Grassroots SystemsLtd

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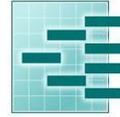
Ped eWeb on-line Flock Book
USER GUIDE FOR HAMPSHIRE DOWN

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

TO ACCESS PedeWeb

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

FINDING ANIMALS

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

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

A list of the animals which fit your search description will be displayed. Click on any one of them to see more information

Here is a detailed view of the animal chosen

Pedigree
Click on pedigree for a four generation pedigree

Progeny

Click on progeny for a list of progeny.

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

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

FINDING MEMBERS

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

Select a **region**, or type the person's **surname**, or **flock name**. **The more you type the fewer records will be displayed.** Tick members **with** animals to exclude members with no animals for the list displayed. Then click on 'Search for Members'

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

MANAGE YOUR OWN FLOCK

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

To access the manage your own flock section, Click on 'Manage your flock' and confirm your email address.

A list of menu options (listed below) will be displayed and if you have not cleared it there may also be a shopping basket. The shopping basket is a tally of transactions. It is not linked to the society accounts. To clear your shopping basket, please click on 'pay now' and print the remittance slip.

The main menu options are:

1. Births – to be used to log all your lambs (RECORDING MEMBERS PLEASE NOTE, Birth Notifications to be done via Signet online system, the secretary will draw them into PedeWeb from there.)
2. Register previously notified ewe lambs
3. Deaths
4. Animals Sold
5. Survey
6. Optional Extra Purchases
7. Subscription Renewals
8. View / Change contact details

Hampshire Down Sheep Breeders' Association

Please do not use the Browser BACK button

Manage your Flock

The Hampshire Down are in the process of carrying out their Annual Survey.
This survey can be completed in 'Manage your Flock' and Select Survey.

Births	Select this option to notify all births and register ewe lambs
Register previously notified ewe lambs	Select this option to Register ewe lambs which have already been Birth Notified. Stock ram registration applications should be sent direct to the Breed Secretary.
Deaths/Slaughter	Notify the Society of any deaths or slaughter.
Mark animals as Sold	Tick those animals you have sold, complete the form and submit. If you do not know the name and address of the purchaser please enter Unknown.
Survey	Complete the Society Survey
Flock Book and 100 Club	Order your Flock Book now for delivery when published in the spring. Support the Association by joining the 100 Club - your chance to win £50 each month.
Subscription Renewals	Renew your Membership Subscription
View / Change your contact details	Select this option to notify the Society of changes to your name, address or contact details, or change your data protection level so that more information is displayed.

Return to search screen

1. Birth Notifications (Performance Recording Members to use Signet System for Birth Notifications)

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

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

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

If the ram you need is not listed, click on the words 'search for sire' and use the 'form' to find individual animals. Remember the more you type the fewer animals will be displayed.

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

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

To reduce the list click on the words 'search for dam' and use the 'form' to find individual animals. Remember the more you type the fewer animals will be displayed.

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

Still born and Neonatal Deaths - If one or more are born dead, or die within the first 3 days of life and were untagged, write 'born dead' in the tag box. If they were tagged and then die record this in the **Notes** box.

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

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

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

				Add to list of applications				
BN/Reg	**EID Tag**	**Manage Tag**	**Name**	**Sex**	**DOB**	**Sire**	**Dam**	**Litter**
N1	UK0581299/06547		Isleofbute	F	10/1/2017	64T11044	24Y1400146	2
R2	UK0581299/06550		Isleofbute	F	7/1/2017	64T11044	A1613336	1
N1	UK0581299/06980		Isleofbute	F	2/1/2017	30N1602156	24Y13101	2

Breed Standard

☐ I confirm that to the best of my knowledge the information given above is correct.
I confirm that the animal(s) are without visible or know genetic defects and conform to the Breed Standard.

Submit application(s) to Breed Society   Return to - Manage your Flock - Menu

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

Once your transactions have been completed they will be processed at the HDSBA office and uploaded back to the Grassroots site. An invoice for fees will be issued.

2. Register Birth Notified Ewe Lambs.

Register previously notified ewe lambs

Use these boxes to reduce the number of animals displayed

Registration No :		Enter any part of the reg.no
Sex :		Enter the sex
Animal Name :		Enter any part of the name
EID Tag :		Enter any part of the EID Tag
Manage Tag :		Enter any part of the Manage Tag

Search for Animals

Please note that any changes you make on this screen will NOT be saved
until the SUBMIT button is pressed. If you have a large number of animals to process,
then please do them in batches, clicking the SUBMIT button at the end of each batch

Tick the animals to be registered and change the name if required

register	**Reg. No**	**Name**	**EID Tag**	**Manage Tag**	**DOB**	**Sex**
☐	A161606441	Planfarmbute	UK0581299/06441		17/12/2015	M
☐	A161707506	Isleofbute	UK0581299/07506		01/12/2016	M
☐	A161707513	Isleofbute	UK0581299/07513		07/12/2016	F
☐	A161707515	Isleofbute	UK0581299/07515		02/12/2016	M
☐	A161707523	Planfarmbute	UK0581299/07523		01/12/2016	F
☐	A161707530	Isleofbute	UK0581299/07530		17/01/2017	M
☐	A161707533	Isleofbute	UK0581299/07533		26/01/2017	M
☐	A161707534	Isleofbute	UK0581299/07534		26/01/2017	M
☐	A161707535	Isleofbute	UK0581299/07535		29/01/2017	M

Find and tick the previously Birth Notified Ewe Lambs you wish to Register and Click on 'Submit applications to Breed Society'. Once again these transactions will be processed at the HDSBA office and uploaded back to the Grassroots site. An invoice for fees will be issued.

3 . Deaths/slaughter

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

4 . Mark Animals As Sold

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

5. Survey

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

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

6. Other Current Items available for purchase (eg Flock Book. 100 Club)

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

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

7. View/Change Your Contact Details.

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