

Dairy Comp

# ***SCOUT***



Revised 14/7/05

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# Table of Contents

This manual is made up of 5 sections. First, an introduction of the SCOUT program will be made. The second section will provide detailed instructions on how to use SCOUT. The third section contains herd management factsheets, and the appendix contains a list of all reports and graphs that are available to the user. A Training material section is also included for adding any documentation that is received during training sessions that will be available to all SCOUT users.

## **Section 1: Introduction**

## **Section 2: Program Use Guide**

## **Section 3: Herd Management Factsheets**

## **Section 4: Appendix**

## **Section 5: Training Material**

## Scout Introduction

### **Purpose of Scout:**

To store and manage dairy herd data  
To assist in the management of a dairy herd through the generation of activity lists  
To provide tools to analyze herd data to allow one to make better herd management decisions.

### **Availability:**

Scout is available from Ontario DHI. Contact your fieldperson or herd management specialist in your area for more information about Scout, or call **1- 800 - 549 – HERD** for more information.

DHI test day information can be accessed at any time. Test day information is usually available approximately 3 days after the test was completed. You can access your test day information by direct telephone line access to the Ontario DHI 'LOOP', receiving your information in a file that is either mailed out or e-mailed to you, or using a DAISY/TIP file.

### **Value of Scout:**

Scout will allow you to quickly and easily maintain an information 'bank' for all animals in your herd. Cow events and production data are combined into one spot so you have herd information at your fingertips.

Action lists can be generated to organize herd activities efficiently. You no longer will have cows 'falling through the cracks'.

Finally, you will be able to monitor herd performance, which will direct attention to problem areas in your herd quickly. Then you can use Scout's analysis tools to see why these problems are occurring, so you can make prompt herd management decisions to rectify the issues.

### **Costs of Scout:**

- 1: Purchase of the program*
- 2. Monthly fee for support and program updates*
- 3. Cost for access to test day information.*

## Overview of Scout

This overview will explain some of the terminology used in SCOUT, show some of the shortcuts that makes the program easier to use, and highlights the cowcard pages that are found in SCOUT.

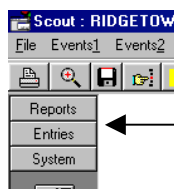
In Scout there are 3 main terms used

- “Events” refers to something that has happened to the cow (Eg. Date of breeding)
- “Items” refer to a calculation from one or more “Events” (Eg Days between breedings)
- “Command” refers to a report generated using a number of “Events” or “Items”

Scout has “Menus” to allow convenient & easy access to reports or entry of events. The **Appendix** contains all lists, summaries, reports that are available in SCOUT.

**Scout also has a few “short cuts” that make using the program easier.** Following is a description of some of them.

**“S”** Pressing the “S” key when looking at a report will allow you to **sort** it by a desired “Item”. The report is sorted in ascending order of the ‘item’ chosen. The report is sorted in descending order, when same ‘item’ is selected again.



The SCOUT program has a ‘LOOKOUT’ bar on the left side of the program screen that make accessing commonly used functions quickly with your mouse. The LOOKOUT bar sorts program icons into the three groups as shown: Reports, Entries, and System.

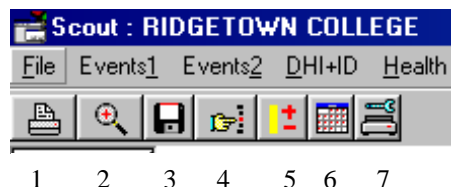


When an icon is clicked on, a list of all lists, cowcards, graphs, or summaries will appear. This saves you from going to find the report or graph on the menu.



Choose the program function you need by clicking on an icon.

**There are several icons found on the top of your SCOUT screen that will make program function easier.**



A description of the icon when clicked: (left to right)

1. Will send a report, graph, or cowcard to a printer
2. Print preview
3. Save the report or graph to a file. You will be prompted for file name and location to put file.
4. Find a specific text string (i.e. when viewing a report click on the icon, and you are prompted to enter the text you are looking for, e.g. a sire name, or a remark).
5. Turns off the LOOKOUT Bar
6. Allows you to change 'Today's Date'
7. Enables reports to be sent to the printer instead of the screen

**The 'TABS' below are found on the bottom of your SCOUT screen. These TABS can be clicked on at any time. A description of program function when these 'TABS' are selected is as follows:**



**Main** = Brings you to the main screen which contains a picture file containing your farm ID.

**Commands** = Works in conjunction with the LOOKOUT Bar. This window will give you a pick list of commands, reports or graphs you can select from.

**CowCard** = Contains the cowcard pages of the most recent cow selected.

**Grid** = Most reports are displayed in this window. This is the default viewing window

**Report** = Shows the same report as in Grid but you cannot perform any other functions from the report. This will be how your report will look when printed.

**Graph** = Displays the most recent graph or plot that has been called

**Activity** = Shows a log of activity that has occurred within the program at one session

**COWCARDS:** They contain all information for an individual animal.

Accessing the cowcard can be made by going to the Main Menu, choosing 'DHI + ID' and then selecting 'Examine Cowcard'.

OR

Pressing F2 key will bring up the pick list, then choose the desired animal from there.

OR

While in a cowcard, you can type the name or number of another animal at the mini-command line.

Each cowcard contains 6 pages. A description of each page follows below:

Events	Items1	Items2	TestDays	PrevLacts	Lactation
CHAIN	267	MILK	37	BCAM	233
TAG	267	PCTF	3.6	BCAF	215
CREG	7118054	PCTP	3.3	BCAP	237
BDAT	1/ 3/98	LACT	3	DIM	179
7/ 6/02 FRESH					
29/ 8/02 MAST SFHLQ PM					
30/ 8/02 MAST SFHLQ AM					
31/ 8/02 MAST SFHLQ AM					
13/ 9/02 BRED MORTY A 0					

The Cowcard opens on the 'Events' page. It contains all the events entered for the animal in the current lactation. There is a default set of item boxes, but can be changed by right clicking on the box you want to change.

Events	Items1	Items2	TestDays	PrevLacts	Lactation
GROUP	1	DNAME	BRANDON	FDAT	7/ 6/02
CHAIN	267	DID	0	RPRO	BRED
TAG	267	DTAG	-	TBRD	2
HARP	-	SIRE	PLAY	HDAT	5/12/02
CREG	7118054	CALF1	0	DSLH	0
CLASS	77	CSEX	MF	DOPN	179
BDAT	1/ 3/98	CSTAT	AD	ABDAT	4/12/02
AGE	4-8	EASE	H	DDAT	-
LACT	3	SCOND	-	BRED1	98
EDAT	3/ 1/98	MSAUX	0	NPGE	0
PURCH	0	TMAUX	0	DSPGE	0
AGEFR	4-3	ETDAM	0	DDRY	44
AGEFB	4-6	LSIR	MORTY	CINT	349

Events	Items1	Items2	TestDays	PrevLacts	Lactation
GROUP	1	MILK	37	BCAM	233
AGE	4-8	MKDEV	1	DEVM	31
LACT	3	PCTF	3.6	BCAF	215
DIM	179	PCTP	3.3	DEVF	15
FDAT	7/ 6/02	RATIO	91	BCAP	237
RPRO	BRED	MVAL	0	DEVP	39
DRYOF	-	305ME	12010	305M	11230
DUE	-	BCDRY	0	305F	382
		BCFSH	0	305P	362
		BCEAR	0	EBVM	0
		BCMID	0	RANKM	0
		BCLAT	0	EBVF	0
		BCCDE	0	RANKF	0
		BCS	0	EBVP	0
				RANKP	0

The Items1 and Items2 TABS show numerous data items on a cow. The items are categorized into different cow related areas. Right click on the item box you want to change.

KRAT DOUBLE PLAY

Events	Items1	Items2	TestDays	PrevLacts	Lactation					
GROUP	1	LTDM	7520	MKDEV	1					
LACT	3	MVAL	0	DSLH	0					
				RPRO	BRED					
				DUE	-					
TestDate	DIM	MILK	PCTF	PCTP	ECM	305M	SCC	LS	GROUP	MUN
12/ 6/02	5	35	4.5	3.7	40	0	316	4.6	0	11
26/ 6/02	19	42	3.1	3.0	40	10100	97	3.0	0	12
10/ 7/02	33	44	3.0	2.6	41	10380	676	5.8	0	8
24/ 7/02	47	43*	2.9	2.8	39	10260	815	6.0	0	9
7/ 8/02	61	46	3.2	2.9	44	10700	835	6.1	0	12
21/ 8/02	75	41	3.0	2.9	38	10320	376	4.9	0	11
4/ 9/02	89	44	2.8	3.2	40	10680	403	5.0	0	15
2/10/02	117	44	3.3	3.1	43	11100	529	5.4	0	11
6/11/02	152	40	3.2	3.2	39	11170	317	4.6	0	14
4/12/02	180	37	3.6	3.3	37	11230	586	5.5	0	11

The TestDays TAB will show information for each individual test date in the current lactation.

RCAT DOUBLE PLAY DECK

Events	Items1	Items2	TestDays	PrevLacts	Lactation
GROUP	1	MILK	37	MKDEV	1
LACT	3	SCC	586	DSLH	0
				RPRO	BRED
				DUE	-

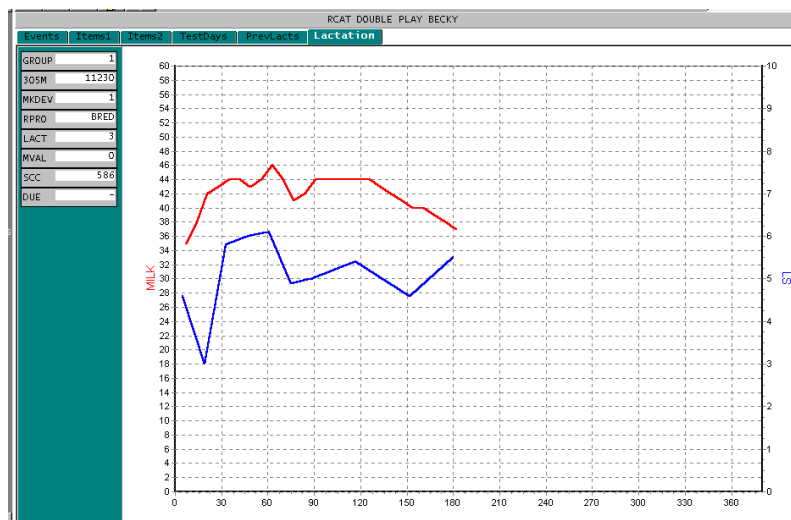
L#	AGE	FDAT	CDAT	DDAT	TOTM	TOTF	TOTP	305M	RELV	DOPN	DIM	DDRY
1	2-2	22/ 5/00	15/ 9/00	23/ 4/01	11900	413	358	11130	110	116	336	61
2	3-3	23/ 6/01	2/ 9/01	24/ 4/02	10990	395	347	11120	117	71	305	44
3	4-3	7/ 6/02	-	-	7390	235	226	11230	117	179	179	0
Totals	-----	-----	-----	-----	30280	1043	931					

The PrevLacts TAB, will show production information for all lactations the cow has started in her lifetime.

**Pressing F3 will access the cowcards pages of previous lactations.**

The 'Lactation' TAB shows current lactation items. Right click on an item box to change the item to appear on the page.

A graph showing the lactation curve for the current lactation (left axis and red line) also appears. The right axis (blue line) can be changed to graph a production variable that you choose. Right click on the axis and a variable box will appear.







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## Review of Back-ups and Restoring Herds in SCOUT

### Back-up a Cowfile

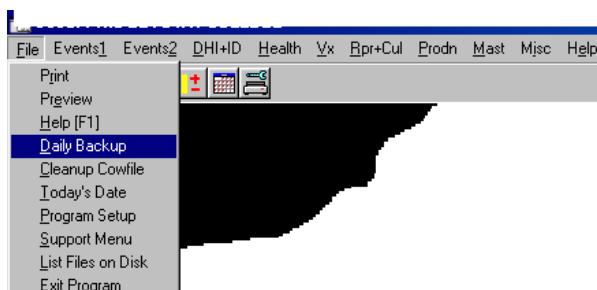
It is always recommended that Scout users back-up their data on a regular basis. There are three reasons that Scout users perform backups:

- 1) Restoring/Retrieving lost data
  - Every farm has a different practice for entering data. Backing up data should be a regular part of the Scout routine to ensure that a copy(s) of the information exists in the unlikely event that it needs to be used for restoration purposes.
- 2) Moving information from one computer to another
  - In some cases there are Scout users that are running Scout on more than one computer. In this situation **ONLY 1 COMPUTER SHOULD BE USED FOR DATA ENTRY** and the other one for reading or printing reports.
    - ✓ In some cases, there is a computer in both the house and the barn. All data is entered in the barn and backed up and restored on the house machine.
    - ✓ If production information is downloaded from the DHI LOOP on the house machine, the house machine **MUST be updated** before downloading from the LOOP and then backed up and restored to the machine in the barn. Failure to follow this protocol may result in loss of data.
- 3) The producer provides a diskette backup to DHI fieldstaff on test day.

Please Note: **It is very important to ensure that you enter new information in the up to date cowfile only.** This is critical to ensure that there is no data missing for the transfer of cowfile information to the field staff's computer on test day.

### To make a backup of your cowfile:

1. Ensure there is a diskette in the A:\drive.
2. Go to your main SCOUT menu, and select the menu item 'FILE'.
3. Highlight 'Daily Backup' and press enter.



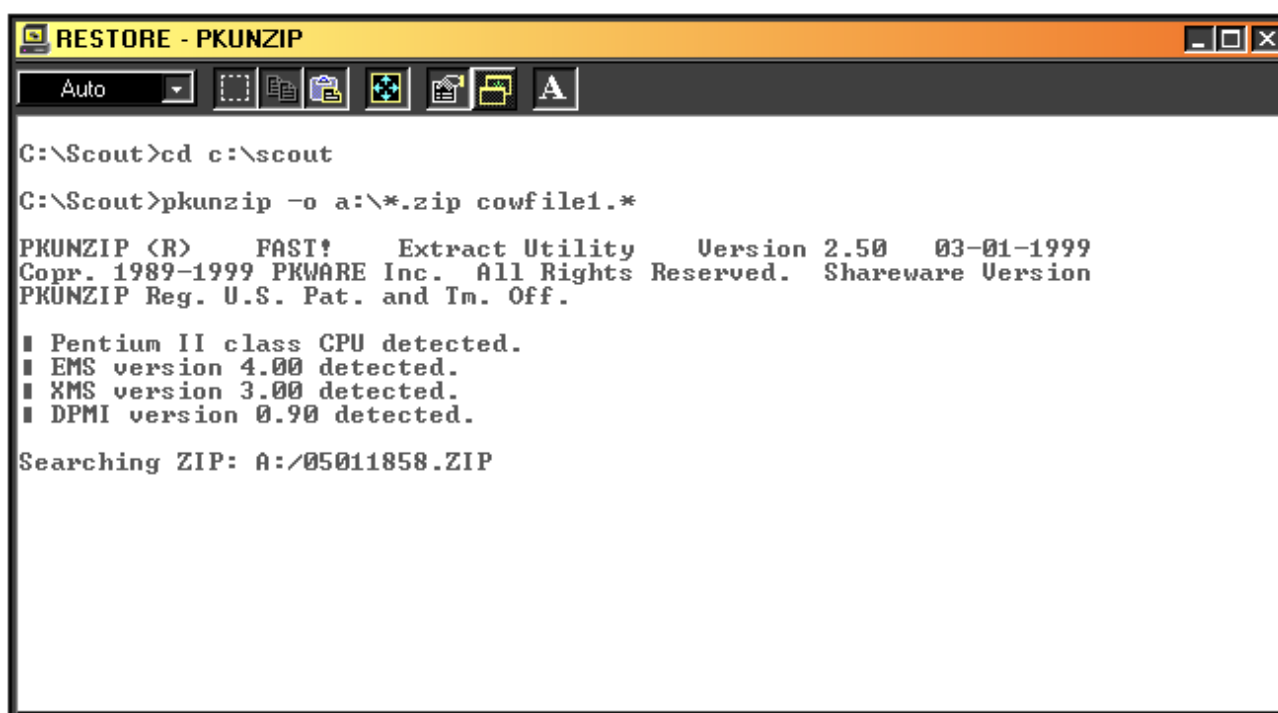
## Restore a Cowfile from Backup

There will be an icon created **on your desktop** named “Restore Scout Backup” (see *right*), during your SCOUT install.



To restore information from diskette, please do the following:

- Insert the diskette containing the cowfile into the A:\ drive
- **Double-Click** on the “Restore Scout Backup” icon
- A screen titled “RESTORE - PKUNZIP” will pop up (as shown below)
- If there are no problems, the information will be restored



**WARNING:** Running ‘Restore SCOUT Backup’ will replace all the data in the cowfile in your program with the data you are restoring from your backup disk.

If you run into problems restoring from diskette, call DHI Support at **1-800-549-4373**

# Cleanup Cowfile – a Tool to Reduce File Size

CLEANUP is a command best used at regular (usually monthly) intervals by the producer to perform “housekeeping” of the cowfile. It will...

1. Store (archive) non-current information from either previous lactations or dead/sold cows
2. Make a second identical copy of the original cowfile (*in single herd directories*)
3. Re-sort cows to provide faster report generation
4. Adjust the cowfile size if cow numbers have changed

**Note:** *This function will be seldom required for any user other than producers.*

## Tasks

Choose “Cleanup Cowfile” from Files Menu  
or  
Click on



in “System” menu bar

## Steps

- A screen (below) will appear
- File Size showing what may be archived is on top
- Default settings are as shown

If settings are correct, click on “Run Cleanup” to remove old animals or lactations

If settings are not Correct

- The **BAK FILE** drive should be changed as follows:
  - ⇒ **C** -- if the program accesses a single herd
  - ⇒ **\*** -- if the program has a multi-herd directory (most advisors)
- ⇒ The **ALTERNATE BAK** drive and the **DEFAULT ARC** drive should be the same settings as Default Back-up Drive

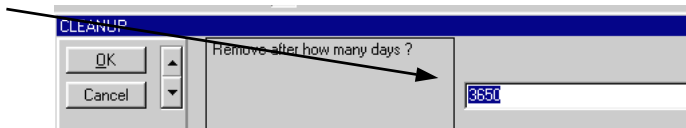
Dead COW Removal  
or  
Dead Heifer Removal

- Animals or lactations can be removed from the active cowfile as shown
  - ⇒ Not Removed
  - ⇒ Removed Immediately
  - ⇒ Removed a specified # days after “dead” or “sold” events

## Tasks

## Steps

- If Option 3 is chosen the following dropdown appears  
⇒ Type in # days

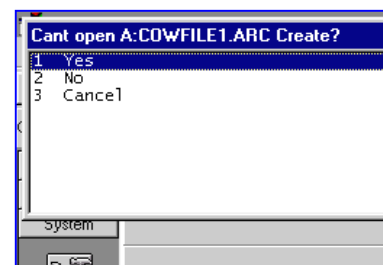


## Recommended Settings

- Recommended settings for removal of :  
⇒ Cows – 400 days  
⇒ Heifers – 400 days  
⇒ Lactations – 800 days

## Click on “Run Cleanup”

- If this is the 1<sup>st</sup> time you have created an archive, a prompt will appear: “Can’t open C:\COWFILE1.ARC Create?” **Select YES**
- The **Backup** file (file before cleanup), and the **Archive File** have been created and stored in the same directory as the active cowfile.



## Explanation

“Dead” and “SOLD” animals are archived in the “arc” file. They are removed from the current cowfile as the settings indicate, after the date of Death or sold event. Archived animal information will NOT be available to the active cowfile after it has been archived

“Previous Lactation Records” are removed to the “Arc” file the prescribed # days AFTER THE LACTATION IS COMPLETED. Archived Lactation information can be read from the active cowfile after it has been archived

*Note: In larger herds, the Chain/Barn Name picklist may be been turned off when the number of records exceeds 1024.*

✓ *To see if the cleanup worked correctly, Select “Use CHAIN for ID” from your menu. When the process is completed, the pick list should be back.*

After Cleanup has been run and the “picklist” still does not appear (more than 1024 records are in the cowfile) the settings may need to be lowered further.

A better alternative would be to use Chain # as the sole identification method in the herd (called numbered herd status) and thus the pick list is unnecessary. This requires a change in Dairy COMP 305. **‘Numbered herd status’ is not compatible with SCOUT**

**For assistance, call the DHI Customer Support or one of the Herd Management Specialists.**

**1-800 549-HERD (4373)**



## Customizing Reports in SCOUT

Scout users have the ability to customize reports found in the program. The items that are included on the report can be changed, so it contains the information that you find most useful. You can add, change or remove items from most reports found in SCOUT.

The reports are altered using the 'REPORT CHANGER'. The Report Changer can be accessed by:

- Selecting 'Program Setup' from the main menu heading 'FILE'
- Select option '6. Report Changer' from the option box that appears.

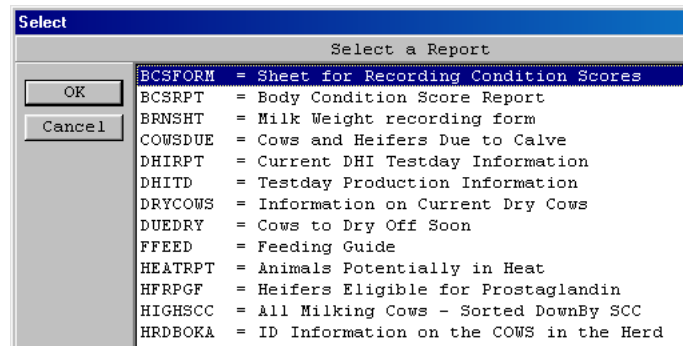
### Knowing Which Report to Change

You will need to know which 'COMMAND' is used to generate the report you want to change. As you begin using the program, you will need to get familiar with the commands used to generate the reports. The command can be found two ways.

1. Select the report you want to change from the menu, and the title will appear in the bottom right corner of the report screen (Report Name: total cows:X).
2. You can also click on the 'Lists' or 'Summaries' icons on the vertical 'Lookout Bar' on the left side of the screen. All the lists and summary reports are listed by command name and report title.

When you know the report command you want to change, select 'Report Changer' as described above.

1. You will then be prompted to select a report. This list is sorted alphabetically. Just start typing the command and the list will automatically sort to it. For example, type DHITD. Once the command for the report is highlighted, press enter to select it. (see example below)



2. The following screen appears. You can change an **ITEM** included in a report, change a **SWITCH** to alter the format of a report, and change how a report is **SORTed**. An option is also available to **Revert to Default**

### To Change Items on a report

Double click the 'Item' to be changed. To add an item select an <open> spot. A screen then appears with a list of all available items to be used. This list is sorted alphabetically, so just start typing. The list will then sort itself to the item you are looking for. Double click on the desired item or highlight it and press <ENTER>.

You will be prompted to enter the display width of the column. Pressing <ENTER> or clicking 'Yes' will use the default width or you can set the width by the number of characters.

An item can be removed from a report by selecting the item. When the item list pops up, press (ESC). You will be asked if you wish to remove the item, type "Y" and press <ENTER> or click on **Yes**.

### 3 Change Sort

Selecting "**Change Sort**" will bring up a list of all items. Select the one you wish to sort the report by. You are then prompted to choose either "BY" (lowest to highest values -- A to Z) or "DOWNBY" (highest to lowest values -- Z to A).

### 4 Change Switches

Selecting "**Change Switches**" will bring up a list of switches available as well as the ones used for the report being changed. Change the switches based on the changes being made to the report.

### 5 Revert to Default

Selecting "**Revert to Default**" will negate any current or previous changes you have made to that specific report. All of the items, sorts and switches will revert back to the original program settings.

## Creating and Maintaining a Breeding Code or Technician Table

Recording a 'Bred' event with additional data like sire used, type of breeding protocol used and inseminator of the animal can be useful when analyzing reproductive success in the herd. Entering sire information at a 'Bred' event is straightforward, since you are prompted for it when entering a 'Bred' event. However, Dairy COMP or SCOUT has to be altered so it can capture other types of breeding information. 'Breeding Codes' can be entered to record the type of breeding program strategy that was followed prior to inseminating an animal in the herd.

The following is an example of a breeding code table that lists the breeding program options that could be used in a herd.

**N - Natural Heat Breeding**  
**O - Ovsynch Breeding**  
**E - Estradiol and Ovsynch Breeding**  
**P - Presynch and Ovsynch Breeding**  
**A - CIDR and Ovsynch Breeding**  
**C - Chorulon 5 Days post Breeding**  
**T - Prostaglandin Timed Breeding**  
**L - Prostaglandin Observed Heat breeding**

Since there are so many different breeding programs available, this table may not be entirely useful for every dairy herd. 'Program Setup in SCOUT allows you to create a 'Breeding Code Table' like the one above for any herd. A 'Technician Table' would look similar, but would contain a list of individuals that inseminate cows in the herd and would have a unique number assigned them.

### To Create a Breeding Code or Technician Table

- From the main menu choose 'FILE', and then select the option 'Program Setup'. Select item "8. Techs/Bredcodes"

SETUP Options	
1	Exit
2	Herd Parameters
3	Enable Printer
4	General Setup
5	Phone/Modem
6	Report Changer
7	Pens/Strings
8	Techs/Bredcodes
9	Dairy Info
A	Sires

### To add a Breeding code or Technician to a table:

- Double click on an <available> space to add a new breeding code or new technician.
- You are prompted for a code number or letter and then prompted to enter the corresponding technician or breeding code.
- The table is limited to eight technicians or breeding codes.

Technicians		Breeding Codes	
< Available >		< Available >	
< Available >		< Available >	
< Available >		< Available >	
< Available >		< Available >	
< Available >		< Available >	
< Available >		< Available >	
< Available >		< Available >	
< Available >		< Available >	

### To Change a Breeding Code:

- Change a code, by clicking on the desired one and follow the prompts
- To delete a code; click on the required code and type '0'. A prompt asking to delete it will appear. Type 'Y' to delete.

Technicians		Breeding Codes	
1	joe	N	ovsynch
2	bob	S	standing heat
3	AI unit tech	P	presynch
< Available >		< Available >	
< Available >		< Available >	
< Available >		< Available >	
< Available >		< Available >	
< Available >		< Available >	

Creating either table is only beneficial when there are multiple breeding protocols used in a herd, or when several people are involved with inseminating animals in the herd. Entering this type of information will give producers more information that they can use to make better decisions when managing their reproductive program. The information entered using these tables are used in the herd analysis using the **BREDSUM** module.

## ADDING Animals in SCOUT

An important function in SCOUT is the entry of new animals to the cowfile. These animals are then found in the pick list just like any other animal already existing in the herd. Information used for each animal is only as good as the data entered, so it is important that entry is made accurately. If your herd is on DHI test, animal registration numbers and birthdates etc. will be cross-referenced with the Vision 2000 system to ensure animal integrity.

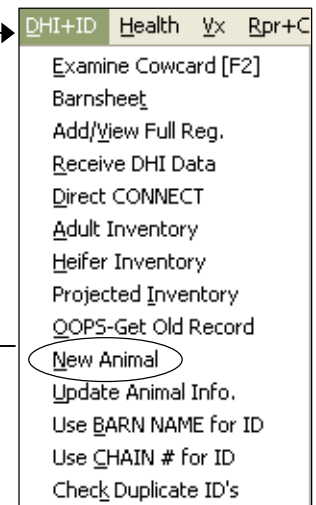
SCOUT makes adding new animals to the cowfile quite simple. This document will provide an overview of entering new animals and provide instructions on how to edit animal information that may have been entered incorrectly.

Animals can be added three different ways in Scout:

1. Using “**DHI & ID**” Menu and then selecting “**New Animal**”
2. Click on the “**Entries**” tab of the LOOKOUT Bar that runs down the left side of the screen; Click on the “**Add Animal**” button and then Double-Click on the **ADDID** line which appears in the main screen area.
3. New calves can be added to the cowfile when a cow freshens

### 1. Adding an Animal from the **DHI & ID** Menu

- Click on the DHI & ID menu, select “**New Animal**”
- You will be presented with the window below

- Enter information for each field as it is prompted for. The ITEM you are prompted for (*e.g. CBRD*) appears at the bottom of the screen. The item description appears to the right of the entry field. (*e.g. CBRD=Breed of animal*)



- Once you have completed entering information for each field (including the long registration name), you will be presented with the screen below:

Is the above Correct ?	
1	No, Make some changes
2	Yes, store this info
3	Cancel/Restart this cow entry

- Review the info on screen. If it is correct, select #2 **“Yes, store this info”** to complete the adding of the animal
  - Select #1 **“No, Make some changes”** if you missed some info or need to edit information. You must enter the number that corresponds to the item needing to be changed.
  - Select #3 **“Cancel/Restart this cow entry”** if you do not want to save the information entered and you wish to start again.
- If you accepted the information and stored the cow, the “add window” will confirm it with the message **“Last result: ADDED animal XXX”**

Add New Animal	
<b>Esc</b>	
1 CBRD	ADDING animal 620 Last result : ADDED animal 619
2 CREG	
3 CHAIN	
4 BNAME	
5 TAG	
6 BDAT	
7 SIRE	
8 DREG	
9 DERD	
10 FDAT	
11 LACT	
Highest ID in cowfile : 619	
Enter CBRD	Breed of Animal

- You can now add more animals or <ESC> to return to the Scout menu

## 2. Using the “Entries” tab of the LOOKOUT bar

- If you cannot see the “**Add Animal**” button on the LOOKOUT bar, click on the **Entries** button.
- Click on the “**Add Animal**” button. You will now be presented with the same process described above in #1.



## 3. Adding a Calf to the cowfile when a cow Freshens

- Begin the FRESH process (this is described in the document “Entering Events in Scout”)
- Once you have entered the Calving Ease, Calf Size and special conditions for the Fresh event, you will be prompted with the following screen:

```

1 Female, live, add to cowfile
0 No Information
1 Female, live, add to cowfile
2 Twin females, live, add both
3 Female, live but dont add
4 Female, dead
5 Male, live but dont add
6 Male, live, add to cowfile
7 Male, dead
8 Other twins (prompt for info)
9 Triplets (prompt for info)
    
```

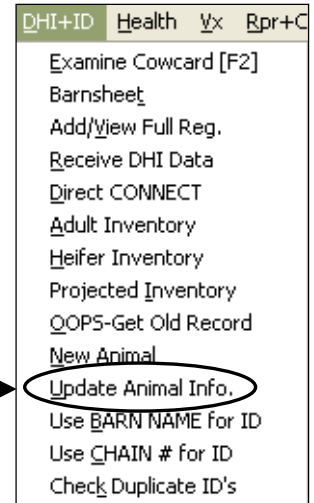
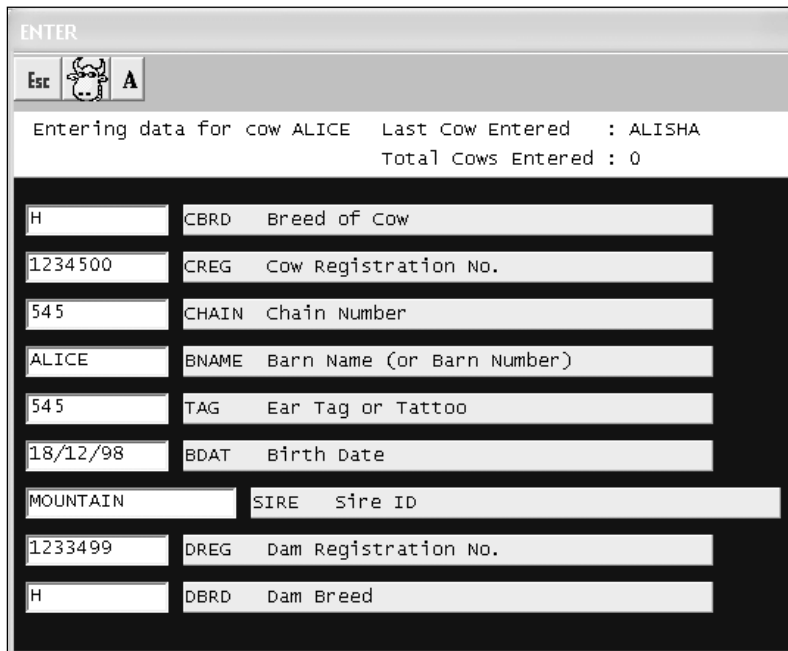
- Select #1 Female, live, add to cowfile and press <ENTER>
- Enter the information as it is prompted
- The calf is now added to the cowfile and can be selected from the picklist.

*We recommend the animal's TAG # is entered into the CHAIN field. When the animal freshens, the CHAIN number can be changed to a neck chain assigned etc.*

## Updating Information on an Existing Animal

There may be a time where info for an animal needs to be edited or more information added that wasn't available at the time the animal was added to the cowfile.

- Click on the **DHI & ID** menu, select **"Update Animal Info"**
- Enter or Edit the information for the appropriate ITEMS that need to be updated.
  - Once you are finished with an animal, you must press <ENTER> through the rest of the fields. Once you have entered through the last field, you will see a message at the top of the screen stating **"Entry stored for cow XXX"**

The image shows a screen titled 'ENTER' with a header bar containing 'Esc', a cow icon, and 'A'. Below the header, it says 'Entering data for cow ALICE' and 'Last Cow Entered : ALISHA'. It also shows 'Total Cows Entered : 0'. The main area contains several input fields for different attributes:

H	CBRD	Breed of Cow
1234500	CREG	Cow Registration No.
545	CHAIN	Chain Number
ALICE	BNAME	Barn Name (or Barn Number)
545	TAG	Ear Tag or Tattoo
18/12/98	BDAT	Birth Date
MOUNTAIN	SIRE	Sire ID
1233499	DREG	Dam Registration No.
H	DBRD	Dam Breed

- Press <ESC> when you are finished updating the info. You will be back at the main Scout menu.

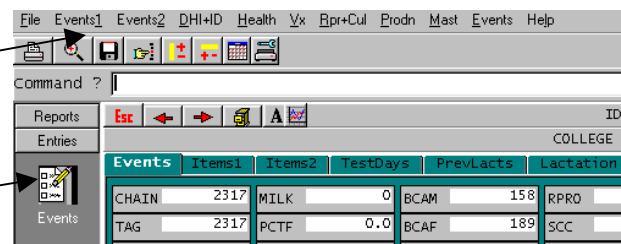
## Entering Events in SCOUT

One of the main functions of SCOUT is the entry and storage of cow data. The data is then used to generate to-do lists or do data analysis. The lists that are generated or data analysis made are only as good as the data entered. So it is important that timely data entry is made accurately to reap the benefits of the software program.

SCOUT makes data entry quite simple. This document will provide an overview of data entry and provide instructions on how to edit data that may have been entered incorrectly.

All the cow events that can be entered are found two ways

1. Under the EVENTS1 and EVENTS2 main menu items
2. Clicking on the 'Entries' tab of the LOOKOUT Bar that runs down the left side of the screen, then clicking on the 'EVENTS' icon.



Entering **FRESH**, **BRED**, **SOLD**, **ABORT** and **MILK FEVER** events are described below.

### Entering **FRESH**

Select FRESH from the EVENTS1 main menu or by using the EVENTS icon on the lookout bar.

You will then be prompted for a fresh date. You can use the arrow keys to change the date that appears or type in the correct date. You will then need to enter the following calving traits. Enter the appropriate letter for each trait and press enter.

U	EASE Calving Ease - U E H S
M	Csize Calf size - S M L
	SCOND Special Conditions - E M G O

**Note:** for SCOND Special Conditions: E = embryo birth; M= Multiple Birth (twins, triplets, etc); G=genetic defect; O=other condition

You are then prompted to enter the calf result, and whether the newborn calf needs to be entered into the cowfile. For animals that are entered into the cowfile (either male, female, twins) you will prompted for information on each calf. Enter the appropriate data for each item and press Enter after each item entry.

If errors were made while entering the fresh event there are a few avenues you can follow depending on the error made.

1. If a fresh date needs to be changed, go to the cowcard of the freshened animal and right click on the fresh event. Selecting 'Change this Event' will allow you to change the fresh date. Inform your CSR/technician if a fresh date has been changed after the animal has been tested. You can also add a 'Remark' in the 'Event Remark' field if necessary.

2. If you select 'Erase this Event' the fresh date will be erased and restore the cowcard to when the cow was dry. Any calf that was added to the cow file will be deleted as well.

**NOTE: Changing or Erasing any event on a cowcard, will follow the procedures outlined in points 1 and 2 above.**

3. If information of the newborn calf was entered incorrectly, select 'Change Animal Data'. You can change any item listed, but you need to press 'ENTER' through each item for your change to be saved.

### Entering **BRED**

Select BRED from under the EVENTS1 main menu item or by using the EVENTS icon on the lookout bar. Select the cow that you want and enter the correct date when prompted. The following screen appears.

You can enter one of the numbered options (0-5) if one applies. Press 'F4' to call up the sire list to choose the correct sire or type in the sire short name in the box provided.

Entering data for cow 2697

If you typed in a short name of a sire that is not currently on your herd list, a box will appear that asks if the sire is to be added to the sire list. Typing 'N' will cancel the BRED event entry.

Type 'Y' for yes and then the following will appear.

Enter the NAAB code or sire registration number of the sire and



click on 'OK'. The sire will be added to your sire list with a short name and an accompanying code or number.

When entering a BRED event, you can record the technician involved (if A.I. was used) and capture information on the activity that preceded the heat event (i.e. Ovsynch, natural heat, etc.). This information will be prompted for if technician and breeding code tables are created. See the document '**Creating and Maintaining a Breeding Code or Technician Table**' on how to construct these tables.

### Entering **ABORT**

Select ABORT from under the EVENTS1 main menu item or by using the EVENTS icon on the lookout bar. Select the cow that you want when prompted. The following screens appear:

SCOUT prompts for when the 'abort' event occurred.

Enter

Esc [Icon] A

Entering data for cow 3005

0 Enter abort date or days since cow aborted

You will be prompted for a new lactation if the cow has carried a calf for greater than 152 days or if the abort event occurs when the cow is entered as DRY. **If the cow is in milk**, enter '**N**' so you **DO NOT** start a new lactation. **If the cow that ABORTed is dry**,

ENTER

Yes No

Start new lactation for this cow?

type '**Y**' to start a new lactation. (can also click on the Yes or No buttons)

If a cow is in milk and days carried calf is less than 152 days, the lactation number will be automatically left the same.

The third prompt will ask you to set the 'Rpro' code. For cows that aborted when in milk you would set this to 'Open/OK', and set to 'Fresh' for cows that aborted during their dry period.

Set Rpro code to :

- 1 Fresh
- 2 Open/OK
- 3 Bred

### Entering **SOLD**

Select SOLD from under the EVENTS1 main menu item or by using the EVENTS icon on the lookout bar. Select the cow that you want when prompted. The following screen will appear.

24/ 2/03 SOLD Event Date

- 18 Died
- 20 Domestic
- 21 Export
- 22 No Reason
- 23 Low Production
- 24 Slow Milker
- 25 Mastitis
- 26 Udder Problems
- 27 Feet and Legs
- 28 Fertility
- 29 Sickness or Disease
- 30 Injury

Enter the date of the sold date and then choose the disposal code that best describes your reason for culling the animal.

If an animal was incorrectly SOLD, you can recover the animal so she will return to the active cow file.

From the main menu, select 'DHI+ID' and choose the item

'YTD Culls\_Deaths'. **Click on the ID of the animal.** This will bring up the cow card of the deleted animal that you want to restore. In the cowcard, right click on the SOLD event listed and choose 'Erase this Event'. Follow the prompt and when the event has been deleted, a message confirming that the animal has been 'restored' will appear.

ID	CHAIN	LA	DIM	DCC	T	LS	MAXLS	NMAS	305M	ARDAT	DISP
1093	2790	5	352	147	5	3.6	8	0	9960	24Feb03	EXPORT
1179	2790	4	39	0	0	1.9	2	0	8230	16Jan03	FEET/LEI
1362	2668	4	148	70	1	3.4	7	0	9600	16Jan03	FEET/LEI
1352	2691	4	228	0	4	4.9	8	0	6720	17Dec02	REPRO
1363	2934	1	539	0	1	5.0	8	0	8370	12Dec02	REPRO
1497	3073	1	35	0	0	2.7	3	0	6320	12Dec02	UDDER
1570	2809	3	147	0	2	5.8	8	0	7540	12Dec02	MASTITIS
1229	2575	4	463	281	6	0.0	8	0	11260	5Dec02	INJURY
1349	2660	3	372	259	4	0.0	4	0	11010	2Dec02	DOMESTIC
1297	2880	2	254	0	3	3.8	4	0	9140	29Nov02	FEET/LEI
1336	2912	2	261	0	3	3.9	5	0	7700	29Nov02	REPRO
1350	2643	2	305	0	5	4.4	7	0	11140	29Nov02	REPRO

**If the cow has been mistakenly recorded as SOLD and went through a DHI test (usually the case of a DRY cow), you will need to contact the Customer Service Desk (1-800-549-4373).** This cow will need to be re-entered in the processing system as a 'new' animal. You will be instructed on how to restore the cow in your program.

## Entering MILK FEVER

Select MILK FEVER from under the EVENTS2 main menu item or by using the EVENTS icon on the lookout bar. Select the cow that you want when prompted.

The following screen will appear. Enter the date that the event occurred. You are then prompted with an 'Event Remark' field.

You are not required to enter anything

in this field, but a remark can add useful information that will be stored with the event.

Treatment information or cow related remarks are normally entered here. However, the remark field can only hold 8 characters, so sometimes a coding system may need to be entered. After entering the remark press 'Enter'. The cow pick list will appear again and you can enter a 'Milk Fever' event for another cow if necessary.

Entering data for cow 2579      Last Cow Entered : 2579  
Total Cows Entered : 1

24/ 2/03	MF Event Date
	MF Event Remark

Entering other events under the EVENTS2 of the main menu will follow the same pattern as with Milk Fever.

**Note:** If you select 'Other Events' under EVENTS2 you can choose any cow event item that is in the event table. This option is useful for the less common events, which are not listed under the EVENTS1 and EVENTS2 main menu items.

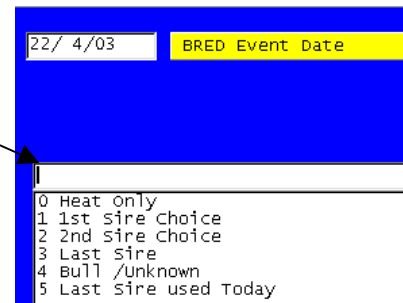
## Managing Sire Information In Dairy COMP On-farm products

Sire information in Dairy COMP/SCOUT is useful for several reasons. Entering sire information at all BRED events will allow the conception sire information to be attached to calves that are added to the cowfile when an animal freshens. The sire information will also be necessary if you register animals electronically with the various breed associations. Entering sire information for purchased animals will provide a complete and up-to-date cowfile.

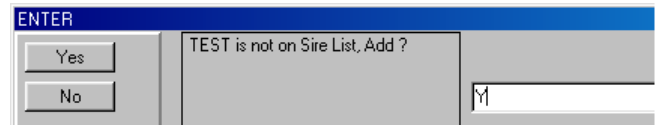
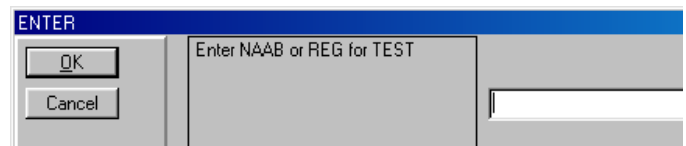
Entering the sire information in a consistent manner will make managing this information easier. Entering sire information and managing the information in the SIRE LIST will be described below.

### Entering SIRE information for a 'BRED' Event

1. After selecting the BRED event, you will be prompted for the service sire information.



- When you enter the short name of a service SIRE that is currently not on your SIRE LIST, the following prompt appears. To maintain an up-to-date SIRE LIST choose Yes.
- If Yes is chosen you have two options, either enter the Sire's Semen Code OR Registration number. The sire information will then be added to the SIRE LIST.

- It is **STRONGLY** recommended that the Semen Code (NAAB Code) be entered when adding a new sire to the SIRE LIST. The sire information field in Dairy COMP can store up to 9 characters. Some sire registration numbers (especially European sire registration numbers) have more than 9 digits, whereas all Semen codes will have 9 characters or less.

**NOTE:** The semen code can be entered as follows to comply with Dairy COMP's limitation of 9 characters in the field

- **Remove Leading 0 and only use 1 letter as the breed indicator**

**Example:** If Semen Code = 0073HO01258  
Enter into Dairy COMP - 73H1258

(Do not enter 00 or O0 in the code)

- **V2K will recognize this as the proper code for the bull**

**NOTE:** For users enrolled on DHI services; when your herd information is processed after a test, the sire information will be confirmed and updated if necessary.

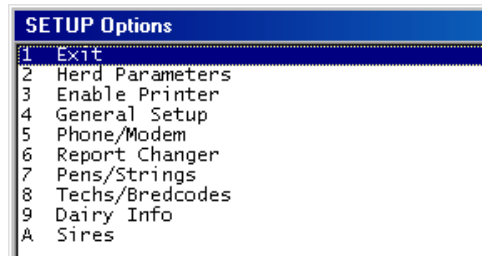
## 2. Entering Sire information when adding new animals

- Same process applies as when adding a new sire as described above with the BRED event.

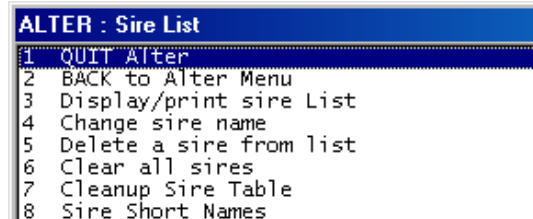
Editing the sire list is a useful tool when there are sire short names on the sire list without the sire code or sire registration number. With this added feature it is important that we all understand what will happen when using it, how to use it and the meaning of the terms.

## Accessing the Sire List

- To access the Sire List, go to main menu item 'FILE', select 'General Setup', and then choose the option 'SIREs'.



- In Sire List options, choose **3 Display\Print Sire List** to see the sire list



- An example of a SIRE LIST. Please note that the left column should contain a sire semen code or sire registration number, and the right column should contain the corresponding sire short name.

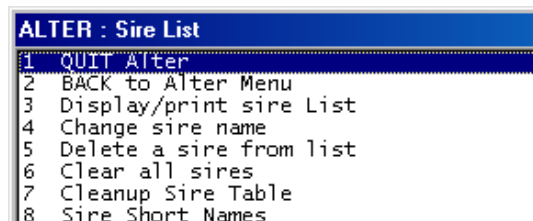
Notice in the SIRE LIST example that the semen code '73H1965' does not have a short name assigned to it.

ALTER8 : Sire Table	
Sire	
73H1514	PARK
73H1876	MASON
73H1965	
73H2012	STORM
73H2252	SPIRIT
73H2371	PROGRESS
73H2400	JAMES
73H2479	OUTSIDE
73H2593	STONEHAM
73H2759	IGNITER

## Editing the sire list

Adding a sire short name to a semen code:

- In the Sire List option box, choose the option 'Change sire name'.



- o The Sire List will appear and you can pick the sire number you desire. Using the above example, scroll down to sire number '73H1965. Type the appropriate sire name in the 'Short Name' field.

Editing a Sire Name appearing in the wrong column:

- o The sire list may contain a sire short name in the column as this example shows.

9194869	MEMOIR
9216761	FAITHFUL
9216773	IVAN
9216775	NOEL
9216778	ICE
9292958	APPEAL
BULL	ROCK
LEO	
MAVERIC	

- o As described in the previous example, select the option 'Change sire name'. The same edit box will appear with a name in the NAAB/REG field.

- o Obtain the correct NAAB code (Semen Code) for the sire and enter it in the NAAB/REG field. Enter LEO in the Short Name field.

## Cleaning up the sire list

- o There are two options that can be selected to clean up the sire list.

- Choose Cleanup Sire Table. Dairy COMP/SCOUT deletes all sires that do not sire an animal currently in the herd and that are no longer recorded as a service sire of any breeding for an animal in the herd.

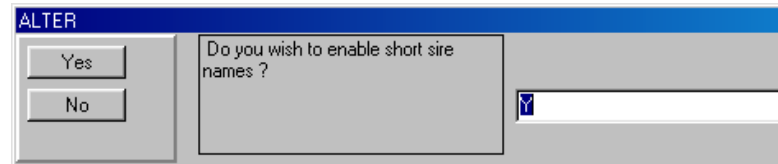
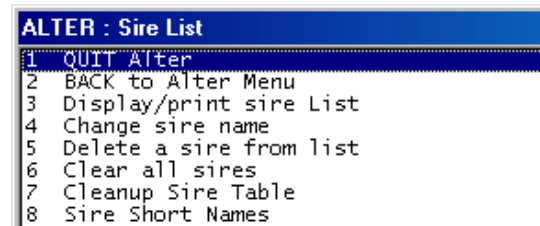


- b. From the Sire List option box, choose the option 'Delete a sire from list'. When this option is selected, the sire list appears and the sire to be deleted can be selected. You are prompted to delete the sire chosen. Choose 'Y'es to delete the sire.

**Please note: If you delete an active sire, the sire information is removed from any cow cards that contain that sire. If you need to change a SIRE name, registration number or NAAB code, use the edit features.**

### Altering the Sire identification used in the cowfile

- o In the Sire List option box, choose the option 'Sire Short Names'.
- o You are then prompted if you want to use the short sire names. If you choose 'Y'es the sires in the cowfile are identified with the sire's short name. If you choose 'N'o, the sires are identified with the sire's semen code or registration number as seen on the sire list.



If you need assistance with managing your sire list, please call Dairy COMP support at 1-800-549-4373.

# Dairy COMP - Scout

## Entering Embryo Transfer Information

There are several steps needed to enter all the event information that is a result of the embryo transfer (ET) process. The events of the ET process that can be captured in SCOUT are:

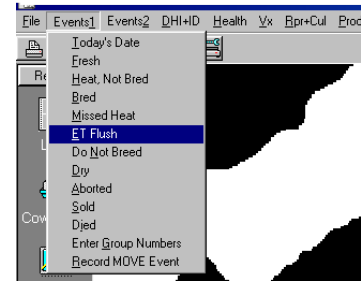
1. ET flush
2. Bred event for cows that are embryo recipients
3. Entering the ET Dam information for recipient cows
4. User access to the ET Dam information in Scout

### Tasks

### Steps

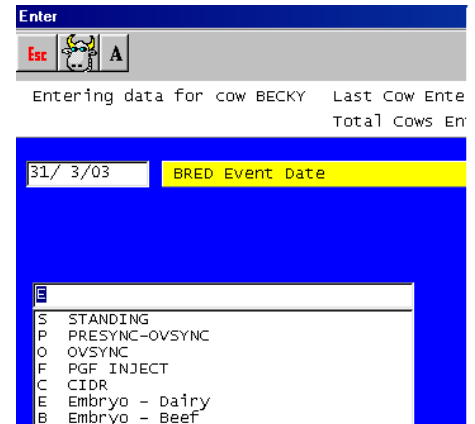
#### Entering the ET Flush Event

- From the main menu, choose Events1, and select ET Flush.
- The cow pick list will then pop on to screen, so move the cursor up or down to select the cow(s) that were flushed.
- Use the remarks field to enter the number of eggs recovered, quality of eggs recovered or other pertinent info you may use.



#### Entering the bred event for recipient cows

- From the main menu, choose Events1, and select Bred.
- The cow pick list will then pop up on the screen, so move the cursor up or down to select the cow that was bred.
- Enter the bred event date to be seven days prior to the embryo being implanted in the recipient.
- Next, a screen will pop up that asks for sire used, so enter the appropriate sire short name. Add the sire if it is new to the sire list. A breeding code table will then appear which lists activities related to a bred event. Enter the code to indicate an embryo was used in the bred event.



Please note: To create a breeding code table see the document entitled: 'Creating and Maintaining a Breeding Code or Technician Table'.

- The code denoting the cow as an embryo recipient will appear on the cow card only

### Entering ET DAM info for recipient cows

- To record the ET Dam for recipient cows go to the cow card and type ETDAM at the mini- command line.

- The following screen will appear, and **you must enter the unique computer ID number of the donor cow**. A barn name or chain will not be accepted for the variable ETDAM.

- For most herds, the cow's computer ID number can be found next to the barn name or chain that is on top of the cow card. (exception are numbered herds)

- The cow's computer ID number can be added to a report like the adult inventory or the cow repro status summary using the Report changer in SCOUT (found Main Menu to File to Program Setup to Report Changer), or using ALTER in Dairy COMP. See the 'Report Changer' documentation or ALTER documentation in the your manual.
- The ET Dam information will remain with the recipient cow until it is changed or removed from that cow's record.

### User access to the ET Dam information

- By default, the ET Dam information is located on page 2 of each cow's cow card
- To make the ET Dam information more readily available for all

recipients in the herd simultaneously, the ET Dam item can be added to a report. The ET Dam item can be added to any report using Report Changer or ALTER.

**Calf Information**

- The dam information other than 'DID' will need to be changed for the resulting calf that is added to the cowfile when the recipient freshens. Use Update Animal Info, found under DHI + ID main menu item.

If there are any questions regarding this 'user directions' information please call the Ontario DHI customer service desk at 1-800-549-4373.

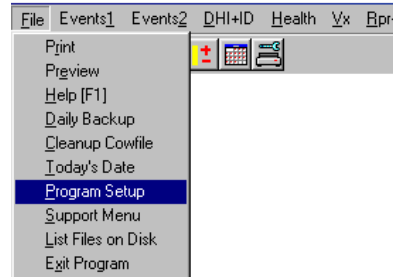
## Changing Herd Parameters in SCOUT

**Herd Parameters** is an option in SCOUT that is used to set the criteria by which cows are selected for different lists in the program. The 'Herd Parameters' that are listed are associated greatly with 'Vet List' for cows and heifers.

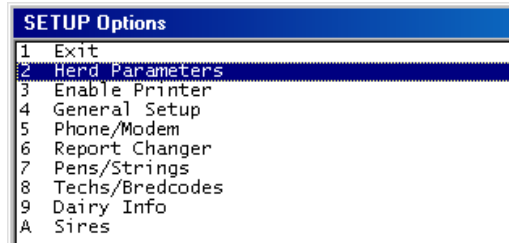
The 'Herd Parameters' option can be found by:

1. Selecting 'FILE' from the main menu

2. Select 'Program Setup'

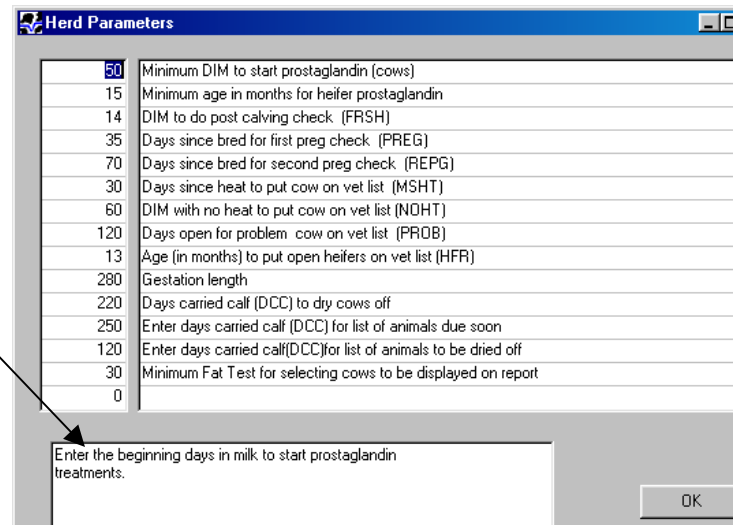


3. From the Setup Options box, select "Herd Parameters".



4. A 'Herd Parameters' box will appear. Use your mouse to click on the parameter value that you want to change. Follow the parameter description in the white box, and enter the value that represents how you manage your herd.

For example, a producer wants to have an animal that has been bred at least 35 days to appear on the Vet List. The parameter 'Days since bred for first preg check (PREG)' is set to 35, so all animals which meet this criteria will appear on the vet check list.



**Please note:** This applies to the cow and heifer vet lists

**NOTE:**

If you do NOT want a parameter to be used as criteria to include animals on your vet list, set the value to zero (0).

The herd parameters circled, affect the vet list.

The Herd Parameters that are not circled, affect other lists that are in the SCOUT program. Do NOT set those Herd Parameter values to zero (0). The lists will not recognize a zero (0) value and the lists will need to 'revert back to default' settings (found in Report Changer)

Value	Description
50	Minimum DIM to start prostaglandin (cows)
15	Minimum age in months for heifer prostaglandin
14	DIM to do post calving check (FRSH)
35	Days since bred for first preg check (PREG)
70	Days since bred for second preg check (REPG)
30	Days since heat to put cow on vet list (MSHT)
60	DM with no heat to put cow on vet list (NOHT)
120	Days open for problem cow on vet list (PRODB)
13	Age (in months) to put open heifers on vet list (HFR)
280	Gestation length
220	Days carried calf (DCC) to dry cows off
250	Enter days carried calf (DCC) for list of animals due soon
120	Enter days carried calf(DCC)for list of animals to be dried off
30	Minimum Fat Test for selecting cows to be displayed on report
0	

Enter the beginning days in milk to start prostaglandin treatments.

OK

If you need further assistance in setting your Herd Parameters, please call 1-800-549-4373 and ask for the Dairy COMP support group.

# SCOUT

## Managing your Herd Health Visit Using "VETLIST"

**VET LIST** is an option within SCOUT that allows individual animals to be flagged for any one of a number of user-defined reasons so that they will appear on the Vet List Report. The concept is to create a report that can be used at a veterinarian visit. While the ITEMS included on the report can be changed to suit individual farms, below is an example of the default report that comes with the program. The default printer settings for this report are double-spaced and compressed print.

**This report is date sensitive. That means many of these cows are chosen for the list because they meet specific date criteria. (for example; days since last heat DSLH) For this reason, you should be sure the computer date is the same as the expected veterinarian visit date.** This simplifies the report for the farmer and the veterinarian.

### Vet List Report

Information Items										Vet code		Space to enter Body condition score	
Veterinary Exam List for Cows													
BNAME	L	RPRO	DIM	TBRD	305M	SCC	EDAY	EVT	REM	DSLH	VETC	BNAME	BCS
=====													
ASHTON	6	FRESH	63		8110	207	30Jan02	FRESH	-		FRSH	ASHTON	_____
CAROLEE	3	FRESH	73		10550	146	20Jan02	FRESH	-	61	FRSH	CAROLEE	_____
CINDY	2	BRED	260	4	10820	442	28Mar02	BRED	-	6	PREG	CINDY	_____
ELITE	1	FRESH	13		6350	65	21Mar02	FRESH	-		FRSH	ELITE	_____
ELLIE	5	OK/OPEN	230	2	10500	193	5Feb02	OPEN	-	40	NOHT	ELLIE	_____

Empty line for comments

Empty line for comments

The vet list can be altered to include different items or switches to content of the report. **See the document, Customizing Reports in SCOUT, for more details.**

**Please Note: Do not erase the bname or chain items on this report. These items are linked to other reports, so when they are erased it will affect other reports in your SCOUT cowfile.**



An example of an altered Vet List is below. The Vet List report has added the last two event that appear on the animal's cowcard in addition to the above information. The cow events were included on the vet list by adding the \V2 switch to the 'VLIST' command using 'Report Changer' (you are limited to including up to the last 4 events)

Veterinary Exam List										The last two events in a cow card including the remark		BCS	
BNAME	L	RPRO	DIM	TERD	305M	SCC	EL						
ASHTON	6	FRESH	63		8110	207	30Jan02	FRESH	-		FRSH ASHTON		
		1/30/02 FRESH											
CAROLEE	3	FRESH	73		10550	146	20Jan02	FRESH	-		61 FRSH CAROLEE		
		1/20/02 FRESH						2/ 1/02 HEAT	EARLY				
CINDY	2	BRED	260	4	10820	442	28Mar02	BRED	-		6 PREG CINDY		
		3/13/02 OPEN	-					3/28/02 BRED	BLACKICE	0			

## Vet List Criteria

SCOUT selects animals for the vet list if they meet any one of the criteria listed below that is turned on. The 'Herd Parameters' option allows the user to set the Vet list criteria. A description of 'Herd Parameters' is found in General Setup (see the document **Changing Herd Parameters in SCOUT**).

**For Vet List to work properly, information must be entered into SCOUT accurately & regularly.**

## Entering Vet List Results

There are two ways to enter VetList results.

1. Select 'Enter Cow Results' from the main menu item 'HEALTH'

The following screen appears. The results are entered in the box(es) beside the cow ID.

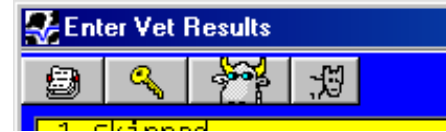
Type in the number that corresponds to the appropriate result from the yellow box.

You can also press the appropriate function key (F# key) to enter a vet result.

For example, the F1 key = 3CLRO:

cow was OK (3) and she had a corpus luteum on the right ovary

The 4 small icons that appear on the top of the 'Enter Vet Results' box can be very useful as well. By clicking on these icons with your mouse will allow you to do certain useful functions. A description of the icons is as follows:



User can review the vet entries entered



Allows user to (re)define the function keys list



User can jump to a cow out of order. The picklist will appear and you choose the cow you need.



User can see the cowcard of the current cow.

***Please Note: Before entering vet list results, set the date to the vet list date, so the cows will come up in the order they appear on the Vetlist. The data entry will be much easier.***

## 2. Enter vet list results at each cow's cowcard.

You can type the results PREG, OK, OPEN, or RECK at the mini command line in the cowcard. You will prompted for a date and a remark. This method is much more time consuming than the method previously described. However, this method can be beneficial to update a cowfile when just starting the program.

***PLEASE KEEP IN MIND - SCOUT will make paperwork with regard to managing the dairy herd easier. BUT it has to be used properly! Failure to regularly enter events & dates will create a Vet List that is frustrating and of little use. Proper recording of information will create a tool (Vet List) that will save many hours of work.***

For assistance, call the DHI Customer Support or one of the Herd Management Specialists.

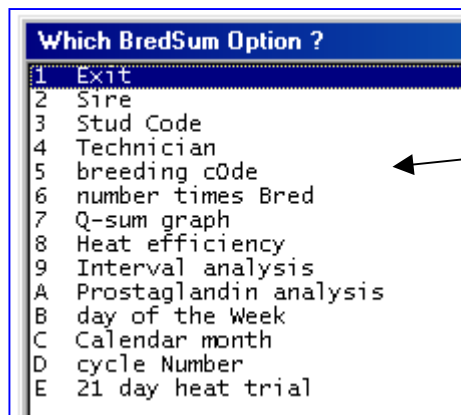
**1-800 549-HERD (4373)**

## Tracking Reproductive Performance with “BREDSUM” in SCOUT

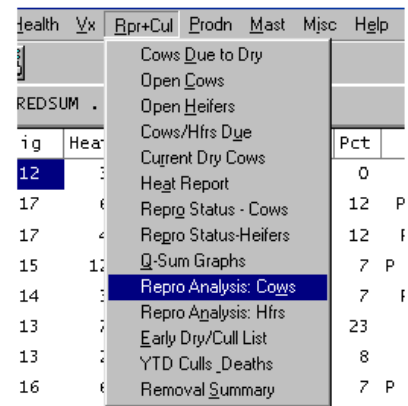
**BREDSUM** is a powerful tool to use in evaluating a herd’s reproductive performance. This module is found on the menu under the heading ‘Rpr + Cul (or Reprod’n), and then selecting Repro Analysis: Cows or Repro Analysis: Heifers.

Select the menu item and the dropdown menu (below) will appear listing the 13 options by which to analyze the reproductive performance of a herd.

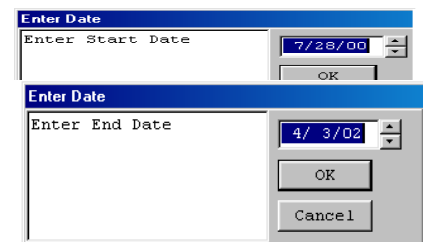
This document will explain how to use each option.



Analysis  
options



After selecting any option, SCOUT will ask for a start date and an end date before. This provides flexibility for doing a herd analysis. The user can analyze performance for a given period of time after a change in herd management or can make an annual appraisal of reproductive performance. Use caution when analyzing data from the past, it does not necessarily reflect what will happen in the future.



Conception Rate Analysis Reports by Variable:

(Options 2.Sire, 3.Stud Code, 4.Technician, 5.Breeding Code, 6.Number Times Bred, B.Day of the Week, C.Calendar Month, D.Cycle Number)

This screen shot is a sample of the report that results when selecting one of the 8 options listed above. The example shown is for the ‘Breeding Code’ option. The values in the columns relate to the breedings with a specific code, which are found on the breeding code table (Modify and display the breeding code is found using Program Setup). The values are calculated for each breeding code. The ‘UNCODED’ group is all breedings that do not have a code attached to it.

BREDSUM ... FOR LACT>0\DA							
Breeding Code	%Conc	#Preg	#Open	Other	Total	%Tot	SPC
Uncoded	37	17	28	11	56	83	2.6
Standing	71	5	2	1	8	11	1.4
Target	66	2	1	0	3	4	1.5
TOTALS	43	24	31	12	67	100	2.3

- **% Conc** = the percentage of cows that are pregnant to breedings to sire X
- **# Preg/#open** = the number of pregnant and open cows that were bred to the sire.
- **Other** = includes cows not confirmed open or pregnant
- **Total** = total breedings to the sire
- **%Tot** = percent of breedings to sire X of total breedings in herd
- **SPC** = services per conception. The number is calculated as 1/conception rate

The bottom of the report will give herd summary totals of all cows bred for the time period selected.

### Conception Efficiency and Heat Detection Efficiency Reports: (Option 7.Q-Sum Graph, 8.Heat Efficiency)

The output format used by the Q-sum and heat efficiency options are shown in the sample report shown to the right. The columns include **Cow herd #, Date bred, Sire used, Times bred, and Technician code**. The graph starts at center and a pregnancy result (P) will move the graph line to the right. An open event (O) will move the graph line to the left. A bred event with an undetermined (U) outcome, an insemination of a cow already pregnant, and a cow bred twice within 5 days will not advance the graph line either way. This option gives a quick view of conception efficiency over time. Sold or dead cows that remain in the active cowfile (i.e. not purged through cleanup) will also be included in the analysis.

The herd's conception rate is given at the end of the graph, when clicking on the report tab in SCOUT (found on bottom of screen).

```

- Command : BRDQ ADULT
Q-Sum Graph from 2/27/01 through 3/13/02
Breeding Efficiency : Abort, Preg, Open, Repeat, Estim, Conc, Undet

```

611	8/ 5	LOCHNESS	3 0			O
616	8/ 7	GIBSON	1 0			P
658	8/13	INQUIRER	2 0			P
642	8/16	AVIDEN	4 0			A
411	8/16	AVIDEN	3 0			U
657	8/21	LAZYBOY	5 0			O
643	8/22	LOCHNESS	6 0			P
657	9/ 5	REVENGE	6 0			U
611	9/ 7	REVENGE	4 0			U
663	9/11	GIBSON	4 0			O
645	9/27	INQUIRER	1 0			O
677	10/29	BOSS	1 0			P
673	10/30	BOSS	1 0			O
660	10/30	BOSS	1 0			P
645	10/30	BOSS	2 0			P
674	10/31	THOUTERD	1 0			P

```

633 4/15 RANDY 4 U U
638 2/15 RANDY 2 0 P
Efficiency = 48

```

The **Heat Efficiency** option works in a similar fashion but provides a graph line of heat detection efficiency and the efficiency value at the bottom of the graph provides a heat detection rate for the herd. Please note that this option uses a Voluntary Waiting Period (VWP) of 50 days and estimates when heat would occur. Therefore all possible heats for all eligible cows would be included in this graph.

### Heat Interval Analysis Report: (Option 9. Interval Analysis)

This option provides an analysis of cows that had at least two heat events (recorded heat or bred). The interval between heat events is listed in the first column and the pregnancy exam results for the second of the two breedings is tabulated in '#preg' and '#open' columns. The 'other' column contains cows that have not had a pregnancy check yet. This analysis is better suited for larger herds since there will be greater numbers in each interval for analysis. Use caution when interpreting the values presented below the data table.

```

- Command : BREDSUM ADULT\DA
Interval Analysis from 2/27/01

```

Heat Interval	%Preg	#Preg	#Open	Other	Total	%Tot	SPC
4 - 17 days	50	1	1	1	3	5	2.0
18 - 24 days	60	6	4	0	10	17	1.7
25 - 35 days	63	7	4	3	14	24	1.6
36 - 48 days	0	0	6	3	9	15	
Over 48 days	36	7	12	3	22	37	2.7
=====							
TOTALS	43	21	27	10	58	100	2.3

```

Average days to first heat is 105
Average days to first bred is 112
Average days to conception is 139
Average calving interval is 411

```

**Average days to first heat, to first bred, to conception, and calving interval only include cows that are used in the heat interval analysis.** Therefore, cows pregnant on one service are not included in those values.

### Breeding Intervention Analysis Report: ( Option A: Prostaglandin Analysis )

When Prostaglandin Analysis is chosen, the program asks to select the prostaglandin event. A screen showing the events list will pop up and the user needs to select the PGF event.

Select Prostaglandin Event	
15	DIED
16	CHECK
17	CALFVAC
18	XID
19	MISHEAT
20	MEASURD
21	FOOTRIM
22	MAGNET
23	VACC
24	SELEN
25	PGF
26	DEMORM
27	BSCORE
28	GNRH
29	TX
30	OTHER

The summary of prostaglandin treatments on reproductive performance as well as a comparison to overall herd reproductive performance is presented in the box shown here.

This analysis is useful only if prostaglandin injection events are entered into SCOUT. Taking this one step further, if **presynch** or **ovsynch** programs are used selectively in a herd and are entered as events in SCOUT, the user could select either of those events for analysis to evaluate the effectiveness of those breeding programs as compared to the other breedings in the herd.

PGF Effect from 2/27/01	
Cows Examined	220
Cows Treated	0
Percent treated	0
Total treatments	0
Treatments per treated cow	0.0
Average DIM at treatment	0
Percent bred within 10 days of treatment	0
Treatment to next service (all cows)	0
Treatment to next service (<10 days)	0
Treatment to next service (>10 days)	0
Treatment to concept intrvl	0
% Preg to these breedings	0
% Preg to other breedings	40

### Pregnancy Rate Report: (Option E: 21 Day Heat trial)

The table shown illustrates the graph that is generated when selecting the heat interval analysis option. SCOUT divides the time frame specified by the user into three week intervals and determines cows that were heat eligible (Ht Elig), the number cows recorded with a heat event or bred event (Heat), and shows the heat detection rate (Pct) for that interval. Note: cows are heat eligible after the 50-day VWP, and are open.

The same cows included in the heat eligible are also analyzed for their pregnancy status. Cows that were eligible for pregnancy (Pg Elig) will normally equal the heat eligible animals. Cows confirmed pregnant are accounted for (Preg) and the resulting pregnancy rate is calculated (Pct).

Command : BREDSUM ADULT\DA											
Date	Ht Elig	Heat	Pct	Pg Elig	Preg	Pct	25	50	75	100	
-----	-----	-----	-----	-----	-----	-----	%	%	%	%	
2/28/01	11	2	18	11	1	9	PH				
3/21/01	12	3	25	12	3	25	P				
4/11/01	10	5	50	9	0	0			H		
5/02/01	13	6	46	13	1	8	P		H		
5/23/01	15	10	67	15	3	20	P		H		
6/13/01	13	5	38	13	2	15	P	H			
7/04/01	13	6	46	12	0	0			H		
7/25/01	13	4	31	13	2	15	P	H			
8/15/01	16	6	38	15	2	13	P	H			
9/05/01	14	3	21	12	0	0		H			
9/26/01	14	1	7	14	0	0	H				
10/17/01	16	5	31	15	3	20		P	H		
11/07/01	14	4	29	14	1	7	P	H			
11/28/01	14	8	57	14	3	21	P		H		
12/19/01	13	8	62	13	4	31		P	H		
1/09/02	10	4	40	9	2	22		P	H		
1/30/02	8	4	50	7	2	29		P	H		
2/20/02	7	0	0	0	0	0	Undet	Preg	Stat		
3/13/02	8	1	12	0	0	0	Undet	Preg	Stat		
Total	219	84	38	211	29	14	P	H			

Any discrepancy in the heat eligible and pregnancy eligible columns is due to cows that died or were sold, or cows that were classified as do not breed during that 3 week interval. The plot on the right side of the table depicts the heat detection rate (H) and pregnancy rate (P) for the herd in each interval.

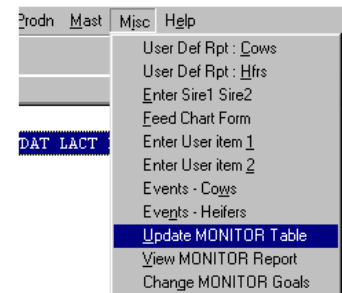
**For more information, call the DHI Customer Support or one of the Herd Management Specialists.  
1-800 549-HERD (4373)**

# SCOUT

## Tracking Herd Performance Using "MONITOR"

Being able to see herd progress over time is something producers would like to be able to do easily. While SCOUT has a number of methods that allow this to be done, the best tool to use is "MONITOR". **The best recommendation is to use MONITOR to see in what areas the herd has changed since the last test before looking at other reports.** By looking here first, you are able to quickly prioritize the areas of herd performance (health, reproduction or production) that need your attention.

The following description of the MONITOR report will show how herd progress can be analyzed. To use the MONITOR module, select the main menu item 'Misc' and choose from the three MONITOR options that you need.



### 'MONITOR' Overview:

The concept of the MONITOR module is to allow a user to monitor trends of herd performance using a number of Benchmarks (called parameters). After test day information is received, or some other regular interval, have the program calculate these benchmarks. The parameters include measures of production or reproductive performance, frequency of disease occurrences or other benchmarks. The report looks like the partial one shown below (Figure 1). To view the report, select 'View Monitor Report' from the pulldown menu.

**Figure 1: Monitor Report**

MONITOR										
# Parameter	2810	19 5	4 6	22 8	23 1	9 7	412	28 4	Goal	
1 __PRODUCTION__	-----									
2 Cows in Milk	26	35	30	36	29	28	28	27	0	
3 % Cows in Milk	78	92	72	98	86	77	78	80	85	
4 Av Milk/Cow/Day	30	32	31	32	30	26	32	32	32	
5 Av Milk-Lact 1	28	30	30	27	26	24	27	27	27	
6 Av DIM-Test Day	201	158	175	155	143	183	152	142	150	
7 Av % Fat	3.7	3.6	4.6	3.5	0	3.7	0	3.9	3.8	
8 Av % Protein	3.5	3.3	3.2	3.1	0	3.2	0	3.2	3.4	
9 305 Milk Proj.	9,1	9,6	9,7	9,3	9,0	8,5	8,8	9,3	10,0	
10 Av BCA-Milk	209	219	213	218	218	188	206	199	200	
11 Av kg Fat	1.1	1.2	1.6	1.0	0	0.9	0	1.2	1.1	
12										
13 __REPRODUCTION__	-----									
14 #NotBred,Opn>70	3	3	4	6	6	1	4	15	5	
15 #NoPgcK,DIM>150	9	5	3	3	7	9	4	5	0	
16 # Days Open>150	7	7	10	6	6	6	6	7	0	
17 Av Days Open	256	142	142	129	181	142	156	166	110	
18 Av #Times Bred	1.5	1.8	2.3	2.2	2.9	2.4	2.3	2.5	2.0	
19 #HfrNotBrds14Mo	2	3	3	5	1	0	0	6	0	
20 #NotPrg,Hfr>17M	7	2	1	0	1	1	0	5	0	
21 #ProDaysDry>65	3	2	5	2	4	6	9	9	0	

Parameters      Test day Data      Herd Goals

The benefit of MONITOR is that it will allow you to monitor the herd over time for 38 parameters that are contained in the MONITOR table. You will be able to react to changes or trends to assist in management decisions in your dairy operation.

### Description Of The Monitor Table:

The MONITOR table contains 38 herd parameters that provide measures for 5 different areas of herd performance. The five management areas include:

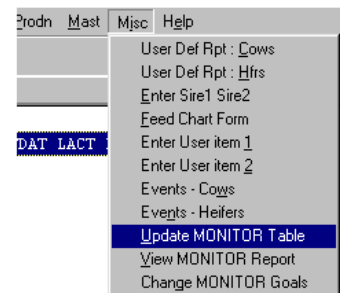
- Production
- Reproduction
- Inventory
- Management
- Disease

SCOUT will hold the calculated parameters for up to 15 months (or calculation periods) on the MONITOR table. Each new calculation is added to the 2<sup>nd</sup> column from the right. Herd goals are in the right column. Although the parameter list is identical for each SCOUT user, the herd goals for MONITOR will be unique to each herd and will remain in the herd cowfile unless changed.

### Calculating the Monitor Table parameters

#### Select 'Update Monitor Table' to calculate the parameters.

To maintain a current MONITOR table, the parameters have to be calculated regularly. It is strongly recommended that you calculate the parameters after receiving test day information, or on a monthly basis. By calculating the parameters regularly gives you the ability to see the herd trends quickly.



**NOTE:** You need to select View MONITOR Report after updating it. The report on your screen does not automatically update.

**If MONITOR is not calculated after downloading test day information, change "Today's Date" to the test date before doing 'Update MONITOR Table'. Some of the parameters are date-sensitive, so the test date is best used so cow data entered on farm will coincide with the production data.**



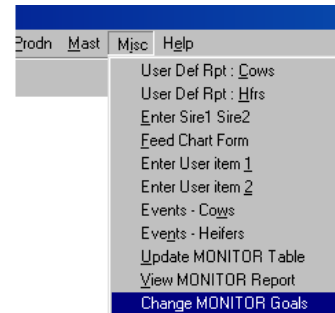
## Changing MONITOR table Goals

Select 'Change Monitor Goals' to change parameter goals.

This option will be used most often as the customer meets his goals and wants to set new ones or when setting up a herd on MONITOR. These goals could be ones that the producer set or could be industry goals or Benchmarks that the producer wishes to attain.

When this choice is selected, you are prompted to select a parameter that requires the change. You are then given a box, which allows you to type the new goal. For parameters that contain a decimal, enter the value without the decimal and SCOUT will insert the decimal for you.

**Previous data that was changed is not recoverable.**



**For more information, call the DHI Customer Support or one of the Herd Management Specialists.  
1-800 549-HERD (4373)**

# Loading your Milk Production Information into Your On-farm Program (Scout OR Dairy COMP)

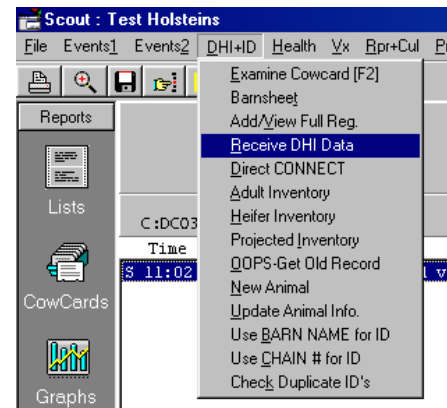
Production information is valuable data that you use to make decisions in managing your dairy herd. The Dairy COMP suite of products allows for your milk production information to be entered into your cowfile very easily. There are a number of options that can be followed:

- A. You can download your complete DHI test day information from the Ontario DHI 'LOOP' approximately 2-3 days after the test occurred.
- B. You can receive your test day information file by e-mail or diskette mail out which is read into your cowfile.
- C. You can enter the milk weights immediately after your test has been completed.
- D. If not enrolled on a DHI service plan, you manually enter milk weights for your milking animals.

This document will describe how to perform each option listed above.

### A. DOWNLOAD Test Day Information from DHI

1. Select 'DHI + ID' from the main menu. Choose the menu item 'Receive DHI Data'. You will then have four options to choose from.



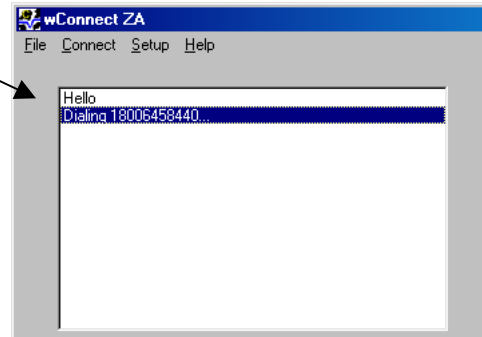
2. You will need to choose option 1. Download DNL from the LOOP

**Please note:** Ensure the modem is properly installed in your computer and the phone line is free to dial out on.

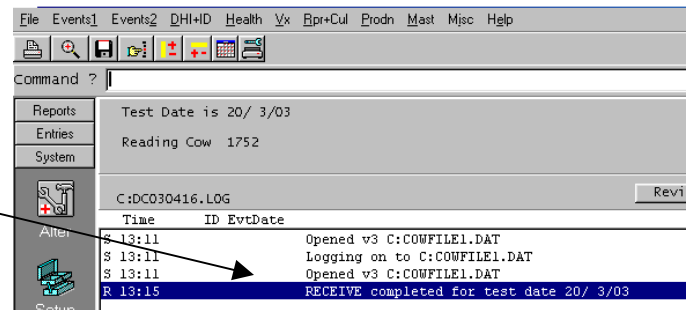


After selecting option 1, the following appears:

When a successful connection is established, a 'DNL' file is downloaded from the DHI 'LOOP'. This file contains all the information of the most recent test day. After the 'DNL' file has downloaded, the screen will show a message 'Disconnecting for the LOOP', and your main Dairy COMP or SCOUT screen will reappear. The program will then process the information. Be patient; this may take a few seconds!



A successful download of information into your cowfile will show the following message on your 'Activity Log' screen.



**Please note:** If your 'DNL' file has already been downloaded for the most recent test, you will receive a message informing you there is no new information.

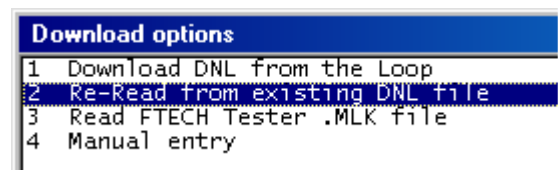
**Please note: Producers in provinces east of Ontario must load their test day information with a TIP file. See the document entitled 'Loading Daisy/TIPS File information into Scout'.**

## B. Processing a Test Day Information File Sent via E-mail or Mail

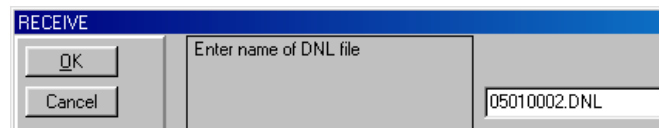
If you do not have direct telephone line access to Ontario DHI's 'LOOP', a process can be setup where you will be sent an e-mail with your test day information file attached. You can also have your test day information mailed to you on a 3.5" floppy diskette.

1. As above, select 'DHI + ID' from the main menu. Choose the menu item 'Receive DHI Data'.

2. You will then have four options to choose from. Select 2. Re-Read from existing DNL file.



3. The following screen appears showing your eight digit herd number.DNL. You can follow either scenario listed below



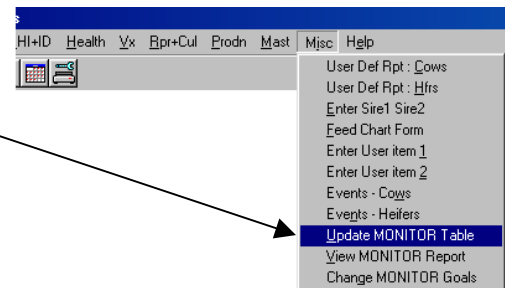
If you saved the DNL file from your e-mail into the directory that your program resides in (either DC or SCOUT) prior to entering the program, just click **OK**.

**OR**

You can save the DNL file from your e-mail to a diskette. Insert the diskette into the disk drive, and type **A:\ (disk drive letter)** before the herd number, then click **OK**.

**Please note: When your test day information has been entered we strongly recommend that you update your MONITOR table with the new test day information. You cannot go back to run the calculations for DHI tests that were missed.**

1. In Scout, select 'Misc' from the main menu, and then select 'Update Monitor Table'.



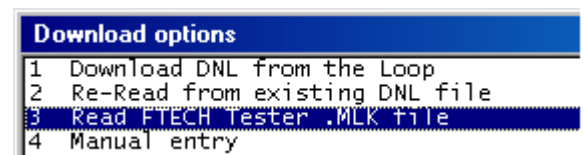
2. In Dairy COMP, select 'Events' from the main menu, select 'MONITOR', then choose 'Calculate this Month' from the options box that appears.

### C. Entering Milk weights only on Test Day

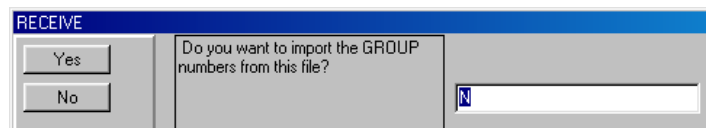
This item can be used with the SCOUT and Dairy COMP programs. This option allows you to load the test day milk weights immediately after the test is complete. You will receive a diskette from your field person on test day that includes a 'MLK' file, which contains the test day milk weights.

1. As above, select 'DHI + ID' from the main menu. Choose the menu item 'Receive DHI Data'.

2. From the option box that appears, choose option 3. 'Read FTECH Tester .MLK file'



3. You must then choose whether you want to include group numbers prior to the milk weights loaded into your program. Click on the appropriate button and milk weights are put into the cowfile.



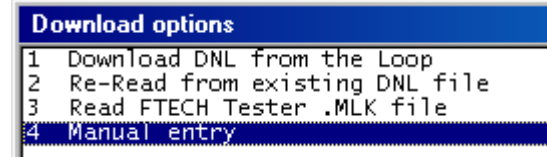
**Please note:** You will need to download your test day file from DHI so the milk component, SCC, and MUN results can be included in your cowfile. Follow instructions described above on how to download your information from DHI.

## D. Entering Milk Weights Manually

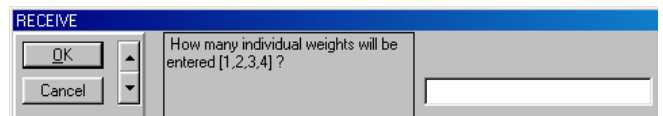
If your herd is not enrolled on a milk-recording plan, you can choose to manually enter milk weights that you have collected for the cows in the herd.

1. As above, select 'DHI + ID' from the main menu.  
Choose the menu item 'Receive DHI Data'.

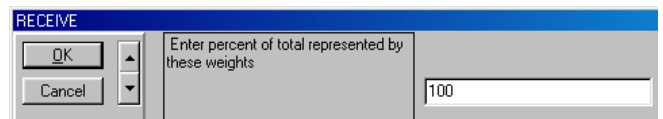
2. From the options box that appears, select option 4.  
'Manual Entry'



3. You will be prompted to enter the number of milk weights you want to enter for each milking animal



4. You then will be prompted to enter the percentage of the daily total milk that is represented by the weights that you are about to enter.



5. You are then prompted for the date the weights were taken. Your pick list appears to allow you to choose the cow that you are entering milk weights for.

**The milk weights will appear listed on the cow's cowcard under the 'TEST DAYS' tab.**

If there are questions or issues with entering milk production data into your program,  
please call Dairy COMP support at 1-800-549-4373

## Loading Daisy/TIPS File Information into SCOUT

**Note: The following applies ONLY to herds EAST of Ontario (with a unique menu). Herds in Ontario & West must use a loop FILE or be entered as a Non DHI Herd.**

Dairy COMP and Scout will allow the uploading of Test Day data if access to the LOOP is not available. **In the ADLIC region, this process must be used** because ADLIC and Dairy COMP use 2 different methods of identification for moving cow data. There are a couple of conditions to be met and a procedure to be followed.

You must have the cowfile set up to use the Daisy/TIPS Receive File – Call DC305 support for help if unsure. All Maritime herds will be initially set up to handle the data in this way.

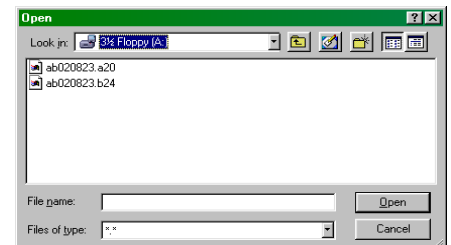
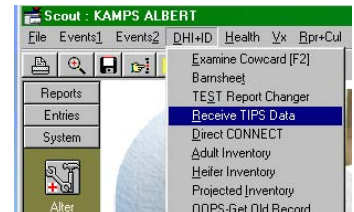
**Follow directions on the MENU completely! (see below)**

### Tasks

### Steps

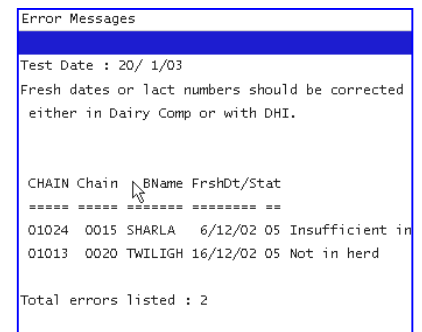
#### Receive DHI Data

- Choose **Receive Daisy/Tips Data** from menu.
- Choose the appropriate herd file in the window (see *right below*)
- The Herd test day data will be loaded
- If there are animals in DHI Daisy/TIPS file that are not in the herd Scout file, these animals must be added by the producer followed by a 2<sup>nd</sup> **Receive Daisy/TIPS data** (see next item for process)

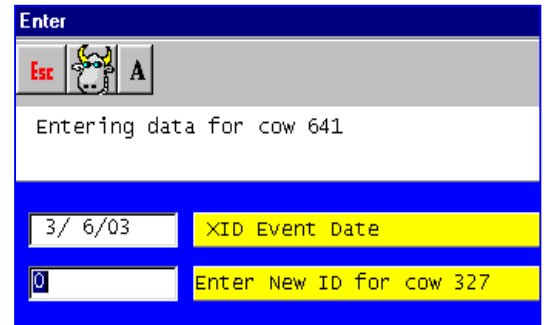


#### Add New Animals

- New animals must be added with same Computer ID as is used with Daisy/Tips file.
  - ❑ A list will appear at the end of the Receive function when you first try to receive the data.
  - ❑ Print this list. Make sure you know the correct ID (1<sup>st</sup> column) of each animal & use it when entering the new animal



- Use Menu choice “**New Animal**” to add a new animal
- If the animal on the list is a heifer that has been already entered in **Scout** by the producer, the following must be done to RE-ID the animal to the proper ADLID ID number. This will allow all heifer information to be retained and DHI data to be added to the correct animal.
  - ❑ Go to the cow card of the 1<sup>st</sup> animal on the list (**F2** – *choose animal*)
  - ❑ In the small command line, type XID The screen (right) will appear
  - ❑ Accept the current date and change the animal ID to the same as is in the Daisy/Tips file
- When all new animals are entered, rerun **Receive Daisy/Tips Data** to insure all information for all animals is loaded



## Change Animal Info

- Use menu option **Update Animal Info** - only if corrections need to be made to animal information.



## DHI Test Day Procedures for a herd using Dairy Comp Software

Several of our clients are using Dairy Comp software (Dairy Comp 305 or Dairy Comp Scout) on their farms as a management tool.

Note: You will be notified of any new installations in your area.

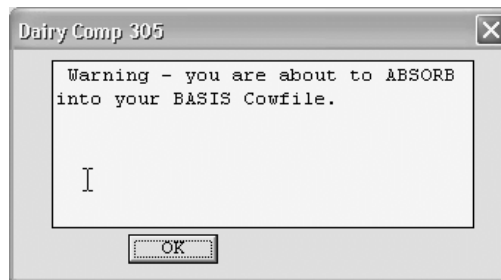
The following document will review the Test Day Procedures for loading the producer's information into Ftech so that the test can be completed. In some rare cases you may encounter a problem, so we will review trouble-shooting choices.

### Producer's Information is Up to Date

- Obtain a back-up from the producer
  - Producer creates a back-up of **their** Dairy Comp program
  - Provides disk to field staff
- Load Farm Data
  - ! Please remember: The producer's disk **MUST** be loaded **BEFORE** entering any information into Ftech (eg. Before entering Aux. Traits)
  - Place **producer disk** (clearly labeled) in Field Laptop "A" drive
  - Start V2000 and log on to Herd
  - Go to into herd with Ftech
  - Select "**Load Farm Data**" from the TSTDAY menu (see below)



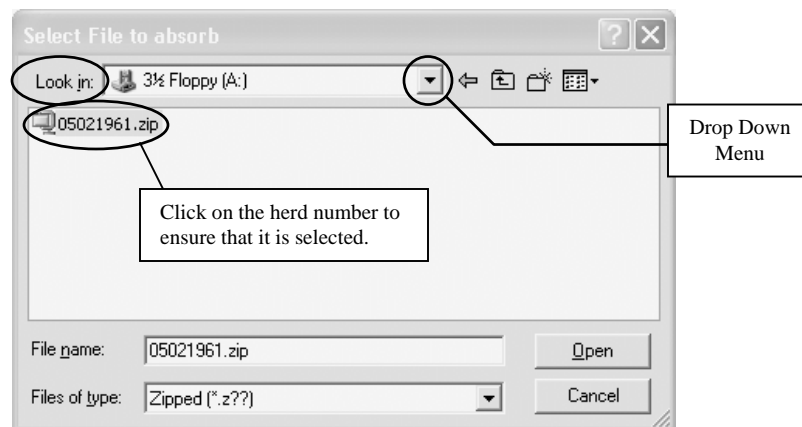
- You will see the message below, click **OK**



- The next screen "**Options**", offers 4 choices, select "**Absorb Anyway**"



- You are then presented with a screen "**Select File to Absorb**"
  - If the "Look In" area is set to "**3 ½ Floppy (A:)**" you will see the file you are loading below.
    - If "**3 ½ Floppy (A:)**" is not selected, use the Drop Down Menu to select it.

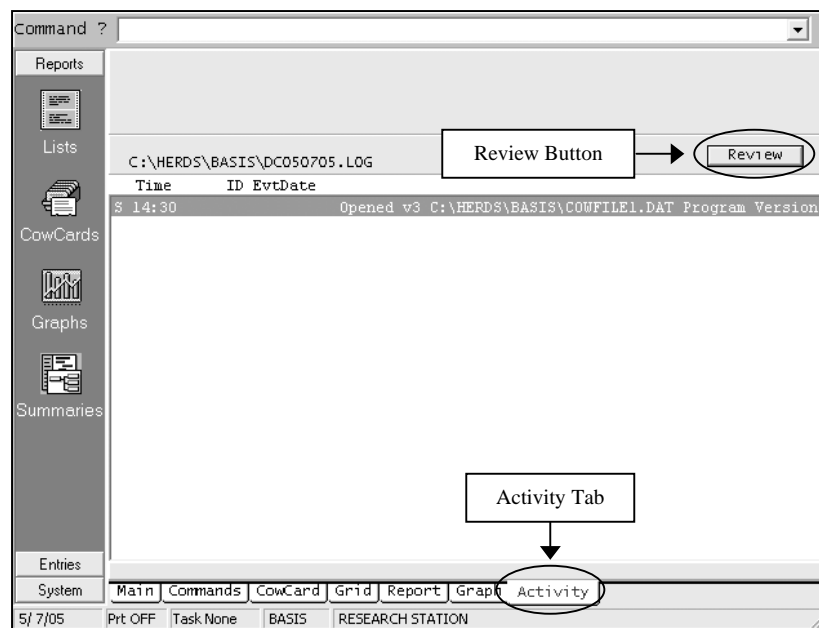


- Ensure that the herd number you are looking for is in the "**File Name**" field (click on the herd number in the white area below "**3 ½ Floppy (A:)**"). Click OPEN
- You will then prompted for the date, change date if necessary, Click OK
- The producer's cowfile will be absorbed into Ftech

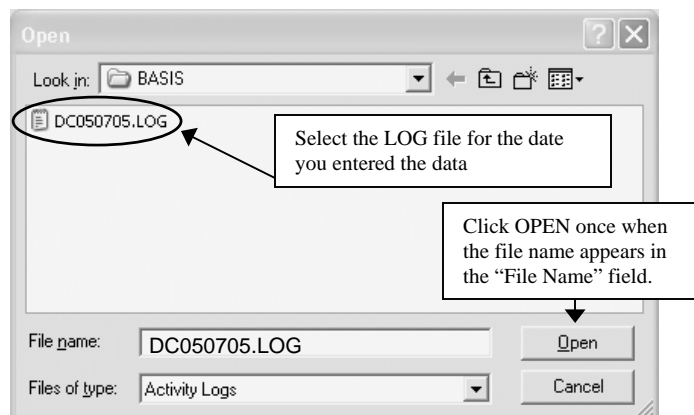
## Troubleshooting if Issues Arise

**IMPORTANT:** If at anytime during the troubleshooting process you require assistance, please call the Dairy Comp Support Team at 1-800-549-4373 ext. 295

- *What happens if I arrive at the farm and the producer's cowfile is not up to date before we start the test?*
- IF you have access to the producer's computer running Dairy Comp Scout / 305
    - Update the information on their computer.
    - Make a back-up and complete the test following the normal procedures.
    - Do not provide the data entry credit in Vision 2000
  - IF you do not have access to the producer's computer
    - Load the what information they DO have from the back-up
    - Enter the missing information into Ftech
    - Provide (print) a list of any entries that you made and give it to the producer.
      - Click on the "**Activity**" tab at the bottom of the screen
      - From the Activity tab, Click on the Review Button (see below)



- An "OPEN" window will appear. Select the LOG file for the date you entered the data and then click OPEN



- Ensure this is the correct LOG file by reviewing the data. All entries while you were in Ftech will be shown
  - NOTE: A new log file is created each time you exit and re-enter Ftech

```

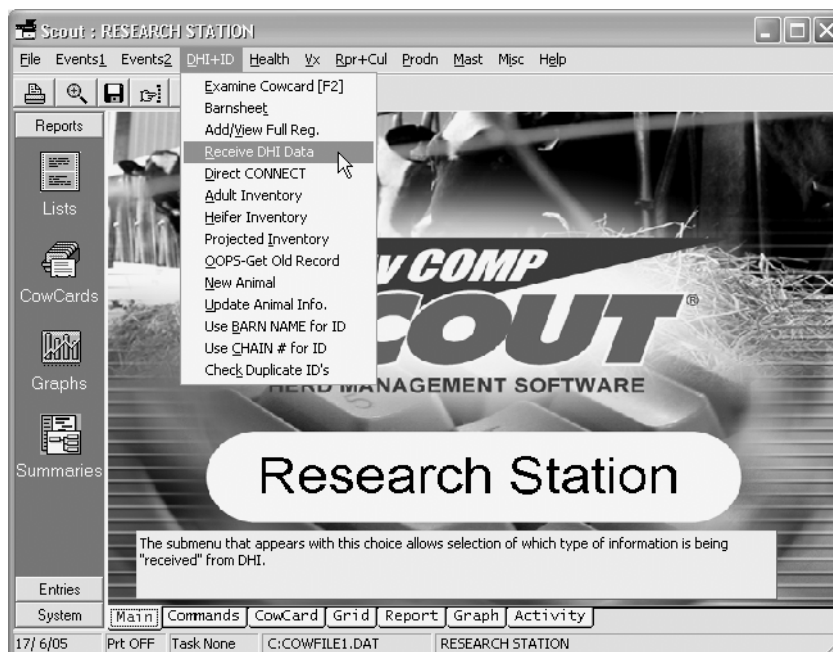
S 13:59          opened v3 C:\HERDS\BASIS\COWFILE1.DAT Program Version 14 Apr 2005
R 13:59          FTECH   Creating Backup File C:\HERDS\BASIS\COWFILE1.BAK
R 13:59          FTECH   C:\HERDS\BASIS\COWFILE1.BAK Created successfully
C 13:59          NEEDPOS
E 14:01          3310 18/ 5/05 FRESH
E 14:05          3215 2/ 6/05 FRESH
E 14:06          3255 11/ 6/05 DRY
E 14:06          2933 11/ 6/05 DRY
E 14:07          3008 19/ 5/05 SOLD DCODE25
E 14:07          3149 19/ 5/05 SOLD DCODE28
E 14:08          3287 10/ 6/05 BRED MODEST
E 14:11          3306 27/ 5/05 BRED MAILING
E 14:12          3412 10/ 6/05 BRED TITANIC
E 14:19          3188 27/ 5/05 BRED SHAGADEL
E 14:20          3198 28/ 5/05 BRED MAILING
E 14:20          3198 24/ 5/05 BRED MAILING
R 14:21          3198          ERASE 28/ 5/05 BRED
E 14:23          3245 24/ 5/05 BRED SANCHEZ
E 14:23          2876 23/ 5/05 BRED SHAGADEL
E 14:28          3186 6/ 6/05 DA LAD.VENT
E 14:29          3291 6/ 6/05 LAME LH.ROT
E 14:30          3233 27/ 5/05 LAME LHTALDER
E 14:31          2877 27/ 5/05 LAME LHULCER
E 14:31          3230 17/ 5/05 LAME RHSTRAW
C 14:32          AUXTR
E 14:32          ENTER AUXENT
E 14:32          3289 ENTER MSAUX=3 TMAUX=3
E 14:33          3328 ENTER MSAUX=2 TMAUX=3
E 14:33          3390 17/ 5/05 PREG 39 DAYS
E 14:39          3407 31/ 5/05 PREG 40 DAYS
E 14:39          3408 31/ 5/05 PREG 43 DAYS
E 14:39          3409 31/ 5/05 PREG 43 DAYS
C 14:39          PREGCKC
E 14:40          2728 1/ 6/05 OPEN OPEN
C 14:40          PREGCKC
E 14:41          3225 1/ 6/05 DNB
C 14:41          PREGCKC
E 14:42          3275 3/ 5/05 BRED TITANIC
S 16:38          Exited program normally
    
```

- Ask the producer to enter the information in the **same** order that you did in Ftech. (*This is very important to avoid data errors*)
- Do not provide the data entry credit in Vision 2000.
- Complete test and send in the samples

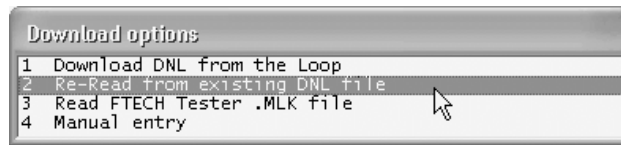
- *The producer tells me that they have not downloaded their DNL (test results) from the last test OR I discover the last test results were not loaded after absorbing their cowfile into Ftech. What do I do?*
- Double-Click on the "Copy Herd DNL to Diskette" icon in the "Farm Notebook System Support" folder.
  - Place a blank (preferably new) diskette into your diskette (A) drive.
  - You will see the screen below



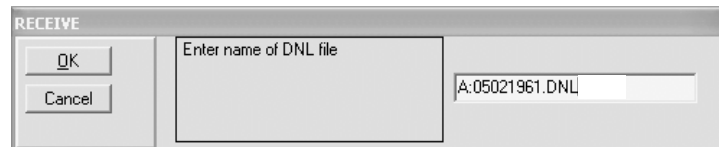
- Click on the COPY button and the DNL will be saved to the diskette
- Place the diskette in the Producer's machine
- If Dairy Comp Scout (or 305) is not running, start the producer's program
- On the producer's machine, Click on the DHI +I D menu and select "Receive DHI Data".



- In the “Download options” menu, select “Re-Read from existing DNL file”



- In the “Receive” window, type “A:” in front of the herd number (as shown below). This will allow the file to be read from the diskette.



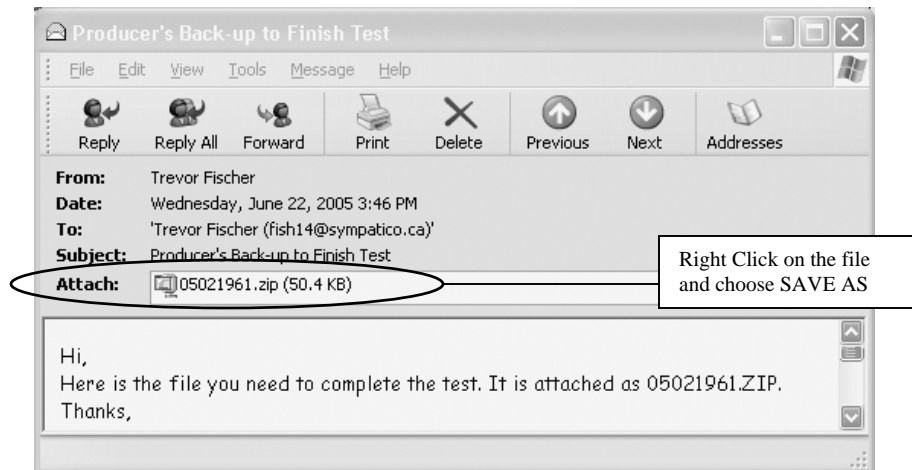
- Click OK to load the DNL file.
  - Ensure the data loaded properly by checking a few animals
  - Make a back-up on the producer’s machine to load into Ftech
  - Continue test following normal procedures.
- ✦ IF you encounter problems loading the DNL from diskette into the producer’s computer, please call Dairy Comp Support.
- ***SPECIAL CASE – I am at a NUMBER HERD (Includes ALL Daily Milk Herds) and the producer tells me that they have not downloaded their DNL (test results) from the last test OR I discover the last test results were not loaded after absorbing their cowfile into Ftech. What do I do?***
- STOP
  - For ALL numbered herds you MUST load the DNL before continuing the test.
  - DO NOT LOAD THE PRODUCERS DATA WITHOUT THE PREVIOUS DNL BEING LOADED INTO THEIR COMPUTER.
    - Doing a test of a numbered herd without the last DNL loaded in the producer’s cowfile, will create serious I D problems.
  - Load the DNL (per the instructions above)
  - Complete the test as you normally would
- ✦ If there is any deviation or problem with the above, please contact DC Support.

- *The diskette that the producer gives me does not work in my laptop. What do I do?*
- If available, ask the producer to make two more back-ups on different diskettes and try again.
    - Unfortunately, today a higher percentage of diskettes may be faulty.
  - At this point it may be difficult to determine if the problem lies with the producer's machine, the diskettes or the diskette drive on your laptop.
  - You have a few different options. You will need to decide which option is best for the given situation. (Instructions will be provided below for saving and loading email attachments)
- 1) Proceed with a paper test and send in the samples (discussed above in the *"What happens if I arrive at the farm and the producer's cowfile is not up to date before we start the test?"* section)
- 2) If possible, you may ask the producer to EMAIL you a copy of their most recent back-up as an attachment.
- You will need to be able to check your email at the farm or you will have to complete the test at home.
- 3) The producer can send the file to the LOOP and then DC Support can email it to you so that you can complete the test at home.
- After the samples are taken etc, please to do the following:
    - Advise the producer that they should check into their "A" drive well **before** the next test.
    - You should contact IT support to see if it was your disk drive that was the issue.

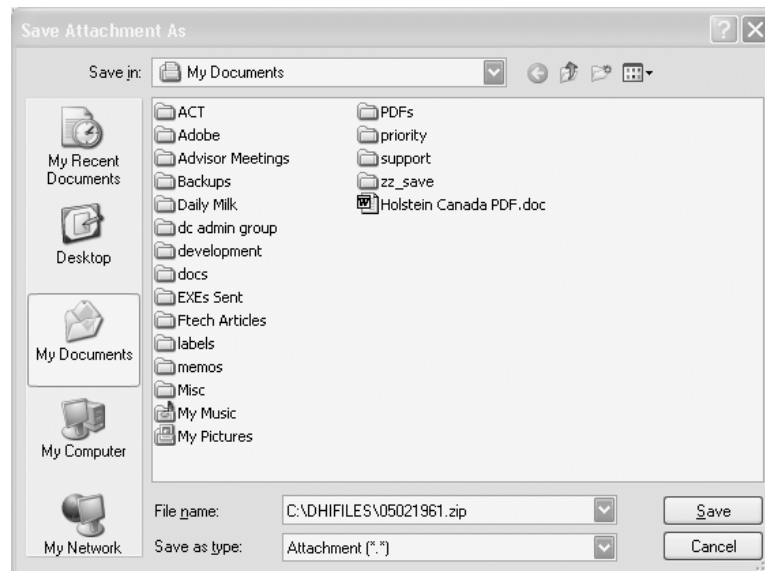


## Loading an Attached Cowfile from Email (Outlook Express)

- Connect to the Internet and Start Outlook Express
- In your Inbox, double-click on the message that includes the producer back-up that was emailed. The message will open.

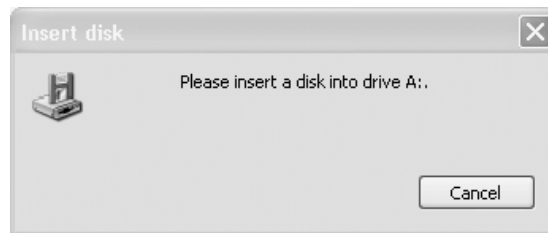


- Right-click on the attachment (*under the subject line*) and choose **Save As...**
- In the Save attachment window, beside filename type the following without the quotes (" "):
  - "C:\DHI FILES\05021961.ZIP" (where 05021961 is the number of the herd you are testing).
- Click the **SAVE** button

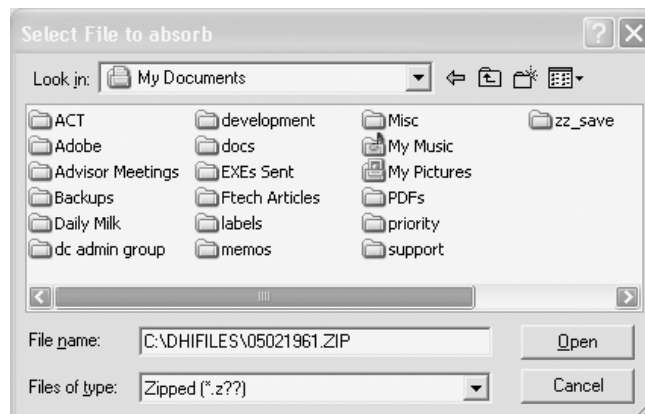


- The file is now saved to the DHI FILES folder on your laptop. You can now load it for Test Day similar to the diskette.

- Loading the Farm Data
  - Start V2000 and log on to Herd
  - Go to into herd with Ftech
- Select **"Load Farm Data"** from the TSTDAY menu
- Click **OK** when you receive the "Warning - you are about to ABSORB into your BASIS cowfile" message.
- The next screen, "Options", offers 4 choices, select **"Absorb Anyway"**
- You may be prompted for a diskette



- Click **CANCEL** to bypass the "Insert Disk" screen
- You are then presented with a screen **"Select File to Absorb"**
  - If the "Look In" area is set to "3 ½ Floppy (A:)" or something else, you will need to use the Drop Down Menu to navigate to the DHI FILES folder.  
OR
  - In the Save attachment window, beside filename type the following without the quotes (" "):
    - **"C:\DHI FILES\05021961.ZIP"** (Where 05021961 is the number of the herd you are testing)



- Click **OPEN**
- The Herd will load and you can complete the test normally.

## Dairy Comp 305 Electronic Registration Module

The Dairy Comp 305 Electronic Registration Module is herd specific. It is included as a part of your Dairy Comp 305 / Scout software. This document is divided into two sections – SETUP & USAGE

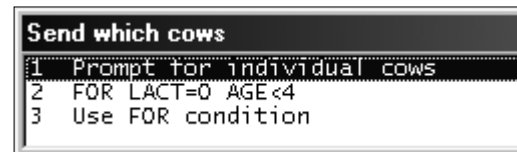
### Setting up the Electronic Registration Module

***Note 1:** The set-up process usually only needs to be done once. If some of the setup information changes in the future, it can be changed quite quickly.*

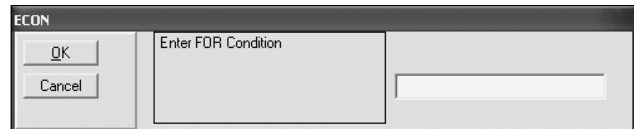
***Note 2:** To send pictures with your ERA, you must set-up Page 7 of the cowcards. Please refer to the Page 7 Setup document.*

- Select **"E-Registration"** from the FILE menu OR type **ECON\H** at the command line

- You will see the prompts shown at the right. For setup purposes, Select **"3 Use FOR condition"**.  
*Each of these choices will be explained in the "USAGE" area of this document.*



- Selecting '3. Use FOR condition' will present the following screen. Please, type **FOR AGEMO<2** in the prompt box.

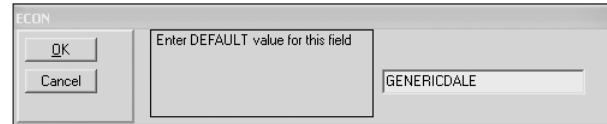


- You are then prompted to enter Settings or create file. Since this is the first time using this module you will need to enter settings first. – an example of the settings screen is below



#	Field Description	Code	Item	Fmt	Default value
1	Prefix/Client ID			C25	GENERICDALE
2	Telephone Number			C12	519-555-1234
3	Shipping Method			C1	F
4	Rush Service			C1	N
5	Registry Certificates			C1	Y
6	Breed			C2	HO
10	Color			C2	BW
11	Registration level			C2	PB
12	Semen Supplier Code			C8	ONAI0123;ONAI0321
13	AI/OF Insemination Code			C8	ONOF0123;NATURAL
14	Technician 1			C8	<DOUBLE CLICK TO CHANGE>
15	Technician 2			C8	<DOUBLE CLICK TO CHANGE>
16	Technician 3			C8	<DOUBLE CLICK TO CHANGE>
17	Technician 4			C8	<Double c lick to change>
18	Technician 5			C8	<Double c lick to change>
19	Technician 6			C8	<Double c lick to change>
20	Technician 7			C8	<Double c lick to change>
21	Technician 8			C8	<Double c lick to change>
22	Technician 9			C8	<Double c lick to change>
23	Image if available			C1	Y

- To change a value, double-click on the value under the “Default Value” column. In this example, we want to add / change the “Prefix/Client ID” value. Double clicking on it shows the screen to the right. Simply type in the required information and click “OK” when it is complete.





- Please use the Chart Below as reference for the settings. Default values are **bold and underlined**.

#	Field Description	Default Value
1	Prefix / Client ID	Person Billed / ERA Filing Agreement
2	Telephone	519-555-1234
3	Shipping Method	C: Courier <b><u>F</u></b> : First Class H: Pick-up
4	Rush Service	Y or <b><u>N</u></b>
5	Registry Certificates	<b><u>Y</u></b> or N
6	Breed	HO
10	Colour	<b><u>BW</u></b> : Black and White RW: Red and White BR: Black / Red AW: All White AR: All Red IC: Irregular Colour
11	Registration Level	<b><u>PB</u></b> : Purebred RD: Recorded
12	Semen Supplier Code	Select Sires ONAI0007 AltaGenetics ABAI0002 ABS Global ONAI0029 CIAQ ONAI0073 EBI ONAI0070 Express Genetics MBAI0013 Foundation Sires ONAI0025 Gencor ONAI0071; ONAI0072 Generations ONAI0024 Genex ONAI0001 St.Jacobs ABC ONAI0094 Westgen BCAI0039 Universal ABAI0074 Genex Holland Genetics ONAI0097
13	AI / OF Insemination Code	On-Farm Accreditation Number or Technician, Natural *
23	Image if Available	<b><u>Y</u></b> or N (Cowcard “Page 7” must be used)

\* Please note: In the AI / OF Insemination Code field, enter the full word **NATURAL** for Natural Sires.

- If there are multiple values to enter for a parameter, separate them with a semi-colon. For example, if there are red and white and black and whites in a herd you would enter for Colour : BW; RW (Note: Do NOT place a space after the semi-colon)

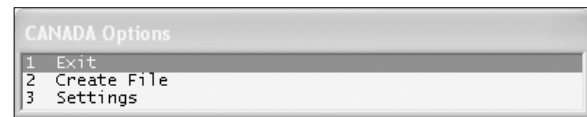
 The default setting for line #23, “**Image if Available**” is **Y**(es). If you are not using Page 7 and are not sending pictures, it is not necessary to change the setting.

 If you ARE using Page 7 but would NOT like to send pictures with your ERAs, the setting for line #23, “**Image if Available**” should be set to **N**(o).

- Exit settings by pressing ESC and then selecting EXIT Settings.



- A prompt box appears. To Exit the setup, Highlight “Exit” and press<ENTER>.



## Using the Electronic Registration Module

- Select “E-Registration” from the FILE menu or type **ECONH** at the command line

- You will see the prompts shown at the right. Select the appropriate choice:

```

Send which cows
1 Prompt for individual cows
2 FOR LACT=0 AGE<4
3 Use FOR condition
    
```

- 1. Prompt for Individual Cows  
(**Recommended Choice**) – Use this option register animals that you choose from the picklist. Select the animal and click OK, repeat this step until you have all the animals you wish to register. Once you are ready, hit <ESC> to go to the File Creation step.
  - 2. FOR LACT=0 AGE<4 – Use this option to register all animals less than four months in age.
  - 3. Use FOR Condition – This option allows the user to determine the criteria for the animals being registered. The window to the right will pop up. eg. You know that you need to register animals over the past year. The FOR statement would then be “**FOR AGEMO<13**”

ECON

Enter FOR Condition

OK Cancel

- You are then prompted to enter Settings or create file. We will assume that you have already completed the settings, select “**Create File**”

```

CANADA Options
1 Exit
2 Create File
3 Settings
    
```

- Each time you create a NEW ERA submission, you will be prompted by the screen to the right. Click **YES** to continue with the current file creation
  - The FIRST time you create an era, you will not see this prompt.
  - ALL subsequent submissions will have this prompt, as it indicates the file that was previously created.

ECON

There are animals still in the CANADA send file - Overwrite?

Yes No

- If information is missing, you will be prompted to update it. Select choices in Breed, Color, Registration Level, Semen Supplier Code if required. You are prompted, as shown on the right, for any of the parameters that have multiple values. You will need to choose the appropriate value(s) for each animal.

```

Select Semen Supplier Code
1 01AION
2 02AION
    
```

- Check for completeness

#	CalfID	Registered Name	Born	NLID #	Dam	Sire
1	580	GENERICDALE REVENUE DORIS	Jan14	1234519	553	9568
2	581	GENERICDALE ROY GRETA	Jan19	1234522	535	17064727
3	585	GENERICDALE DISTRIGENE PEARL	Mar2	1234541	31	94H848
4	586	GENERICDALE REVENUE ANNA	Mar5	1234507	545	9568
5	588	GENERICDALE ROY PRANCER	May1	1234543	534	17064727
6	589	GENERICDALE REVENUE AMY	Ju111	1234504	538	17380238

- Once you have reviewed the animals, press <ESC>. When you select EXIT, the communications package (wconnect) will **automatically** pop up and the reg file created will be sent to the LOOP.

### ***Important***

Any time you create an ERA file and then exit the module, the program will **automatically** start sending that file. If you created a file that you do NOT want to send, simply stop the communication process and return to the program. Stop the process by clicking **Cancel** on the “Call Progress” screen. You can then exit the communications screen by clicking on the “X” in the upper right had corner.

- ✓ There are some instances where the file may not be sent when you attempt to send the ERA file to the LOOP
  - Phone line may not have been connected to computer
  - The data transfer may have been interrupted
  - In rare cases, the LOOP line may be busy
- ✓ You have two choices
  - Redo the ERAs and re-submit
  - Call Dairy Comp Support and we will walk you through sending the file manually. This call usually takes no more than 5 minutes

### **The Path**

This will activate communication with LOOP and send a 05012345.zer file to Guelph (where 05012345 is your herd number). DHI will merge the complete sire information from CDNSIRES.dat and submit the merged file to edit checks at DHI. If the file does not pass the edit check at DHI, the Dairy Comp Support Group will notify the client

Good ERA files will be sent to Holstein for processing. Holstein will submit the files to another edit check before processing. If the file does not pass the edit check at Holstein, someone from Holstein will directly contact the client.

Holstein will send the registration papers and the billing information directly the client.

## ***!! IMPORTANT !!***

- ✓ ***ERA Email Notification – We will automatically generate an email confirming receipt of your ERA file. The email will contain a list of all animals submitted. Please call DC305 Support or email Trevor Fischer (tfischer@canwestdhi.com) to have this feature enabled. There is NO CHARGE for the ERA email notification.***
- ✓ ***Multiple animals can be registered in any single ERA file being sent. However, due to the way files are passed to the LOOP and then on to Holstein, please only submit one ERA file / day***



- ✓ ***Please send NO MORE than 15 – 20 animals per ERA file if submitting without pictures. If submitting with pictures, please submit NO MORE than 5 – 10 animals per ERA File.***
- ✓ ***To avoid undue errors or delays in the electronic registration of your animals, it is very important that your sire list is UP TO DATE and FREE OF ERRORS.***
- ✓ ***Please ensure that all pertinent data (birth dates, long registration names etc) is up to date prior to using the E-Registration module***
- ✓ ***Embryo Transplant Animals should NOT be registered using Dairy Comp 305 / SCOUT. The program is currently not set-up to handle these types of registrations***
  - *Please consider using paper or the Holstein Canada website for ET calves*
- ✓ ***All users who submit electronic registrations must sign an Electronic Registration Filing Agreement with Holstein Canada if they have not already done so.***
  - *A blank agreement can be found at the end of this document*
- ✓ ***The following issues can cause errors or delays in processing the application:***
  - *NON alpha-numeric characters in the registered animal's name will cause errors and delays in processing (e.g. #, -, & )*
  - *MIS-matched calf birth date and dam fresh date*
  - *Natural Sires: Matching Natural sires to our cross-reference list sometimes is an issue. If you are using a Natural sire, please send us an e-mail ([tfischer@canwestdhi.com](mailto:tfischer@canwestdhi.com)) indicating the bulls Registration number and we will add it to our sire list.*
- ✓ ***Pictures submitted with ERAs must meet the Holstein Canada Picture Submission Requirements***
  - *The “Requirements for Submitting a Photo/Image with the Electronic Registration Application (ERA) Service” document can be found at the end of this “!!IMPORTANT!!” section*
- ✓ ***Timely ERA Submission***
  - *We have had a few instances whereby producers have submitted an Electronic Registration application for a calf that was 88 days old, but for unforeseen circumstances Holstein received the application was 93 days old. Therefore, a late fee is incurred by the producer.*
  - *We strongly urge producers to send electronic registration applications well in advance of the late fee deadline to avoid paying any late fees.*

**CANWEST DHI WILL NOT BE RESPONSIBLE FOR LATE FEES INCURRED BY  
PRODUCERS THAT USE THE ELECTRONIC REGISTRATION MODULE IN  
THEIR DAIRY COMP SCOUT / 305 SOFTWARE.**

## Requirements for Submitting a Photo/Image with the Electronic Registration Application (ERA) Service



DHI Field staff can now include a digital image with an Electronic Registration Application (ERA) for Holstein registrations. Images will be transmitted electronically at the same time as the application. Holstein Canada will add the image to the Animal's Registration Certificate.



### Requirements:

- Each animal's picture or sketch must be in a **SEPARATE** file
- Only **.jpg** files will be accepted.
- Each image **MUST** be named with the animal's Registration/NLID number (ie: **8123456.jpg**)
- Files must be supplied to field staff on a properly labeled diskette at the time they are completing the Electronic Registration.
- An image will not be printed on the Individual Animal Application supplied by the DHI Staff.

### Notes:

- The image will be printed on the Registration Certificate exactly as you submit it.
- Holstein Canada or DHI staff will not alter the image or file.
- Make sure that your image file is exactly what you want printed on the certificate.

### Image Specifications:

- One side of an animal as a sketch or photo is acceptable
- The image can be a scanned picture or sketch or a picture taken by a digital camera
- The image should be no larger than 5 x 5 centimetres **OR** 200 x 200 pixels **OR** 2 x 2 inches
- The size of the image file must be less than 200 kb
  - To reduce the size of the image file:*
    - Take digital pictures at draft or low quality
    - Scan photos and sketches at less than 100 dpi (dots per inch). See your owners manual for instructions on changing settings.



### Holstein Canada recommendations for photos:

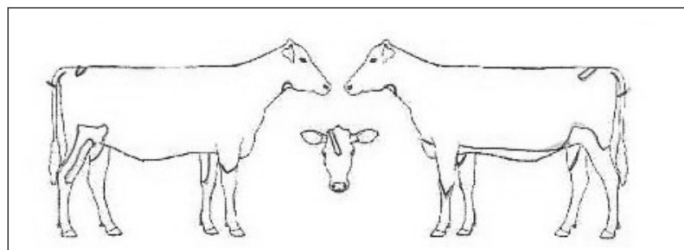
**Location:** Breeders are encouraged to use a location specifically set up for photographing animals. To avoid shadows or glare the light source should be behind the photographer.

**Animal I.D.:** Inclusion of the calf number in the photograph is ideal and prevents mix-ups.

**Background:** The animal should be photographed in front of a contrasting background. Straw bales or a clean sheet of plywood provides an ideal contrasting background.

**Photographer:** The photographer should be positioned 3 - 5 meters from the animal in order to obtain photographs of calves with proper dimensions.

Below is a sample of sketch that was scanned by the producer and submitted on a diskette as file: **8425129.jpg**



Below is a digital picture image supplied by the producer on a diskette as file: **8308541.jpg**



### For more details on acceptable images contact:

**Holstein Canada, Customer Service**  
Box 610, Brantford, ON Canada N3T 5R4  
Phone: (519) 756-8300 Fax: (519) 756-3502  
E-mail: [general@holstein.ca](mailto:general@holstein.ca)

## HOLSTEIN ASSOCIATION OF CANADA

Phone: 519-756-8300  
Fax: 519-756-3502

BOX 610, BRANTFORD, ONTARIO CANADA N3T 5R4

### Electronic Registration Filing Agreement

This agreement is made by and between the Holstein Association of Canada (the "Association") and the undersigned participant / dairy producer.

Whereas the Association has the authority and responsibility, pursuant to the Canadian Animal Pedigree Act (APA) to maintain the official record of pedigrees of registered Holstein cattle.

And whereas the Association has established an electronic database containing such pedigree records and a system of receiving registration data including breeding information in electronic form;

And whereas the undersigned Participant wishes to submit registration data including breeding information to the Association in electronic form.

The Association hereby grants to the Participant, during the term of this Agreement, the right to submit registration data including breeding data for Holsteins that are EZE-IR tagged to the Association electronically using the ERA file format as defined by the Association.

The term of this Agreement shall commence on the date of approval by the Association, and shall continue until terminated.

The Association may terminate this Agreement forth with upon written notice to the Participant, if the Participant submits false or incomplete information to the Association and fails to correct such information immediately upon becoming aware of the error, or is otherwise in breach of the Participant's obligations under this Agreement.

Either party may terminate this Agreement upon thirty (30) days written notice to the other party.

Only the Participant who is the recorded owner of the calf at birth, or his/her designated accredited registration filing business may apply for electronic registration.

The Participant will remain responsible, notwithstanding the termination of this Agreement, for all fees and other related charges, e.g. parentage verification. The account of the Participant must be maintained in good standing.

The Participant assumes full responsibility for all information submitted using the Participant's identification code. It is the responsibility of the Participant, upon receipt of the Certificate of Registry or computer generated report from the Association, to verify the contents and to report immediately any error.

The Association will use reasonable efforts to ensure that information submitted by the Participant is added to the Association's database in a timely and accurate manner; however, the Association does not warrant or guarantee the uninterrupted availability of the databases or the accuracy of the data contained therein. The Association disclaims all warranties and conditions, whether expressed or implied or arising under the statute or by operation of law.

The Participant agrees to comply with all by-laws, policies and procedures adopted by the Association with respect to the collection and use of the information, and any resulting charges. The Participant certifies that the Information provided to the Association shall be true, correct and complete in every respect. The Participant agrees that in no event shall the Association be liable for any direct, indirect, special or consequential damages resulting from the use of or inability to use the electronic databases maintained by the Association.

## General Rule of Thumb

*On-farm herd record keeping systems must be up to date and designed in such a manner that an Association designate could visit the farm unexpectedly and confidently proceed to identify calves and prepare applications for all unregistered calves and/or confirm lineage details of previously registered animals.*

Prefix/Client Id. \_\_\_\_\_

Client/Membership Name \_\_\_\_\_

c/o Name \_\_\_\_\_

Please Print

Address \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_ e-mail address \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

\* \* \* \* \*

### ***Data Filing Methods***

If you will be personally submitting your registrations electronically via the Internet or directly from an on-farm computer, you will require login permissions.

If you will be utilizing the services of an accredited registration filing business, i.e. milk recording, AI Centre, independent, login permissions are not required.

Please indicate the method(s) in which you expect to submit your electronic registrations.

- ☐ Internet
- ☐ ERA files from on-farm computer
- ☐ Accredited Registration Filing Business

Required login information and instructions will follow upon verification.

## Page 7 Additions to the Cow Card (Scout)

An optional seventh page has been added to the cow card that can include a cow's picture, her pedigree and a text message. This information is stored as files that are kept in a user defined directory and accessed by the program when page 7 is enabled.

**NOTE:** Page 7 *MUST* be *SETUP* and *ENABLED* for a user to submit pictures along with an Electronic Registration Application (ERA) from Scout. Please refer to the Dairy Comp 305 Electronic Registration Module document for submitting ERAs from your Dairy Comp program.

Please Note the following before turning on Page 7:

- It is important to remember that the accumulation of these files can require a lot of disk space to be stored. This feature should not be implemented unless there is a newer, fast computer with a lot of space on the hard disk drive that is being used for Scout / DC305.
- Please remember that data stored is usually data that needs to be backed up. Make sure you have adequate backup capacity. Usually, JPG and PDF files do not compress (zip) very much so what-ever is being used to back these up must be able to hold a lot of data. (e.g. writable/re-writable CDs, ZIP drives etc.). The picture, note and PDF files are NOT a part of the Cowfile Daily Backup process found in your Dairy Comp 305 / Scout program.
- Adobe Acrobat Reader<sup>®</sup> must be installed for the viewing of pedigrees in PDF format.

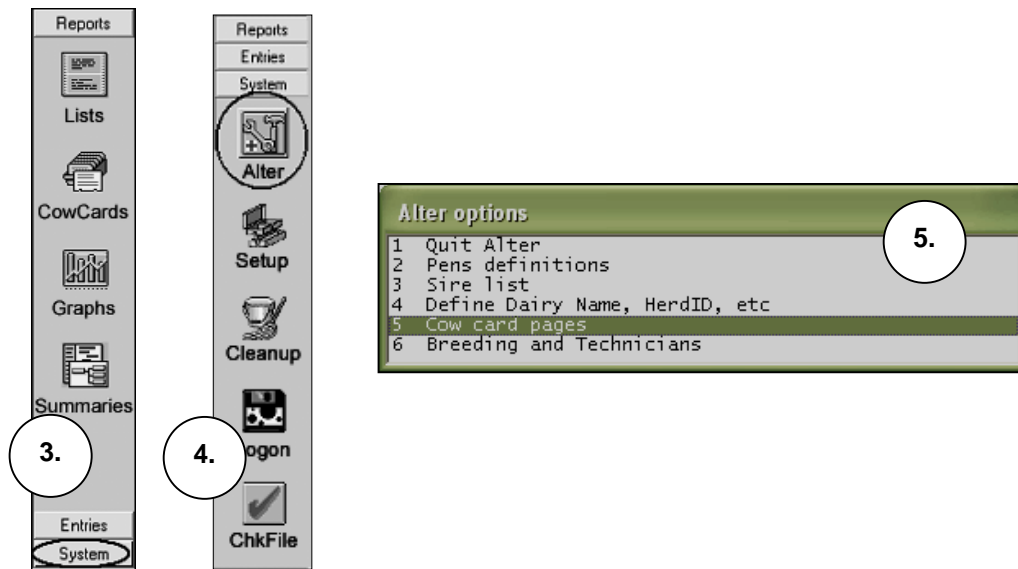
### Set-Up for Page 7

1. Create a "DCPICS" folder on your "C:" drive (C:\DCPICS)
  - If necessary, refer to Windows documentation or Help for folder creation instructions.
2. Enable the side toolbar in Scout if it is not visible (see below)

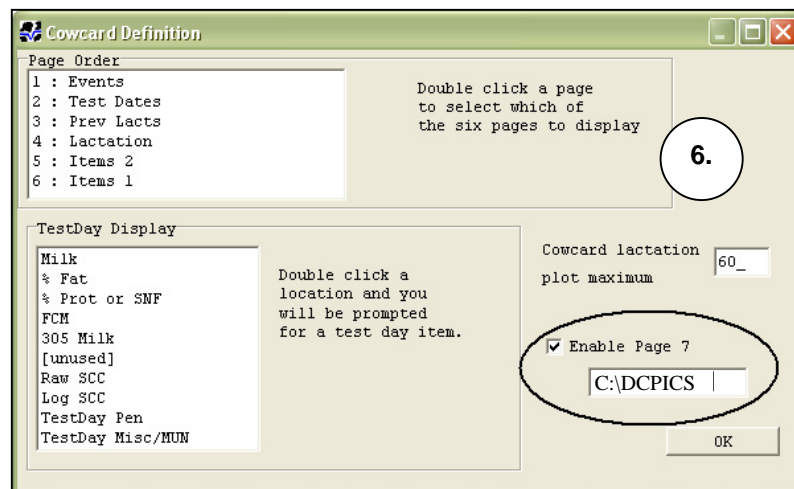




3. On the side Toolbar, Click on the “System” button (see diagram below)
4. In the System side toolbar, Click on the “Alter” button (see diagram below)



5. An “Alter Options” menu will pop up, Select “5 Cow Card Pages” (see diagram above)
6. The “Cowcard Definition” window will pop up (see diagram below), change the following settings:
  - Click to place a check mark beside “Enable Page 7”
  - Ensure the directory setting refers to C:\DCPICS as shown
  - Click “OK” to return to the program.



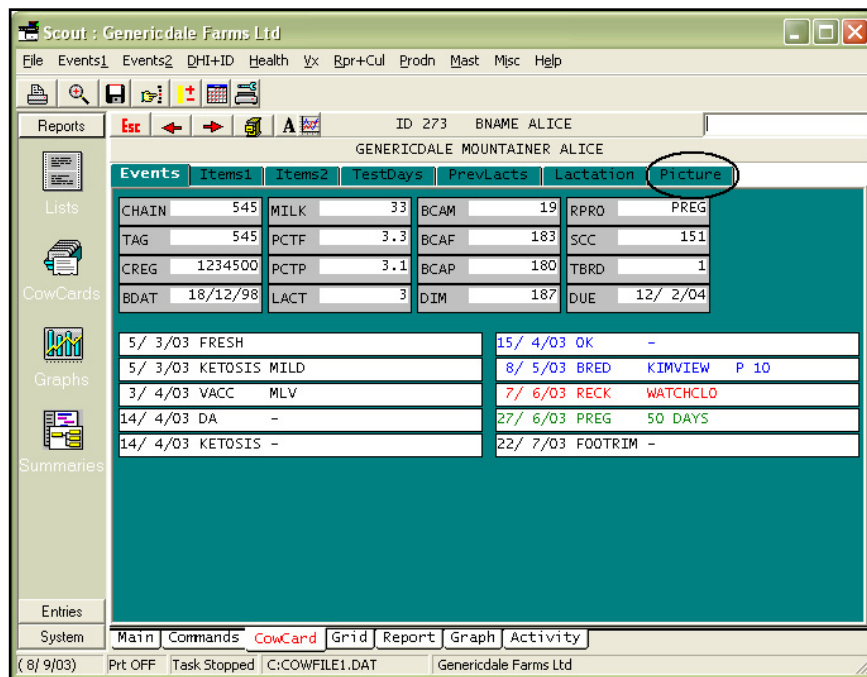
7. You must now EXIT the program and restart it for the changes to be enabled.

## Files & Using Page 7 of the Cowcards

**NOTE:** All files used for Page 7 MUST be stored in the C:\DCPICS folder as designated in the settings.

- ✓ The file formats must be:
  - Pictures: JPG files (e.g. 1234500.jpg)
  - Pedigrees: PDF files (e.g. 1234500.pdf)
  - Messages: TXT files (e.g. 1234500.txt)
    - Message files are created when a message for an animal has been saved.
- ✓ The program will display pictures and/or pedigrees for an animal if the file is named using CREG (registration) number along with the appropriate extension. (e.g. 1234500.jpg)
- ✓ IF the animal does not have a registration number, for example a grade animal etc, you can still save memos or have a picture. The secondary naming convention is then the TAG number. In this case, the file must be saved as the TAG number along with the appropriate extension. (e.g. 9999.jpg)

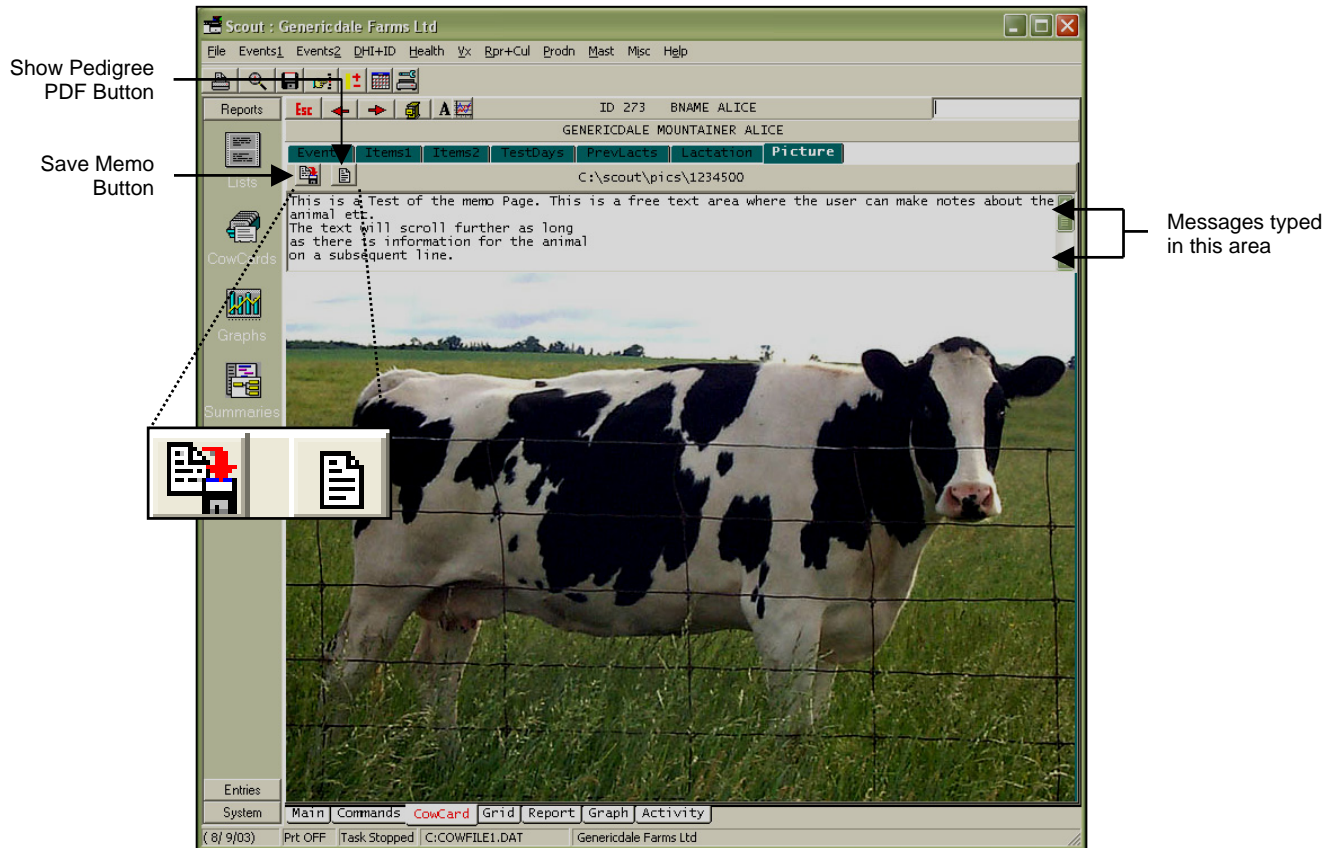
Once the settings have been made and the program has been restarted, you will now see a seventh page for each animal's cowcard.



To view the contents of Page 7 or "Pictures", simply click on the tab as you would any other cowcard page.

Page 7 or the “Picture” tab is made up of three components. A component is available if the appropriate file type is present, properly named and stored in the C:\DCPICS directory.

- In this example, “Alice” has a registration number of 1234500. There is a picture named 1234500.jpg in the C:\DCPICS directory. The picture is viewed automatically when page 7, (“picture”) is selected, as shown below.
- To create a memo / message simply type some text in the message area. When you are done, you must click on the “Save Memo” button (see diagram below) to save the information. In this example, a file named 1234500.txt will be created in the C:\DCPICS directory and will be shown each time you enter page 7 for this animal. To add or remove parts of a message, edit the text and click the “Save Memo” button again.
- To view a pedigree in PDF format you must first obtain the file from your breed association. The file must be saved in the C:\DCPICS directory. The “PDF File” button will only appear IF THERE IS A PDF WITH THE CORRECT CORRESPONDING NUMBER in the C:\DCPICS directory. If the button appears, simply click on it and the pedigree will open up in Adobe Acrobat Reader<sup>®</sup>. In this example, 1234500.pdf would be shown.



*If you have any questions about the set-up or use of Page 7 (“pictures”) please give the Dairy Comp 305 Support Team a call at 1-800-549-4373 ext. 295*





## Herd Management Factsheets – Scout

- 3 - 1.1      Herd Management ID Numbers and Dairy COMP**
- 3 - 2.1      Large Herd Files and SCOUT**
- 3 - 3.1      Using Palm Technology to View Dairy COMP or SCOUT Reports**

## Large Herd Files & SCOUT

Large cowfiles (composed of multiple animals or lactations) can present problems when transferring data from farm to DHI computers on test day. This occurs when the number of unique records (cows + lactations) exceeds 1000. The most important issue is that Scout has a limit of 1000 records and will not allow you access to the program if you exceed 1000.

**For herds with less than 850 active animals in the cowfile, this can be prevented by the REGULAR use the “Cleanup Cowfile” function of Scout.** This function will archive a number of the animals that have died or been sold and / or previous lactations and thus remove unnecessary records from the active cowfile. They are stored in the Archive file. Previous Lactations for active cows are still available to be viewed in the program. If needed, records of animals that have died or been sold can still be accessed by Dairy COMP support in Guelph.

**Herds with more than 850 active animals should consider upgrading to Dairy COMP 305.** All current information in Scout can be transferred to the new program.

Below are some guidelines to consider when using Cleanup Cowfile

### Cleanup Cowfile

CLEANUP is a command used at regular (usually monthly) intervals to perform several “housekeeping” functions with your cowfiles. It will...

1. Store (archive) non-current information from either previous lactations or dead/sold cows
2. Re-sort cows to provide faster report generation
3. Adjust the cowfile size if cow numbers have changed

### Suggestions for Use

“Cleanup Cowfile” settings allow you to archive animals based on the number of days **SINCE THE ANIMAL HAS LEFT THE HERD or SINCE THE LACTATION HAS BEEN COMPLETED**. If 400 days for lactations is chosen, this will archive only lactations that were completed more than 400 day ago. Because archived lactation information is still available to the program, **it makes sense to set the setting for lactations to 60-100 days if room is needed in the cowfile. Dead / sold animal settings are not readily available and these settings should be made at the users discretion. Large herds may be limited by program size.**

Traditional cleanup settings recommend lactations to be archived after 800 days & animals after 400 days. However each dairy manager should choose their own settings based on their goals.

**The setting for previous lactations should NEVER in any situation be lowered to less than the # of days between 2 DHI test periods + 15 days.**

**For more information, see the Dairy COMP 305 factsheet – “Cleanup Cowfile”**

## Herd Management ID Numbers and Dairy COMP

Having a practical, consistent animal identification system (management number) is necessary if a herd plans to work with electronic software programs such as electronic parlors and herd management programs. Electronic systems must have each animal identified by a unique number. To be able to find information or to attribute data to an animal, **the basic rule is - "1 Management # for 1 animal forever"**. Any of the identification methods listed below could be used to uniquely identify an animal.

Ear Tags      Ankle Bands      Neck Straps / Neck Chains      Freeze-branding  
Brisket Tags

Any of these systems can be cross-referenced to electronically readable ear tags, electronic transponders or pedometers.

**The recommended Herd Management Number requirements for herd management software systems are:**

1. **Use numbers only.** Never use letters with numbers.
2. **Have a unique number for each animal.** There should be no duplication between calf and cow Herd Management Numbers. **Think of your calves and cows as one herd.**
3. **Let the Herd Management Number be for life.** Never change the number of the animal during her time in the herd. If an animal loses a number, replace it with the same number.
4. **Have a cross reference for each animal.** What back-up do you have to identify an animal if it loses the visible Herd Management Number?
5. **Make it consistent.** Can more than one person on the farm determine the Herd Management Number of the next animal that enters the herd? **The rules for assigning a new animal's Herd Management Number should be simple** enough for several people to apply with the same results. Write out the expected practice and post it so that ALL the people involved with the herd are aware of the procedures. Be sure that the protocol will accept animals entering from outside the herd without duplicating numbers.
6. **Consider retiring the Herd Management Number when an animal leaves the herd.** Treat tags as disposable items. The animal has a much higher value than the number.

*No computer can distinguish between animals based on age, colour, conformation, etc. All electronic software use a unique management number to identify animals. Problems with Herd Management Numbers will result in information being allocated to the wrong animal. (e.g.: data from previous animal # 123 will be allocated to the current animal # 123. Duplicate Herd Management numbers will result in continual confusion whenever information is analyzed.*

The recommended practices listed above will allow your herd to avoid all data transfer errors in Dairy COMP, which DHI uses to enter all test day information.

**However, be cautious if you do choose to re-use Herd Management Number. This can cause a problem if strict guidelines are not followed. Re-using Herd Management Numbers can cause information to be attached to the wrong animal.**

### **Guidelines if you wish to re-use Herd Management Numbers**

1. Under no circumstances should there be 2 animals with the same Herd Management Number in the same **“Active Herd”**. Active herd is defined as all animals currently in the herd. **Note:** “sold” or “dead” cows may be part of the “Active herd” if they have not been “archived”.
2. Dead and sold animals need to be **“Archived”** to remove them from the active herd list in Dairy COMP. Retention of animals in the “active herd file” is dependent on the value the user places on the historical data for herd management decisions.
3. If the herd uses DHI services, the following rules need to be followed.
  - a. Any herd with over 500 “active animals” (cows, heifers, calves) must use a numbered system as their primary Herd Management Number (no names allowed).
  - b. Archiving must occur at a frequency that is at least 30 days longer than the normal test interval.
  - c. Do not re-use a herd management number until after the subsequent test has been downloaded into Dairy COMP. This permits all parts of the system to verify that the previous animal with that number has been disposed.
  - d. *CSR/Tech’s who test at farms that choose to re-use Herd Management Numbers, must follow the guidelines listed above. Use Clean-up Cowfile to archive animals properly. See directions on how to use Cleanup Cowfile*
4. Re-identify the “sold” or “dead” animals to a unique range numbers that will not interfere with the current numbering system. Contact DHI Dairy COMP support if re-identifying animals is necessary.

# Using Palm Technology to View Dairy COMP or Scout Reports

The ability to view Dairy COMP and Scout reports on PALM O/S hand-helds is available. Note that these reports are READ ONLY. You cannot send information from Palm to Dairy COMP or SCOUT. You can make notes in your Palm (in the REM{ark} field for later entry into Scout) To transfer data to the hand-held, we recommend the following:

Use a spreadsheet program (Excel, QuattroPro, Lotus) to “convert” reports so they can be read into a Palm. Dairy COMP or Scout reports can be printed to File (F) when the report is on the computer screen. The ‘txt’ file that is created, is loaded into your spreadsheet, and is formatted using the wizard. The report is then loaded into the handheld using “Documents-to-Go” or “Quicksheet” software where it is read in the hand-held as a spreadsheet. This method will allow any report to be transferred to either Palm O/S or Windows CE O/S.

Dairy COMP or SCOUT users can save any report to a file, which can be imported into a spreadsheet. This document will provide a description of how to export reports to a PALM.

## Install & Set up Spreadsheet Software

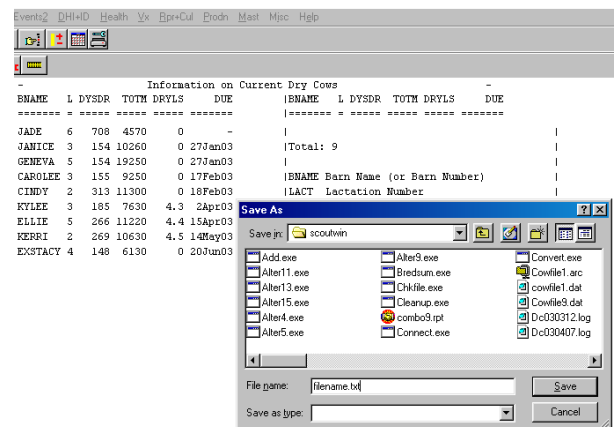
- See directions provided with the software

## Synchronize Software with Computer

- This will ensure that your computer recognizes the software

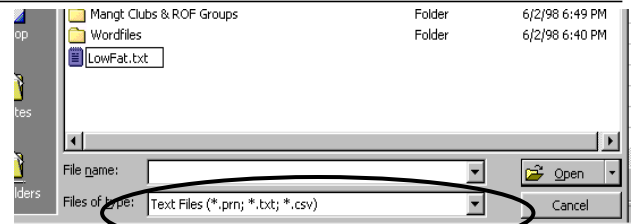
## Check the Reports in SCOUT or Dairy COMP

- Any report can be ‘Printed to File’ by pressing ‘F’ or by clicking the diskette icon just below the menu.
- When prompted for the file name, you can choose the directory to put the file. The picture below illustrates a dry cow list that is to be printed to a file.
- Name the file ‘filename’.txt, so it can be easily converted by Excel.



### Open spreadsheet

- Open spreadsheet & open an existing file
- Change Type of File to Text Files
- Find file & select Open
- Follow the wizard directions.



### Modify File

- You may want to delete the top 4 rows to get rid of the titles (keep the column headings)
- You can modify the file in any other way you desire

### Save File as a spreadsheet file

- Click on Save AS and save the file with the proper file extension (e.g. Excel filename.xls, QuattroPro filename.wbx, Lotus filename.wkx )
- This will be the exact way the PALM will view the file

### Set PALM to pick up file

- Use your PALM O/S setup to select this file to be synchronized each time the file is updated
- Each time you save with the same name (overwrite the file) it will send the new information to your hand-held

**NOTE:** Changes made to this file in the Hand-held will be sent back to the spreadsheet. From there you can manually make the same changes to Scout or Dairy COMP.

## Appendix

**AP - 1.1 List of Lists, Graphs and Summaries in SCOUT**

**AP - 2.1 Cow Event List**

**AP - 3.1 Udder Health Case Recording: Code Key**

**AP - 4.1 SCOUT item list**



## Appendix

This document contains a list of reports, summaries and graphs that are found in the SCOUT program.

### LISTS

#### [-] Lists

BCSFORM	= Sheet for Recording Condition Scores
BCSRPT	= Body Condition Score Report
BRNSHT	= Milk Weight recording form
COWSDUE	= Cows and Heifers Due to Calve
DHIRPT	= Current DHI Testday Information
DHITD	= Testday Production Information
DRYCOWS	= Information on Current Dry Cows
DUEDRY	= Cows to Dry Off Soon
FFED	= Feeding Guide
HEATRPT	= Animals Potentially in Heat
HFRPGF	= Heifers Eligible for Prostaglandin
HIGHSCC	= All Milking Cows - Sorted DownBy SCC
HRDBOKA	= ID Information on the COWS in the Herd
HRDBOKH	= HEIFER ID Information
LCOVX	= Current Vaccination Status of Cows
LHFRVX	= Current Vaccination Status of Heifers
LJ5VX	= List of Cows for J5 EColi Vaccination
LMLV	= Cows Eligible for MLV Vaccine
LOWFAT	= Cows with less than a User Defined FAT%
LSCR VX	= List of Cows Eligible for Scour Vx
MASTRPT	= Cows with 1+ cases of Clinical Mastitis
MAXSCC	= Cows With SCC>200,000 This Lactation
MDVRPT	= Cows Sorted by Actual - Expected Milk
MILKPEN	= Cows Sorted DownBy Milk, Within Group
NEWINF	= List of New Cows Above SCC of 200,000
OPENCOW	= List of Cows, Not Confirmed Preg
OPENHFR	= List of Heifers, Not Confirmed Preg
PGFLIST	= Cows Eligible for Prostaglandin
POSCULL	= Early Dry Off or Cull Candidates
RPROCOW	= Reproductive Status of the Cows
RPROHFR	= Reproductive Status of the Heifers
RPTINF	= Repeat High SCC Cows
USRCOWS	= User defined report: Cows
USRHFRS	= User defined report: Heifers
VLIST	= Veterinary Exam List for Cows
VLISTH	= Veterinary Exam List for Heifers
YTDCULL	= Animals Culled or Died in the Last Year

## SUMMARIES

```

[-] Summaries
    ... BRDQ      = BREDSUM\QY
    ... DHISUM   = SUM DHI2 BY LCTGP FOR #50>0\F!
    ... MUNS1    = SUM MUN BY STAGE LCTGP FOR MUN>0
    ... MUNS3    = SUM MILK DIMTD MUN BY GROUP FOR MUN>0
    ... QSUM     = BRDQ ADULT!BRDQ YOUNG\Y
    ... SMSCCLC  = SUM LS #150 #152 DRYLS #203 FOR SCC>0 BY LCTGP\F!
    ... SMSCCMF  = SUM DIMTD LS #150 #152 DRYLS #203 FOR SCC>0 BY STAGE\F!
    ... SUMSCC   = SMSCCLC!SMSCCMF!
    ... TDSUM1   = Test Day Summary of Milk, Fat & Protein
    ... TDSUM2   = Test Day Summary of 305's and BCA's
    ... TDSUM3   = Test Day Summary of 305M and 305ME
  
```

## GRAPHS

```

[-] XY Graphs and Histograms
    ... BCSGRPH  = GRAPH BCS BY DIM LCTGP FOR LACT>0 \T
    ... MUNGL    = MUN by DIM at Test Day (label=lact grp)
    ... MUNSM    = MUNGL!MUNS1!MUNS3
[-] Lactation Curves (Plots)
    ... GRPHCMP  = GPLOT #54 #53 BY BN\B FOR #50>0
    ... GRPHIND  = GPLOT #50 SCC
    ... GRPHMLK  = GPLOT #50 BY BN\B FOR #50>0
    ... GRPHSCC  = GPLOT SCC BY BN\B FOR #49>0
    ... GRRH305  = PLOT 305M FOR #13>0\RT
    ... GRRHCMP  = PLOT #54 #53 FOR #13>0\RT
    ... GRRHLOG  = PLOT SCC FOR #13>0\RT
    ... GRRHMLK  = PLOT #50 FOR #13>0\RT
    ... YRPLLOT  = GRRHMLK!GRRHCMP!GRRHLOG!GRRH305
  
```

## Appendix 2

### Cow Event List in SCOUT and Dairy COMP

(List of Events can be altered in Dairy COMP)

This document contains a list of reports, summaries and graphs that are contained in the SCOUT program.

1	FRESH	23	VACC
2	OK	24	SELEN
3	RECK	25	PGF
4	HEAT	26	DEWORM
5	BRED	27	BSCORE
6	PREG	28	GNRH
7	OPEN	29	TX
8	PREV	30	CULTURE
9	MOVE	31	CYSTIC
10	BULLPEN	32	DA
11	DRY	33	DIARHEA
12	ABORT	34	HRDWARE
13	DNB	35	KETOSIS
14	SOLD	36	LAME
15	DIED	37	MAST
16	CHECK	38	METR
17	CALFVAC	39	MF
18	XID	40	OFFFEED
19	MISHEAT	41	PNEU
20	MEASURD	42	RP
21	FOOTRIM	43	TEATING
22	MAGNET	44	EDEMA
		45	FLUSHED
		46	OTHER

## APPENDIX 3

### Udder Health Case Recording: Code Key

Clinical Mastitis Case Codes			
Quarter	Code #	Treatment of the Udder	Other treatment of the cow
RF - Right Front	1 = not sick	<b>For Intra-mammary antibiotics</b>	YS - other treatment given such as injectable antibiotic, either IV or IM; anti-inflammatories by any route; fluids, either IV or oral.
RH - Right Hind		SP - Special Formula	
LF - Left Front	2 = sick (off feed and/ or fever)	PI - Pirsue	NN - no other treatment given.
LH - Left Hind		CE - Cefa-Lak	
		OR - Orbenin Quick Release	
		ER - Erythro-36	
		GA - Gallimycin	
		NE - Neospan	
		AL - Albacillin	
		LQ - Liquamast	
		OT - other drugs given intra- mammary including extra-label products or non-commercial mixes.	
		<b>No Intra-mammary antibiotics</b>	
		OX - oxytocin and stripping	
		ASA - Aspirin	
		SO - stripping only	
		NO - No treatment given	
Culture Results			
Quarter	Code #	Mastitis Bacteria Codes	
RF = Right Front	0 = None	NBG - No Bacterial Growth	ACMPY - Actinomyces Pyogens
RH = Right Hind	1 = Occassional	NBP - No Bacterial Pathogens Found	EC - Esherichia Coli
LF = Left Front	2 = Small #'s	NC - Overgrown with contaminants	KLEPN - Klebseilla Pneumoniae
LH = Left Hind	3 = Moderate #'s	NIY - Yeast	NOC - Nocardia Species
	4 = Large #'s	Other - Other bacteria	STAAU - Staphylococcus Aureus
			STA - Staphylococcus Species
			STACN - Staphylococcus Coagulase - neg.
			STRNA - Streptococcus Non-agalactiae
			STRAG - Streptococcus Agalactiae
Dry Cow Treatments			
	Code #	Dry Cow Treatment Codes	
	3 = Routine Dry Cow (RDC)	DC - Dry Clox	
		AD - Alba-Dry	
		ED - Erythro-Dry	
		CD - Cefa-Dry	
		ND - Novo-Dry	

## Udder Health Case Recording: Data Entry

### Clinical Mastitis Case / Culture Result / and Dry Cow Treatment Record

Farm: \_\_\_\_\_

To transfer the information from the treatment record, or DHI Calendar, to Bessy's, Daisy's, and Elsie's Cow Card in Dairy Comp 305.

Cow ID	Date of Case	REMARK FIELD					Remark Field	Entry into DC305
		Quarter	Code #	Udder Treatment	Other Treatment	Culture Result	Dry Cow Treatment	
Bessy	Feb. 9, 1999	RF	1	SO	NN			
Daisy	Feb. 10, 1999	RH	4			STAAU		
Elsie	Feb. 10, 1999		3				CD	

#### Example # 1 Bessy

Under **Health Events** menu, click on **Clinical Mastitis**, and select **Bessy** from the picklist.

Event Date:

Remark:

#### Example # 2 Daisy

Under **Health Events** menu, click on **Culture Result**, and Select **Daisy** from the picklist.

Event Date:

Remark:

#### Example # 3 Elsie

Under **Testday** menu item, click on **Dry**, and select **Elsie** from the picklist.

Event Date:

Remark:

## Udder Health Treatment Records

**Farm:** \_\_\_\_\_

[illegible]

<u>ITEM</u>	<u>DESCRIPTION</u>
305DT	305d Date
305F	Current 305 Day Fat
305M	Current 305 Day Milk
305ME	Current 305 ME milk
305P	Current 305 Day Protein
AAA	aAa -Animal Analysis Associates
ABDAT	Abortion Date
ADDAT	Date Abortion Determined
AGE	Age in Years & Months
AGEDY	Age in Days
AGEFB	Age at First Breeding This Lact
AGEFR	Age at Most Recent Freshening
AGELB	Age at Most Recent Breeding
AGEMO	Age in Months
ARDAT	Archive Date, for Dead Animals
BCAF	Breed Class Average - Fat
BCAM	Breed Class Average – Milk
BCAP	Breed Class Average -Prot
BCCDE	BCS Change Dry to Early Lact
BCDRY	Body Condition at Dry-Off
BCEAR	Body Condition @15-100 DIM
BCFSH	Body Condition at Freshening
BCLAT	Body Condition Late Lactation
BCMID	Body Condition MidLactation
BCS	Body Condition @Last Herd Score
BDAT	Birth Date
BLDAT	Date Entered Bullpen
BNAME	Barn Name (or Barn Number)
BRED1	Days in Milk at First Breeding
CALC1	Internal Use Calculation

<u>ITEM</u>	<u>DESCRIPTION</u>
CALF1	ID of Last Calf Born
CALF2	ID of Previous Calf
CALF3	ID of Calf before Previous
CAR	DHI Condition Affecting Record
CBRD	Breed of Cow
CDAT	Conception Date
CHAIN	Chain Number
CINT	Calving Interval
CLASS	Classification Score
CMT	California Mastitis Test
COD1	Dummy 1 Byte Item (0 to 255)
COD2	Dummy 2 Byte Item (0 to 32000)
CODA	Dummy 1 Character Item
CREG	Cow Registration No.
CSEX	Calf Sex
CSIZE	Calf Size - S M L
CSTAT	Calf Status @Birth (Alive/Dead)
DADAT	Date of Last Displaced Abomasum
DBRD	Dam Breed
DCC	Days Carried Calf if Pregnant
DCCAB	DCC at Abortion
DCCP	Days Carried Calf at Preg Exam
DCODE	Disposal Code
DCODX	Translate dcode fudge
DDAT	Dry Date
DDRY	Days Dry
DEVF	Current BCA Fat Deviation
DEVM	Current BCA Milk Deviation
DEVP	Current BCA Prot Deviation
DID	Dam Computer No.
DIM	Current Days in Milk
DIMLB	Days in Milk at Last Breeding
DIMTD	Days in Milk at Testday

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ITEM</u>	<u>DESCRIPTION</u>
DISP	Disposal Reason Descriptions	FSTPJ	First Proj. 305M of Lactation
DNAME	Dam Barn Name	FTRIM	Date of Last Foot Trimming
DOPN	Days Open	GIRTH	Girth Measurement
DREG	Dam Registration No.	GROUP	Group/Pen/String Number
DRY60	Projected Date for 60 Days Dry	HARP	HARP Tag
DRYLS	Linear Score at Dry-Off	HDAT	Last Heat or Breeding Date
DSEXT	Dead Animals - Days Since Exit	HEIGT	Height @ Withers Measurement
DSF30	Days Since Fresh to Nearest 30	HINT	Heat Interval
DSFSH	Days Since Last Fresh	ID	Cow Computer No.
DSLH	Days Since Last Heat/Breeding	INT	Internal Interval
DSMST	Days Since Last Clin. Mastitis	KTDAT	Date of Last Ketosis Event
DSPGF	Days Since Last Prostaglandin	LACT	Lactation Number
DTAG	Dam Ear Tag	LBDAT	Date of Last Breeding
DUE	Projected Due Date	LCTGP	Lactation Group (1, 2, or 3)
DUE14	Days Before Due Date	LMAST	Date of Last Clinical Mastitis
DUE21	21 Days Before Due Date	LMDAT	Date of Last Lameness
DUEIF	Projected Due Date - if Bred	LPI	Lifetime Profit Index
DYS DR	Days Dry Current Lactation	LPIR	Percentile Rank - LPI
EASE	Calving Ease - U E H S	LS	Linear Score @ Last Test
EBVF	Estimated Breeding Value - Fat	LS1	Linear Score @ First Test
EBVM	Estimated Breeding Value - Milk	LSIR	Last Sire Used
EBVP	Estimated Breeding Value - Protein	LSTMO	30 Days Ago
EC	Code Number of Latest Event	LTDF	Lactation to Date Fat
ECM	Energy Corrected Milk	LTDM	Lactation to Date Milk
EDAT	Date Cow Entered Herd	LTDP	Lactation to Date Protein
EDAY	Date of Latest Event	M1	Daily Milk Weight #1
ETDAM	Donor Cow #	M2	Daily Milk Weight #2
EVT	Latest Event Entered	M3	Daily milk Weight #3
FAT	Current Test Day – Fat	MAVG	Milking Average Last Week
FDAT	Fresh (Calving) Date	MAXLS	Maximum LS of Current Lactation
FEED	Heading for Feed Chart	MAXME	Maximum 305 ME - This Lactation
		MDEV	Milk Deviation
		MEFAC	Mature Equivalent Factor
		MFDAT	Date of Last Milk Fever



<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ITEM</u>	<u>DESCRIPTION</u>
MILK	Current Test Day Milk Weight	PMILK	Milk at Previous Test
MKDEV	Difference Actual-Expected Milk	PMUN	Previous Milk Urea Nitrogen
MKEXP	Expected Milk This TestDay	PODAT	Date Declared Pregnant or Open
MOFSH	Month of Freshening	POSID	Positive ID Check
MSAUX	Milking Speed 1 fast – 5 slow	PPODT	Prev. Date Declared Preg or Open
MTDAT	Date of Last Metritis	PRJCI	Projected Minimum CI
MTOT	Milking Total Today	PRJCX	Used in Prj CI
MUN	Milk Urea Nitrogen	PRJDR	Projected Days Dry for Dry Cows
MVAL	Milk Value	PROT	Current Test Day - Protein
MXDIF	Max. ME minus 305 ME	PSCC	SCC at Previous Test
MXSCC	Maximum SCC This Lactation	PSIRC	Sire of Previous Calf
NJ5	Number of J5 Vx in Dry Period	PSTRG	Permanent String
NMAST	Number of Mastitis Events	PTBRD	Prev. Lactation Times Bred
NMLV	Number of MLV Vx This Lactation	PTDAT	Previous Test Date
NPGF	# of Prostaglandin Injections	PTOTF	Prev. Lactation Total Fat
NSVX	Number ScourVx in Dry Period	PTOTM	Prev. Lactation Total Milk
OLDID	Previous ID Number if Changed	PTOTP	Prev. Lact Total Protein
PCDAT	Previous Conception Date	PURCH	Purchased Price
PCINT	Proj Calving Int (Preg Cows)	PVET	Prev. Vet Code
PCTF	Current Test Date % Fat	RANKF	Percentile Rank - Fat
PCTP	Current Test Date %Prot	RANKM	Percentile Rank - Milk
PDCC	Prev. Lact. Days Carried Calf	RANKP	Percentile Rank - Protein
PDDAT	Prev. Lact. Dry Date	RATIO	Ratio of Protein% to Fat%
PDIM	Prev. Lact. Days in Milk	RC	Reproductive Code (Numeric)
PDOPN	Prev. Lact. Days Open	RCULT	Remark/Result of Last Culture
PEAK	Peak TestDay Milk This Lact.	RELV	Curr. Test Relative Value
PERSI	Persistency	REM	Remark of Latest Event
PFDAT	Previous Lactation Fresh Date	REMVX	Remark of Last Vaccination
PLS	Linear Score at Previous Test	RMAST	Remark of Last Mastitis Event
		RPDAT	Date of Last Retained Placenta
		RPRO	Repro Code (FRESH,BRED,DRY etc)
		SAMP	Sample Number
		SBRD	Sire Breed

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ITEM</u>	<u>DESCRIPTION</u>
SCC	Current Somatic Cell Count	TMAUX	Temperment 1 nervous - 5 quiet
SCOND	Special Conditions – E M G O	TODAY	Date Used as "Today"
SIR1	First Choice Service Sire	TOTF	Current Lact Total Fat
SIR2	Second Choice Service Sire	TOTM	Current Lact Total Milk
SIRC	Sire That Cow is Pregnant to	TOTP	Current Lact Total Protein
SIRE	Sire ID	TWIN	E=ET Calf, T=Twin
STAGE	Stage of Lactation	VC	Numeric Vet Code
STAGX	Stage of Lactation - Numeric	VDAT	Last Vet Exam Date
STAT	DHI Status Code	VETC	Vet Code (FRSH,PREG,RECK, etc)
TAG	Ear Tag or Tattoo	VXDAT	Date of Last Vaccination
TBRD	Times Bred This Lactation	WEIGT	Body Weight Measurement
TDAT	Last DHI Test Date	WT1	Testday - First Milking Amt
TDAT1	First TestDate of Lactation	WT2	Testday - Milking 2 Amt
TECH	Last AI Technician Number	WT3	Testday - Milking 3 Amt
		XDAT	Dummy Date
		XIDDT	Date of ID Change (DHI Use)



## Training Material

### 5 - 1.1 SCOUT / Dairy Comp 305 'Quick Tips'

# SCOUT / Dairy Comp 305 'Quick Tips'

This document is set-up to be used as a quick reference for Scout / Dairy Comp 305

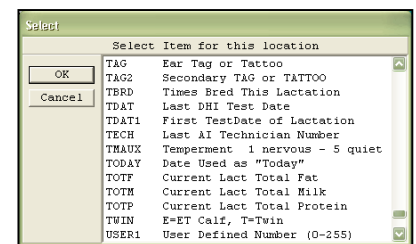
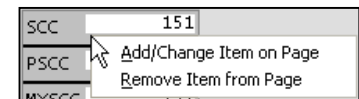
## Change or Erase an event from a cowcard

- 1) Place your mouse over the event and right click.
  - Select either to erase the event or edit it.
- 2) Double clicking on an event in the cowcard will allow you to change the event if necessary.



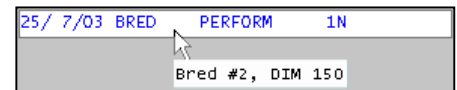
## Add or Change an item in the cowcard pages

- Items in a cowcard page can be removed or changed (e.g. SCC in Items2) or if there is a blank area in the item area of the cowcard, you can add an item.
- Right click on the item to be removed/changed (or the blank area).
- Select "Add/Change Item on Page" or "Remove Item from Page".
- If "Add/Change Item on Page" is chosen, you will be provided with a list of items to choose from.



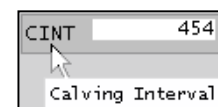
## Quick Event Description

- Placing your mouse over an event (without clicking) will provide a quick info box about that event. E.g. placing your mouse over a breeding will show the breeding number (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>) and the days in milk (DIM).



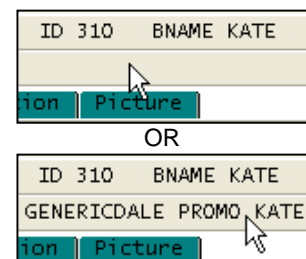
## Quick Item Description

- Placing your mouse over an item (without clicking) will provide a quick info box containing a description of the item. E.g. Placing your mouse over CINT will show the description: Calving Interval



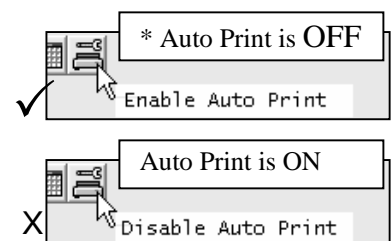
## Updating / Editing Long Reg names

- Go to the animal's cowcard.
- Double click on the blank grey line beneath the ID and CHAIN / BNAME.
- A window will pop up prompting you to "Enter Long Name". Edit / Add the long registration name for the animal and then click OK.



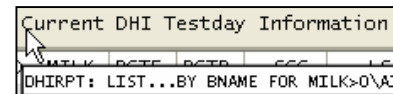
## Auto Print On / OFF

- Auto Print should Always be OFF \*
- If your reports print without viewing, Auto Print is ON
- Auto Print button is like a toggle switch. It should show ENABLE Auto Print when it is OFF \*(view status by placing mouse over button)



## Report Content

- Placing your mouse over the report's title will initiate an info box to pop up with the report's command and partial command contents.
- Double-Clicking on the report title will display the report's command and partial command contents in place of the title for that report.



DHIRPT: LIST ... BY BNAME FOR MILK>O \AI

## Entry of ABORT Events (Proper Steps)

- Abort to continue current (same) lactation
  - Select **Aborted** from the EVENTS1 menu
  - Select the cow from the picklist
  - Enter a remark (Optional)
  - Enter the abort date (Date is better than # days)
  - Start a new lactation for this cow? **NO**
  - Set to OPEN
- Abort to start a new lactation
  - DRY the cow off the day BEFORE the abort (**IMPORTANT**)
    - A remark, ABORT, can be used with the Dry event if you wish
    - Select **Aborted** from the EVENTS1 menu
    - Select the cow from the picklist
    - Enter a remark (Optional)
    - Enter the abort date (Date is better than # days)
    - Start a new lactation for this cow? **YES**
    - Set to FRESH

## Editing Dates (Fresh, Dry & Sold)

- TWO important approaches to data entry errors

	<u>SINCE</u> last DHI Test	<u>PRIOR</u> to last DHI Test
Fresh or Dry	<ul style="list-style-type: none"> <li>Go to the animal's Cowcard</li> <li>Right Click on the event and either delete or edit it depending on error</li> </ul>	<ul style="list-style-type: none"> <li>Go to the animal's Cowcard</li> <li>Right Click on the event and either delete or edit it depending on error</li> <li><b>On next DHI test, it is IMPORTANT to notify the CSR. The CSR must send a memo to V2000 noting the change.</b></li> </ul>
Sold	<ul style="list-style-type: none"> <li>Go the Rpr + Cul menu</li> <li>Select "YTD Culls Deaths"</li> <li>Click on the ID for the CHAIN / BNAME of the animal to be fixed</li> <li>Note [Dead] on the line where the ID and CHAIN / BNAME are</li> <li>In the Events page, right click on the SOLD or DIED event and select "Erase this Event"</li> </ul>	<ul style="list-style-type: none"> <li>Go the Rpr + Cul menu</li> <li>Select "YTD Culls Deaths"</li> <li>Click on the ID for the CHAIN / BNAME of the animal to be fixed</li> <li>Note [Dead] on the line where the ID and CHAIN / BNAME are</li> <li>In the Events page, right click on the SOLD or DIED event and select "Erase this Event"</li> <li><b>On next DHI test, it is IMPORTANT to notify the CSR. The CSR must send a memo to V2000 noting the change.</b></li> </ul>