in this manual.

To edit:

1. Highlight the transfer record to edit.
2. Select **OK** to continue. The **Transfer** screen will appear.
3. Make the necessary changes.
4. Select **OK** to record the edited transfer record.

To delete:

1. Highlight the unwanted transfer record.
2. Select **Delete** to erase the transfer record.
3. Select **OK** to return to the **History** screen.

### **Notes History Button**



To view notes you previously entered for individual animals, select **Notes** from the **History** screen. You will be able to add, edit and/or delete notes.

### ***Adding, Editing, or Deleting Records in the Notes History***

1. Select **Notes** from the **History** screen. The **Animal Selection** screen will appear.

2. Select the group and/or location of the desired animal and select that animal by checking the box to the left of the animal ID.
3. Select **OK** to open the **Notes** display, where Stock Mate displays all notes for the selected animal.

To edit:

1. Highlight the note to edit.
2. Select **OK** to continue. The **Notes** screen will appear.
3. Make the necessary changes.
4. Select **OK** to record the edited note.

To add:

1. Select the **Add** button. The **Notes** screen will appear.
2. Enter the information required for the note. For more information on recording a note, see the **Notes** section of the **Actions** chapter in this manual.

To delete:

1. Highlight the unwanted note.
2. Select **Delete** to remove the note.
3. Select **OK** to return to the **History** screen.

## Weight History Button



To view past weights for individual animals, select **Weights** from the **History** screen. You will be able to add, edit and/or delete animal weights.

### ***Adding, Editing, or Deleting Records in the Weight History***

1. Select **Weight** from the **History** screen. The **Animal Selection** screen will appear.
2. Select the group and/or location of the desired animal and select that animal by checking the box to the left of the animal ID.
3. Select **OK** to open the **Weight History** display, where Stock Mate displays all past weight records for the selected animal.

To edit:

1. Highlight the weight record to edit.
2. Select OK to continue. The Weight screen will appear.
3. Make the necessary changes.
4. Select OK to record the edited weight record.

To add:

1. Select the Add button. The Weight screen will appear.
2. Enter the information required for the weight record. For more information on recording a weight record, see the Weight section of the Actions chapter in this manual.

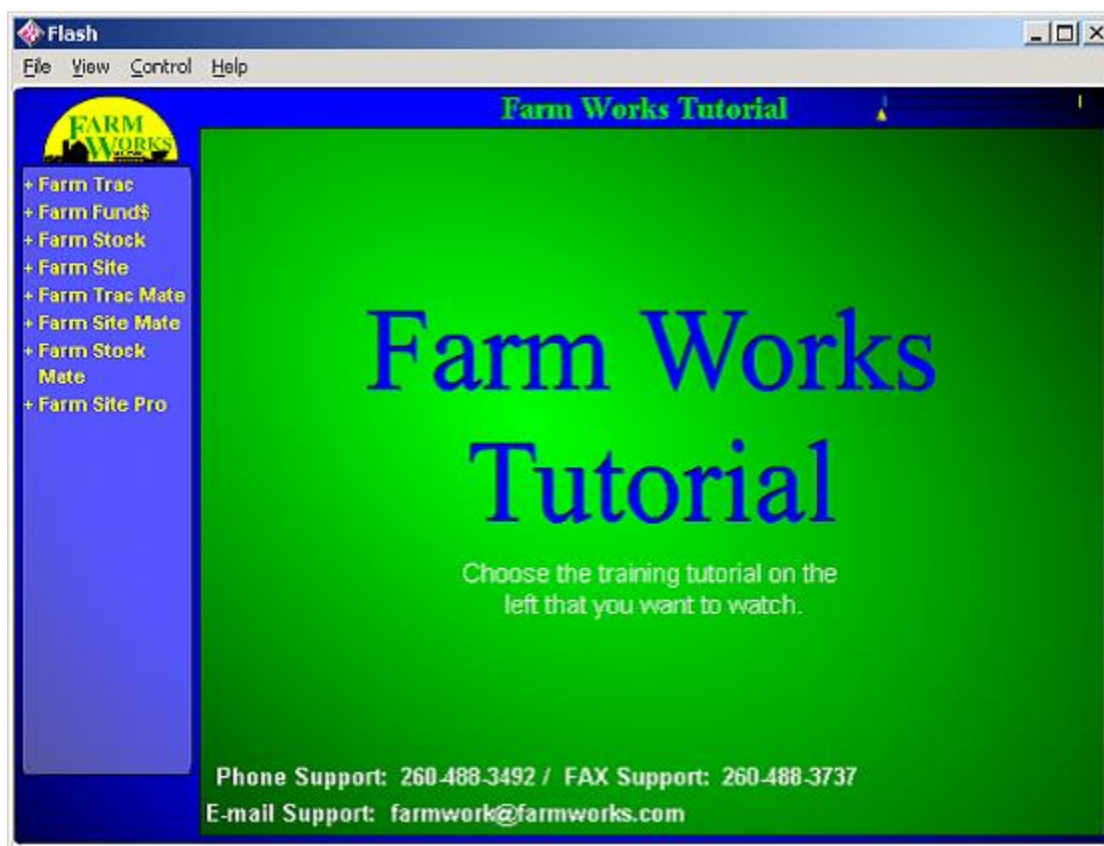
To delete:

1. Highlight the unwanted weight record.
2. Select Delete to erase the weight record.
3. Select OK to return to the History screen.





## Chapter 11 - Support Options for You



You can view tutorials, which are animated demonstrations of how to use the software, by putting the Farm Works Software CD into your optical drive and clicking **Tutorial** in the **Help** menu of Farm Funds. In the left-hand column of the Farm Works Tutorial, select **Farm Stock Mate**.

### Free Support Options

At Farm Works Software, we are committed to providing you with many options for obtaining assistance for our software. A full list of support alternatives is available at our Web site at [www.farmworks.com/support](http://www.farmworks.com/support) and includes free assistance, including:

- **The Farm Works Journal** – A free online publication that we release at least three times a year. *The Farm Works Journal* contains the latest news on important updates to our software, new products, and answers to commonly asked questions from our software you. You can read current and previous issues of *The Journal* at our website at [www.farmworks.com/?/news/newsletters](http://www.farmworks.com/?/news/newsletters). You can also visit this web page to signup to receive a free e-mail version of *The Journal*.

- **FAQ** – You can read a complete list of frequently asked questions (FAQ) that provides quick answers to the most common queries at [www.farmworks.com/support/faq.html](http://www.farmworks.com/support/faq.html).
- **Online Demos** – You can view narrated demonstrations of the features of each of our software products, which our customers say are informative and fun to watch, at [www.farmworks.com/demos](http://www.farmworks.com/demos).
- **Online Tutorials** – You can find complete, systematic instructions that easily teach you how to use your new Farm Works Software programs at [www.farmworks.com/tutorial](http://www.farmworks.com/tutorial).



**On the CD ...** The tutorials are also on your Farm Works Software CD, and you can view them by selecting **Tutorials, Demos and Manuals** on the splash screen that appears when you insert the CD in your computer's CD-ROM or other optical drive.

- **Downloadable Software Manuals** – You can download complete guides to using our programs to read on your computer monitor, or print for future reference at [www.farmworks.com/support/manual.html](http://www.farmworks.com/support/manual.html).



**See Also ...** The Farm Works Software CD also installed eBooks of the manuals to your computer when you installed Farm Funds. You can read one by clicking the Windows **Start** button, pointing to **Programs** (or **All Programs** in Windows XP), pointing to **Farm Works Software**, pointing to **Manuals**, and clicking the name of the eBook you want to view.

- **On-line Discussion Groups** – Forums (also called news groups) where you may post questions and receive prompt replies from our software support experts are at [www.farmworks.com/discuss](http://www.farmworks.com/discuss).
- **E-mail and Fax Support** – Convenient ways to receive assistance from our software support team. You may expect up to a one business-day response time (but can often receive a reply within a few hours). To receive a reply by fax, fax your question to (260) 488-3737. To receive a reply by e-mail, send e-mail to [farmwork@farmworks.com](mailto:farmwork@farmworks.com).

## Premium Phone Support

At Farm Works Software, we understand that, on the rare occasions when you require assistance with our software, you might prefer to save time and effort by *speaking* with a real person. That is why we offer a full-time, dedicated staff of software support technicians to answer your questions over the phone.

Our support technicians work in Indiana, *not India!* They understand farmers (most of them have grown up on farms or have relatives who are farmers). They are knowledgeable about our software, because they have installed and used the programs themselves. We are confident you will find them to be capable, friendly and worth the small price that you will pay for their valuable assistance!

Premium phone support is available for a reasonable monthly, or annual, fee. You can start phone support at any time, and it is available Monday through Saturday (except United States national holidays). We offer all this at prices we know you will find reasonable. For current support hours and prices, visit our Web site at [www.farmworks.com](http://www.farmworks.com), or call to speak to one of our helpful sales team members at (800) 225-2848.



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