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Introduction

DairyWIN 2004 is a computer program for dairy farmers, veterinarians and farm advisors. It assists the user to identify animals due for management activities and allows comprehensive monitoring of all levels of herd performance. In addition, the program has powerful problem solving capabilities that enable causes of suboptimal herd performance to be identified.

The key areas on which DairyWIN 2004 focuses are reproduction, health, production and herd replacement management.

Key features

- Designed to handle seasonal and non-seasonal calving patterns.
- Accepts ADHIS download file formats.
- Ability to record health and treatment events.
- Ability to create user-defined codes.
- Ability to record events for groups of animals.
- Individual animal summary reports.
- Comprehensive range of animal management reports.
- Calving patterns may be predicted in the absence of whole-herd pregnancy testing, on the basis of non-return to service.
- Comprehensive range of analysis reporting options.
- Graphs of individual animal and herd-level production.
- Detailed on-line help.

Computer requirements

- A computer with a Pentium processor or better.
- 64 megabytes of RAM or better.
- A minimum of 50 megabytes of free hard disk space.
- Microsoft Windows 95 or later.

DairyWIN 2004 is designed for use on a stand-alone computer. It will not work correctly if installed on a network server.
How to get help

DairyWIN 2004 contains an on-line help system. The on-line help can be accessed by:

- Using the Help button on the program switchboard.

- From the Main Menu, under Help, Contents.

The on-line DairyWIN 2004 help file provides detailed information about each area of the program. It is fully searchable.

The on-line help file can also be accessed at any time by pressing F1 or clicking on the Help button that appears on most forms. When you press F1, DairyWIN 2004 links the form you are viewing to the appropriate section of the help file.

In addition to information about how to run the program, DairyWIN 2004 is also shipped with a help file titled Problem Solving Using DairyWIN 2004. This file can also be accessed from the main menu under the option Help, Problem Solving using DairyWIN 2004.

This help file provides information on how to use DairyWIN 2004 to identify and solve herd-level problems (for example lower than expected production, reproductive problems, and milk quality problems).
Figure 2: The Problem Solving Using DairyWIN 2004 help file.
Getting Started

How to start the program
You can start DairyWIN 2004 by double clicking on the shortcut on the Windows Desktop or the Taskbar.

**Starting DairyWIN 2004 from the taskbar**

1. Click on the **Windows Start** button.
2. Select **Programs, DairyWIN 2004**, then **DairyWIN 2004**.

**Starting DairyWIN 2004 from the desktop**

Click on the DairyWIN 2004 icon on the Windows desktop.

The switchboard

The initial screen that DairyWIN 2004 displays is the switchboard. The switchboard is a tabbed interface that enables quick access to the various parts of the program.

The options available from the switchboard may also be accessed via the standard Windows menu bar, at the top of the screen.

![Figure 3: The DairyWIN 2004 switchboard.](image)
Upgrading data files from previous versions

If you have data files that were created in an earlier version of the program, DairyWIN 2004 will need to upgrade them before use.

When you select a data file to load, DairyWIN 2004 checks the version number and will convert the data file, if necessary.

Creating a farm

If you are a new user, the first step is to create a farm database.

1. In the Main/Setup tab on the switchboard click on the Create Farm button.

2. In the File Name box, type the name for the farm database and click Save.
3. After DairyWIN 2004 has completed creating the farm you will get the message 'New database created'. Click OK to return to switchboard.

Creating animals

After you have created an empty farm database, the quickest way to 'populate' that farm with animals is to use animal details from an ADHIS download file.

It is also possible to create animals individually using the Create Animal event available under Animal Data Entry.

Creating animals from ADHIS download files

1. In the Data Entry tab on the switchboard click on the option Downloads and then from the right hand side list select Create Animals from Disk .... Click on the Run button.
Figure 6: Creating animals with ADHIS download files.
2. In the Create Animals from Disk form click on the button to identify the ADHIS Pedigree file that will be used to create animals in the herd (ADHIS pedigree files have a *.102 suffix).

3. Next step is to specify how DairyWIN 2004 will handle each animal as it is 'entered' into the herd. You may elect to enter animals into the herd using:
• Their birth date,

• A single, specified date for all animals, or

• Manually enter an entry date for each animal recorded in the ADHIS download file.

If you have access to historical details for the herd (for example, paper records) entering each animal at their birth date would be a reasonable option. After creating animals you may then manually enter relevant records for each animal.

If, for example, you have purchased a herd (and you do not have access to historical details) then entering each animal into the herd on a single specified date would be appropriate.

4. Click **Run** to start creating the animals in DairyWIN 2004 from the Animal Details file. DairyWIN 2004 will now start creating the animals in DairyWIN 2004 from the Animal Details file. When DairyWIN 2004 has finished using the Animal Details you should get a message 'Finished Download. No problems to report.', click OK and then close the Animal Details Download Register window.

5. After loading pedigree details, the next step is to load calving dates for each animal created. In the **Data Entry** tab on the switchboard click on the option **Downloads** and then from the right hand side list select **Load calving dates ...** Click on the **Run** button.

6. Identify the ADHIS calving date file (these have a *.103 suffix).

7. Click **Run** to start downloading calving dates and details.

**Keeping your data safe**

It is important that you make regular backups of your DairyWIN 2004 data. The computer's hard disk, or you may delete or enter the wrong information. These problems can be quickly sorted out if you have backups!

The backup option in DairyWIN 2004 involves copying and compressing the farm database. Compression makes the backup file smaller.

**Backing up your DairyWIN 2004 data**

1. In the Main/Setup tab on the switchboard click on the **Backup Farm** button.

2. At the Backup Destination window, select where you would like the backup file to be written to - in most cases this will be to a floppy disk, on the 'A:' drive. Click on the Save button to start making the backup.
3. When the backup is complete, click **OK**.

**Backup recommendations**

Have at least three backup disk sets. Alternate the disks. Use Disk 1 then Disk 2 then Disk 3 then start with Disk 1 again and work through the disks again.

It maybe useful to make a backup at the end of a season and keep it in a different place to your normal backup disks.

Don’t leave all your backups with the computer. If the computer is stolen or destroyed by fire the backups will more than likely suffer the same fate. The computer can always be replaced but the data may be impossible to replace.

May a backup of your DairyWIN 2004 data onto the computer’s hard disk as well as onto floppy disks. Floppy disks are not 100% reliable.

**Restoring your DairyWIN 2004 data**

Having made regular backups you may at some stage need to restore the information back into DairyWIN 2004.

1. In the Main/Setup tab on the switchboard, click on the **Restore Farm** button.
2. At the Restore From File window, select the location of the backup file you want to restore.
3. Click on the file name that you wish to restore and then click on the OK button to start the restore process.

4. Once the data has been restored, select the farm database in the usual way - from the switchboard click on the Select Farm button.
Data entry

To derive useful information from the reports offered by DairyWIN 2004 you need to enter accurate animal event information into the program on a regular basis. This section describes common data entry procedures.

Individual animal data entry

Animal Data Entry allows you to enter events for individual animals. Events that you might record in this area of DairyWIN 2004 include calvings, heats, matings, diseases and treatments.

Batch Animal Data Entry allows you to enter the same individual animal event information for groups of animals. For example, you might have 50 cows that are dried off on a given day. You would like to record the dry off event for these animals, as well as details of the dry cow therapy treatment given at the time of dry off. Batch data entry lets you enter the dry off and treatment event to the 50 animals in a single process.

The animal data entry form

As well as providing data entry for individual animal events, the Animal Data Entry form allows you to view and edit previously-recorded events.

Animals may be selected using either the 'Number' or 'ID' drop-down list.

In DairyWIN 2004 the term 'Number' refers to the animal's ear tag (or freeze brand) and the term 'ID' refers to the animal's lifetime identifier. Lifetime identifiers are **unique**, meaning that no two animals can ever have the same lifetime identifier. Numbers (ear tags) are **not unique**, meaning that more than one animal can have the same number (though not at the same time!).
Figure 11: The Animal Data Entry form.

Static details
On the right-hand side of the Animal Data Entry form static detail and select production indices for the selected animal are displayed. Static details are details that do not change throughout an animal’s lifetime. This includes birth date, breed, name, sire, dam and removal date.

Animal events
The event details recorded for the current lactation for each animal are shown at the bottom of the Animal Events form. You may filter the event types displayed using the appropriate buttons.

Animal events may be added to an animal's event record using the animal events drop-down list. Various details are entered for each animal event type. The event types available within DairyWIN 2004 are shown in Table 1.
<table>
<thead>
<tr>
<th>Event</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abortion</td>
<td>Records the premature termination of a pregnancy.</td>
</tr>
<tr>
<td>Add new PSM</td>
<td>Planned Start of Mating (PSM).</td>
</tr>
<tr>
<td>Bull In</td>
<td>Indicates when a cow or heifer was first run with a bull.</td>
</tr>
<tr>
<td>Bull Out</td>
<td>Indicates the last day that a cow or heifer was run with a bull.</td>
</tr>
<tr>
<td>Calving</td>
<td>Records a cow's calving event details.</td>
</tr>
<tr>
<td>Condition score</td>
<td>A visual assessment of an animal's physical body condition.</td>
</tr>
<tr>
<td>Disease</td>
<td>Records disease events.</td>
</tr>
<tr>
<td>Dry Off</td>
<td>Records the end of lactation.</td>
</tr>
<tr>
<td>Create animal</td>
<td>Records details of how the animal entered the herd.</td>
</tr>
<tr>
<td>Graze Off</td>
<td>Indicates the date an animal is sent away from the farm for grazing.</td>
</tr>
<tr>
<td>Graze On</td>
<td>Indicates the date an animal returns from grazing off farm.</td>
</tr>
<tr>
<td>Heat</td>
<td>Animal is observed showing signs of oestrus (heat) but is not mated.</td>
</tr>
<tr>
<td>Height</td>
<td>Records the height of animal.</td>
</tr>
<tr>
<td>Management</td>
<td>Used to identify an animal belonging to a specific herd or management group.</td>
</tr>
<tr>
<td>Nurse Off</td>
<td>Indicates when a cow returns to the milking herd.</td>
</tr>
<tr>
<td>Nurse On</td>
<td>Indicates when a cow has been used to rear calves.</td>
</tr>
<tr>
<td>Procedure</td>
<td>Records details of procedures (surgical, management) performed.</td>
</tr>
<tr>
<td>Production</td>
<td>Records results of tissue samples retrieved from an individual.</td>
</tr>
<tr>
<td>Tag animal</td>
<td>Records artificial insemination or natural service details.</td>
</tr>
<tr>
<td>To be culled</td>
<td>Assigns a number (ear tag) to an animal.</td>
</tr>
<tr>
<td>Treatment</td>
<td>Records the intention to remove an animal from the herd.</td>
</tr>
<tr>
<td>Vet request off</td>
<td>Turns off the Vet Request On event after a cow has been examined.</td>
</tr>
<tr>
<td>Vet request on</td>
<td>Provides a method to select individual animals for examination at the next Vet Visit.</td>
</tr>
<tr>
<td>Vet visit off</td>
<td>Provides a method to exclude animals from Vet Visits.</td>
</tr>
<tr>
<td>Weight</td>
<td>Records an animal's liveweight details.</td>
</tr>
</tbody>
</table>

Table 1: Event types available within DairyWIN 2004.
**Data entry shortcuts**

The following shortcuts should be used to facilitate data entry in the Animal Events form.

<table>
<thead>
<tr>
<th>Keys</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page Down</td>
<td>Moves to next animal number.</td>
</tr>
<tr>
<td>Page Up</td>
<td>Moves to previous animal number.</td>
</tr>
<tr>
<td>Home</td>
<td>Moves to the first animal in the DairyWIN 2004.</td>
</tr>
<tr>
<td>End</td>
<td>Moves to the last animal in the DairyWIN 2004.</td>
</tr>
<tr>
<td>+</td>
<td>In the number field, the + indicates young stock or un-numbered animals.</td>
</tr>
<tr>
<td>-</td>
<td>In the date field, the - key moves to the previous day.</td>
</tr>
<tr>
<td>Tab</td>
<td>Moves the cursor to the next field or button in the form.</td>
</tr>
<tr>
<td>SPACE</td>
<td>Places a check or tick in a check box.</td>
</tr>
<tr>
<td>Alt V</td>
<td>Saves the event record.</td>
</tr>
<tr>
<td>Alt ↓</td>
<td>Displays the selected drop-down list.</td>
</tr>
<tr>
<td>Esc</td>
<td>Displays the previous value in a field.</td>
</tr>
</tbody>
</table>

Table 2: Shortcuts that may be used in the Animal Events form.

**Calving**

Lactation records generally start with a calving event. This example demonstrates the process of entering a calving where the calf that was born was a heifer that was retained for rearing.

**How to enter a calving**

1. In the Data Entry tab on the switchboard, select the options Animals and Animal Data Entry.
2. Enter the **Number** of the cow. Press **ENTER**.
3. Enter the **Date** of the calving. Press **ENTER**.
4. Specify the **Event** type by typing **C** for Calving or clicking on the drop-down list button and selecting the event Calving from the list. Press **ENTER**.
Figure 12: The calving data entry event. In this example, cow 1249 has calved on 9 June 2002 and has given birth to a heifer calf. The calf has been reared, and the lifetime identifier allocated to the reared calf is 123321.

5. Enter the **Birth Type** by typing **N** for Normal (P for Premature or I for Induced) or clicking on the drop-down list button and selecting the option Normal from the list. Press **ENTER**.

6. Enter the **New Planned Start of Mating (PSM) date**, which is the date you plan to start mating the cow. Press **ENTER**. If you have entered a default PSM date under Event Setup a PSM date will automatically populate this field.

7. Specify whether or not assistance was provided for this calving event. Type **N** for None (or **MA** for Major assistance or **MI** for Minor assistance) or click on the drop-down list button and select the option None from the list. Press **ENTER**.

8. Enter the Number of calves that were born. Press **ENTER**.

9. Specify who assisted the calving by typing first letter of the name of the worker included in the farm database or by clicking on the drop-down list button and selecting a name from the drop-down list. Press **ENTER**. You can create new people by clicking on the … button.

10. Enter the **Sex** by typing **H** for Heifer or clicking on the drop-down list button and selecting the option Heifer from the list. Press **ENTER**.

11. Specify the fate of the calf by typing **R** for Reared or clicking on the drop-down list button and selecting the option Reared from the list. Press **ENTER**.

12. Enter the lifetime identifier of the calf into the field titled **ID**. Press **ENTER**.

13. Repeat steps 10, 11, and 12 if you have a second calf to record.

14. Enter any additional comments, if necessary.

15. Save the event by clicking on the **Save** button or by using the keyboard shortcut **Alt-V**.
Recording the details of reared calves

When you have selected the fate 'Reared' and entered a lifetime identifier (ID) for a newly-born calf DairyWIN 2004 will open the Calf Details form after the calving event has been saved. At this time you can record additional static details about the calf that has just been born.

Figure 13: The Create New Animal form.

Note:
- It is not necessary to record a Number (ear tag) for a reared calf (in some areas calves are not tagged until they calve for the first time and enter the milking herd). In this case, animals are identified only by their lifetime identifier (ID). In this case, the number that appears in the Number drop-down list for the calf will be derived from the lifetime identifier. If the calf’s lifetime identifier is XYZ, then +XYZ will identify that calf in the Number (ear tag) drop-down list.
- If you allocate a Number (ear tag) at the time of birth, this information is entered in the Create New Animal form, as shown in Figure 13.

How to edit the calving event setup defaults

Setting appropriate defaults for the calving event form will save you time.

1. In the Data Entry tab on the switchboard, select the options Animals and Animal Data Entry.
2. Specify the Event type by typing C for Calving or clicking on the drop-down list button and selecting the event Calving from the list. Press ENTER.
3. Click on the **Event Setup** button.

![Calving default settings](image)

**Figure 14: Setting defaults for calving events.**

4. Specify the behaviour of the default Planned Start of Mating (PSM) date. In seasonally-calving herds this will be a fixed date (e.g. 26 October). In non-seasonally calving herds this will be a specified number of days after calving (e.g. 60 days).

5. Specify the default birth type by selecting the appropriate option from the drop-down list labelled Birth Type.

6. Enter the default level of assistance provided at calving by selecting the appropriate option from the drop-down list labelled Assistance. In most circumstances this will be ‘None’.

7. Enter the **Calf [lifetime] ID** prefix.

8. Click the **OK** button to save the new settings.

**Tagging heifers**

When heifer replacements enter the milking herd for the first time, they may need to be allocated a Number (ear tag). The Number (ear tag) allocated to an animal must not be currently used by another (current) animal.

**How to tag a heifer**

1. In the Data Entry tab on the switchboard, select the options Animals and Animal Data Entry.

2. Enter the **Number** of the heifer. Press **ENTER**.

3. Enter the **Date** the heifer was tagged. Press **ENTER**.

4. Specify the event type by typing **T** for Tag animal or clicking on the drop-down list button and selecting the event Tag Animal from the list. Press **ENTER**.
5. Enter the New Number that the heifer has been allocated. Press **ENTER**.

6. Save the event by clicking on the **Save** button or by using the keyboard shortcut **Alt-V**.

**Renumbering animals**

In some situations it may be necessary to change the Number (ear tag) of adult cows. To do this, use the Renumber animal event. This event works in exactly the same manner as the Tag animal event, described in the previous section.

**Removing animals from the herd**

An important part of herd record keeping is to record details of animals that are removed from the herd. The Remove From Herd event is used in DairyWIN 2004 for this purpose.

When you enter a removal event into DairyWIN 2004 you don’t actually delete the animal’s details from the farm database, you simply tell the program that the animal is no longer present within the herd.

**How to remove an animal from the herd**

1. In the Data Entry tab on the switchboard, select the options Animals and Animal Data Entry.
2. Enter the Number of the animal to be removed. Press **ENTER**.
3. Enter the Date of removal. Press **ENTER**.
4. Specify the event type by typing **R** for Remove From Herd or clicking on the drop-down list button and selecting the event Remove From Herd from the list. Press **ENTER**.
5. Enter the Fate of the removed animal by clicking on the drop-down list button and selecting an appropriate fate. Removal fates are: culled (works), sold, died or lost. Press **ENTER**.

6. Enter the Reason for removal by clicking on the drop-down list button and selecting a reason for removal. Press **ENTER**.

7. Save the event by clicking on the **Save** button or by using the keyboard shortcut **Alt-V**.

**Dry off**

The Dry Off event is used to record the date and reason that you stopped milking a cow for a given lactation.

If you are recording a Dry Off event for a large number of cows (e.g. at the end of the milking season in a seasonally-calving herd) it is quicker to use Batch Animal Data Entry, providing all animals have the same event information.

**How to enter a dry off event**

1. In the Data Entry tab on the switchboard, select the options Animals and Animal Data Entry.

2. Enter the Number of the animal that was culled. Press **ENTER**.

3. Enter the Date of the cow was dried off. Press **ENTER**.

4. Specify the event type by typing **DR** for Dry Off or clicking on the drop-down list button and selecting the event Dry Off from the list. Press **ENTER**.
5. Enter the Dry Off Reason the cow was dried off by typing EN for End Lactation or clicking on the drop-down list button and selecting End Lactation from the list. Press ENTER.

6. Enter a comment if required. Press ENTER.

7. To record any Dry Cow Treatment (DCT) given to the cow at drying off, enter a tick in the ‘Enter treatment for this Dry Off event?’ tick-box. When the Dry Off event has been saved, the Treatment event form will be displayed where you can enter details about any treatments given at the time of dry off. Press ENTER.

8. Save the event by clicking on the Save button or by using the keyboard shortcut Alt-V.

Reproductive examination

The Reproductive Examination event is used to record the results of reproductive examinations conducted on individual animals. On the basis of this information, animal fertility status is determined.

How to record an empty diagnosis

1. In the Data Entry tab on the switchboard, select the options Animals and Animal Data Entry.
2. Enter the Number of the cow. Press ENTER.
3. Enter the Date of the reproductive examination. Press ENTER.
4. Specify the event type by typing Rep for Reproductive examination or clicking on the drop-down list button and selecting the event Repro Exam from the list. Press ENTER.
Figure 18: The Repro. Exam data entry event. In this example, cow 117 was pregnancy tested on 9 July 2002 and was diagnosed as empty (not in-calf).

5. Specify the reproductive examination type by typing PR for Preg Diagnosis or clicking on the drop-down list button and selecting the option Preg Diagnosis from the list. Press ENTER.

6. Specify the reproductive examination diagnosis by typing E for Empty or clicking on the drop-down list button and selecting the option Empty from the list. Press ENTER.

7. Enter a comment if required. Press ENTER.

8. Save the event by clicking on the Save button or by using the keyboard shortcut Alt-V.

How to record a pregnancy diagnosis

Recording pregnancy diagnoses allows DairyWIN 2004 to determine an important aspect of reproductive efficiency, conception rates.

1. In the Data Entry tab on the switchboard, select the options Animals and Animal Data Entry.
2. Enter the Number of the cow. Press ENTER.
3. Enter the Date of the reproductive examination. Press ENTER.
4. Specify the event type by typing Rep for Reproductive examination or clicking on the drop-down list button and selecting the event Repro Exam from the list. Press ENTER.
5. Specify the reproductive examination type by typing PR for Preg Diagnosis or clicking on the drop-down list button and selecting the option Preg Diagnosis from the list. Press ENTER.

6. Specify the reproductive examination diagnosis by typing PR for Pregnant or clicking on the drop-down list button and selecting the option Pregnant from the list. Press ENTER.

7. Estimate the stage of pregnancy. Type L if it is estimated that the cow is pregnant to the last service. Press ENTER.

8. Save the event by clicking on the Save button or by using the keyboard shortcut Alt-V.

Note:
To determine conception rates, DairyWIN 2004 must link pregnancies to services (that is, you must specify that the cow is pregnant to 'last service', 'second last service' etc).

**Editing static animal details**
In some circumstances it may be necessary to change static details recorded for individual animals.

**How to edit an animal's name**
1. In the Data Entry tab on the switchboard, select the options Animals and Animal Data Entry.
2. Enter the Number of the animal. Press ENTER.
3. In the Static Animals Details frame of the Animal Data Entry form, click on the Edit button.

4. Press ENTER to move to the Name field or click the mouse with the pointer in the field.

5. Type in the new name for the animal. Press ENTER.

6. Save the event by clicking on the Save button or by using the keyboard shortcut Alt-V.

**Diseases and treatments**

DairyWIN 2004 allows the user to record a comprehensive range of details associated with disease and treatment events. Recording details of the treatments applied is an important part of ensuring product safety and analysis of accumulated data helps you to evaluate the effectiveness of the remedies applied.
How to record a mastitis diagnosis

1. In the Data Entry tab on the switchboard, select the options Animals and Animal Data Entry.
2. Enter the Number of the cow. Press **ENTER**.
3. Enter the Date of the mastitis event. Press **ENTER**.
4. Specify the Event type by typing D for Disease or clicking on the drop-down list button and selecting the event Disease from the list. Press **ENTER**.

![Figure 22: The Disease data entry event. In this example, a mastitis event is recorded for cow 559 on 9 July 2002. On this occasion the left back quarter was affected and 'Joe Dirt' made the diagnosis.](image)

5. Enter the Disease Type by typing U for Udder Disorders or clicking on the drop-down list button and selecting the option Udder Disorders from the list. Press **ENTER**.
6. Enter the Disease by typing M for Mastitis clinical or clicking on the drop-down list button and selecting the option Mastitis, Clinical from the list. Press **ENTER**.
7. Enter the Leg/Quarter by typing L for Left Back or clicking on the drop-down list button and selecting the option Left Back from the list. Press **ENTER**.
8. Specify who made the diagnosis by typing first letter of the name of the worker included in the farm database or by clicking on the drop-down list button and selecting a name from the drop-down list. You can create new people by clicking on the ... button. Press **ENTER**.
9. Enter a comment if required. Press **ENTER**.
10. To record a treatment to be associated with this diagnosis, enter a tick in the 'Enter treatment for this Disease event?' tick-box. Press **ENTER**.
11. Save the event by clicking on the **Save** button or by using the keyboard shortcut **Alt-V**.
12. DairyWIN 2004 will open the Data Entry window for a Treatment event for the same Number and Date.
13. Specify who treated the animal by typing first letter of the name of the worker included in
the farm database or by clicking on the drop-down list button and selecting a name from the
drop-down list. You can create new people by clicking on the ... button. Press ENTER.

14. Specify the Treatment Type by typing I for Intramammary or clicking on the drop-down list
button and selecting the option Intramammary from the list. Press ENTER.

15. Specify the Treatment by typing Ampiclox LC or clicking on the drop-down list button and
selecting the option Ampiclox LC from the list. Press ENTER.

16. Enter the Admin method by typing I for Intramammary or clicking on the drop-down list
button and selecting Intramammary from the list. Press ENTER.

17. Enter the Amount by typing 1. Press ENTER. Enter the Unit by typing T for Tube or clicking
on the drop-down list button. Press ENTER.

18. Enter the Every by typing 12. Press ENTER. Enter the Time by typing H for Hours(s). Press
ENTER.

19. Enter the For by typing 3. Press ENTER. Enter Treatments by typing T for Treatments. Press
ENTER.

20. Enter a comment if required. Press ENTER.

21. Check that the Withholding periods displayed are correct. By default, there are no
withholding periods provided with DairyWIN 2004, though you may enter these
details into the drug codebook so that appropriate withdrawal times may be calculated.
22. Save the event by clicking on the Save button or by using the keyboard shortcut Alt-V.

If the treatment you are using has a withholding period the data entry form will display a 'Withhold animal' icon, as shown in Figure 24. A tooltip will appear if you move your mouse over the icon giving you details about the withholding period information, again shown in Figure 24.

Heats

Recording oestrus events (heats) in DairyWIN 2004 allows the program to:

- Predict when cows are due to cycle after heat or service events.
- Identify cows that have not cycled after calving or not cycled for a period of time. Animals that have failed to cycle within a specified time after calving may need to be examined by a veterinarian.

How to record a heat event

1. In the Data Entry tab on the switchboard, select the options Animals and Animal Data Entry.
2. Enter the Number of the cow. Press ENTER.
3. Enter the Date that the heat was observed. Press ENTER.
4. Specify the Event type by typing H for Heat or clicking on the drop-down list button and selecting the event Heat from the list. Press ENTER.
Figure 25: The Heat data entry event. In this example, cow 566 was observed on heat on 9 July 2002.

5. Enter a comment if required. Press ENTER.

6. Save the event by clicking on the Save button or by using the keyboard shortcut Alt-V.

Batch data entry

Batch Data Entry allows you to record the same event for a group of animals that have been selected.

How to enter a batch data entry event

1. Select the Data Entry tab on the switchboard, then the options Animals and Batch Animal Data Entry.
2. Click on the **Edit** button and then the **Add** button in the Batch Selection Maintenance screen to create a new group (Figure 27).
3. In the Group to Select From window, remove the X by Adult Cow and select the Calf stock class by clicking in the area to the left of the Stock Class required. Click OK.
4. Select the first calf number in the Available list, then click the button to move the first calf number into the 'selected' list. Select the rest of the required animals. Click OK.

Figure 30: Selecting calves for a batch data entry event.

5. At this point it is useful to change the name of the selection from the default to something more meaningful. Click on the Rename button and type in a name - say ‘Calves - 2002’.
6. Click **OK**. You will be able to re-use this group selection for other batch data entry events. Click on the **Close** button to return the Animal Data Entry - Batch Add form.

**Adding a PSM date for the selected calves**

1. Select the Data Entry tab on the switchboard, then the options Animals and Batch Animal Data Entry.
2. Click on the drop-down list button and select the group that you wish to enter the new PSM date event for from the pick list.
3. Enter the Event by typing **AD** for Add new PSM, or clicking on the drop-down list button and selecting the event Add new PSM from the list. Press **ENTER**.
4. Enter the Date that you plan to start mating the calves.
5. Enter a comment if required. Press ENTER.
6. Click on the Save button to save the Planned Start of Mating event in each of the select animal's records.

When DairyWIN 2004 has added the events to the selected animal's records you will get the message 'Finished batch data entry. No problems to report.' Click OK and then Close to return to the switchboard. If DairyWIN 2004 is unable to record the event for individual animals within the selected group they will be identified in a list of discrepancies.

Viewing details of animals removed from the herd

When you enter a removal event into DairyWIN 2004 you don't actually delete the animal's details from the farm database, you simply tell the program that the animal is no longer present within the herd.

This section shows how to view details for removed animals.

How to display details of animals removed from the herd

1. In the Data Entry tab on the switchboard, select the options Animals and Animal Details.
2. Click on the Setup button.
3. Check the option box for Removed Animals.
4. Enter date ranges only if you want to restrict the animals that display in the lists. Click **OK**.

**How to ‘bring back’ a removed animal**

If you mistakenly remove a cow it can be easily ‘un-removed’ by deleting the removal event. To successfully return a removed animal to the herd, it is important that the number (ear tag) is free, because you cannot have two animals with the same number.

1. Click on the Data Entry tab in the switchboard, then click on Animals and Animal Data Entry. Click Run. You may need to click on the **Setup** button to display Removed Animals.
2. Type in the number of the removed animal and press **ENTER**.
3. Check that it is displaying the correct animal and not another animal with the same number that has been previously removed. A date will display in the Removed field in the static details subform if you are viewing the events for a previously-removed animal.
4. Click on the **Events** button to display the Remove From Herd event.
Figure 34: Selecting a removed animal. Removed animals are distinguished from current animals in the herd by the date that appears next to their number. This date is the date the animal was removed from the herd.

5. Select the Remove From Herd event and click on the **Delete** button. The animal will now be brought back to life!

Creating animals

**How to create an animal**

1. In the Data Entry tab on the switchboard, select the options Animals and Animal Data Entry.
2. Click on the Event field drop down list button and select the event Enter from the list. Press **ENTER**.
3. Ensure that the Number field is the ear tag given to the new cow. Click on the Number field and enter the correct number if it needs changing. Press **ENTER**.
4. Enter the Date that the animal entered the herd. Press **ENTER**.
Figure 35: The Enter data entry event. In this example, animal 1 is recorded as entering the herd on 9 July 2002. This animal entered the herd as a purchased animal, and at the time of entry herd stock class was 'Adult Cow'. This animal was pregnant when she entered the herd.

5. Enter the ID of the new animal that has been purchased into the herd. Press **ENTER**.
6. In the Method field, select Purchase from the drop-down pick list. Press **ENTER**.
7. Specify the animal's stock class when it entered the herd using the Stock Class (on enter) drop-down list. Press **ENTER**.
8. Select the fertility status of the animal when it entered the herd using the Fertility Status (on enter) drop-down list. If the animal is identified as pregnant, you will need to enter a due date and due sire. Press **ENTER**.
9. Save the event by clicking on the **Save** button or by using the keyboard shortcut **Alt-V**.

**Editing lifetime identifiers**

On rare occasions it may be necessary to edit the lifetime identifier for individual animals.

**How to edit a lifetime identifier**

1. In the Data Entry tab on the switchboard, select the options Animals and Change Lifetime IDs.
2. Enter the Number of the cow or click on the drop-down list button and select the animal from the list.
3. Enter the correct Lifetime ID in the New ID field.
4. Click the Save button to update the animal's details.

**Bulk milk production**

Bulk milk production details can be entered into DairyWIN 2004. If entered daily, bulk milk tank production details provide an up-to-date indication of herd production.

**How to enter bulk milk production records**

1. Select the Data Entry tab on the switchboard, then the options Herd Milk and Herd Milk Production.
2. To enter herd production details click on the (new record) button.
3. If you have entered previous information, the Start Date and End Date are automatically be entered by DairyWIN 2004. Check they are correct and alter them, if necessary.
4. Enter the Litres sent to the factory. Press ENTER.
5. Any milk that is not sold can be entered as Calf Milk. Press ENTER.

6. Enter the Fat and Protein percentages. Press ENTER.

7. Enter the Bulk Milk Somatic Cell Count. Press ENTER.

8. Click on the SAVE button to save the herd production record.

9. To enter additional herd production records click on the (new record) button.

**How to enter milk prices**

1. Select the Data Entry tab on the switchboard, then the options Herd Milk and Herd Milk Prices.
2. Enter the date that the payment schedule started. Press **ENTER**.

3. Enter the Percent of the supply covered by the payment schedule. Press **ENTER**.

4. Enter the payment per kilogram for fat and protein and the payment per litre of milk. Press **ENTER**.

---

**Figure 38:** Typical milk prices entered where milk payment is made on the basis of volume. In this example each litre of milk produced is worth 33.91 cents.

<table>
<thead>
<tr>
<th>Percent of total supply</th>
<th>$ per kg fat</th>
<th>$ per kg protein</th>
<th>$ per litre</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.0</td>
<td></td>
<td></td>
<td>33.91</td>
</tr>
</tbody>
</table>

**Figure 39:** Typical milk prices entered where milk payment is on the basis of milk composition. In this example each $2.89 is paid per kilogram of milk fat, $6.89 is paid per kilogram of milk protein and a penalty of 4 cents per litres is applied for every litre.

<table>
<thead>
<tr>
<th>Percent of total supply</th>
<th>$ per kg fat</th>
<th>$ per kg protein</th>
<th>$ per litre</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.0</td>
<td>2.89</td>
<td>6.89</td>
<td>-4.00</td>
</tr>
</tbody>
</table>
5. Click on the **SAVE** button to save the milk payment details.
6. To enter additional payment details click on the (new record) button.

**Downloading herd test details**

**How to download a herd test file**

1. In the Data Entry tab on the switchboard, select the options Downloads and Download Herd Test. Click on the Run button (or double click on the option Download Herd Test).

2. If the herd test download file is on disk, put the disk in the floppy disk drive.
3. In the Herd Test Download window click on the **Open** button to locate the herd test file you wish to download.
4. Click on the file name (eg. 21571904.104) in the list and then click on the **Open** button. Use the Look In option to locate the file if it is stored in another location on the computer.
5. Click on the **Run** button to start loading the herd test information. DairyWIN 2004 will ask you to verify that the Herd Test date is correct. Click the **Yes** button to download the information for the specified date.
6. When DairyWIN 2004 has finished updating the herd test information you should get the message 'Finished download. No problems to report.'. Click on **OK** the button. Click the **Close** button to return to the switchboard. If errors are encountered during the download process, a discrepancy list will be generated.
Download discrepancies
Discrepancies will be generated when there are inconsistencies between the animal data recorded in DairyWIN 2004 and the animal data recorded by your herd recording authority.

When you download an animal details or herd test file, DairyWIN 2004 checks each item of incoming data to ensure that it is consistent with the data already present within the farm database. If inconsistencies are found a discrepancy will be generated.

Resolving download discrepancies
If there are any discrepancies when you update your DairyWIN 2004 data using an ADHIS Download file, the program will display the Animal Download Discrepancies window.

![Figure 41: The discrepancy form shown after loading an animal details file. In this example, discrepancies have been generated because the termination codes (that is, the reasons for removal) in the ADHIS download file are not recognised by DairyWIN 2004.](image)

The Discrepancy tab groups animals with similar discrepancy errors together. Click on the dropdown list button in the Discrepancy field allows you to select the different discrepancy types.

Clicking on the Compare tab allows you to view the details for a selected animal in the discrepancy listing.
Figure 42: Sorting out discrepancies. In this example the details for animal 2278 in DairyWIN 2004 is that it was born on 5 January 1997 with a lifetime identification N97213816. The updated *.102 file that we are downloading has animal 2278 born on 7 January 1997 with a lifetime identifier N97213818. We'll need to carefully review the hand-written records we have for this animal to work out which of these details are correct.

Clicking on the **Edit** button allows you to modify the information recorded in DairyWIN 2004, if required.
Reports

From the DairyWIN 2004 switchboard, reports may be accessed via the Animal Reports tab. The general categories of reports are shown in Table 3:

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>General histories</td>
<td>List of details for individual animals.</td>
</tr>
<tr>
<td>Reproductive histories</td>
<td>List of reproductive details for individual animals.</td>
</tr>
<tr>
<td>Production histories</td>
<td>List of production details for individual animals.</td>
</tr>
<tr>
<td>Guides</td>
<td>Lists of animals due for various events (due to calve, due to cycle etc.).</td>
</tr>
<tr>
<td>Vet visit</td>
<td>Lists of animals that meet selection criteria for veterinary examination.</td>
</tr>
<tr>
<td>Reproductive analyses</td>
<td>Analytical report summarising herd-level reproductive performance.</td>
</tr>
<tr>
<td>Health analyses</td>
<td>Analytical report summarising herd-level disease incidence.</td>
</tr>
<tr>
<td>Production analyses</td>
<td>Analytical report summarising herd-level production.</td>
</tr>
<tr>
<td>Weight and condition score</td>
<td>Analytical report summarising body weight and condition score change.</td>
</tr>
<tr>
<td>Stock profiles</td>
<td>Provides counts of animals within each stock class on a given date.</td>
</tr>
</tbody>
</table>

Table 3: The various report categories available within DairyWIN 2004 and a brief explanation of their purpose.

The Animal Details List Report

The Animal Details report provides as list of selected animals, their identifiers and basic [static] details.

How to produce an Animal Details List Report

1. In the Animal Reports tab on the switchboard, select the options General Histories - Animal Details List. Click on the Run button.
2. Within the Animal Details List Report setup form you are able to define the group of animals the report will display. By default, DairyWIN 2004 uses Stock Class: Adult Cow as the group to include.

3. Click on the Run button to process the report.

4. DairyWIN 2004 will then display the selected animals in the Animal Details List Report window.

5. When you have the data displayed in the Animal Details List Report window click on the Print button to prepare the report for the printer.
Figure 44: The Animal Details List Report window.

6. With the print preview showing, select from the menu the options File - Print or click on this button on the toolbar.
7. In the Print window select your printing options and click OK.

8. To close the print preview window for the report click on this button on the tool bar.

9. To close the Animals Details List window click on the Close button.

Selecting animals for reporting

All reports in DairyWIN 2004 allow you to select the group of animals that form the basis of the report. For most reports DairyWIN 2004 uses Stock Class: Adult Cow as the default group to include. To edit the selection group, click on the Group button from any report setup form.

Group selection criteria are:
Multiple selection

Multiple Selection is a powerful feature of DairyWIN 2004. It allows you to only include those animals that meet specified criteria in a report. Typical situations where multiple selection criteria are useful are:

- When you want to produce an animal details list for only those animals with a Production Index between 110 and 120.
- You want to analyse reproductive performance for those cows that were treated with calcium borogluconate at the time of calving.

The example shown in this section demonstrates how to select 1999-born animals for an Animal Details Report.

1. Open the Animals Details List setup form and click on the **Group** button.
2. In the Group Selection window click on the drop-down list button for the Selection Group Type.

### Table 4: Group selection criteria within DairyWIN 2004.

<table>
<thead>
<tr>
<th>Group</th>
<th>Includes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stock class</td>
<td>Adult cows, Mated heifers, Calves and/or Male animals.</td>
</tr>
<tr>
<td>Age Group</td>
<td>2 year-old, 3 year-old, 4 to 8 year-olds, 9+ year-olds and/or unknown.</td>
</tr>
<tr>
<td>Fertility Status</td>
<td>Aborted, Abortion suspected, Calved, Empty, Heat, Non-return, Pregnant, Served and/or Unknown.</td>
</tr>
<tr>
<td>Individuals</td>
<td>Named group of individual animals.</td>
</tr>
<tr>
<td>Mob</td>
<td>Animals that have the selected Management event(s) recorded.</td>
</tr>
<tr>
<td>Codes</td>
<td>Animals that have the specified event code(s) recorded.</td>
</tr>
<tr>
<td>Multiple Selection</td>
<td>Animals that meet certain selection criteria (for example, those animals with a Production Index between 110 and 120 and breed = &quot;Jersey&quot;).</td>
</tr>
</tbody>
</table>
3. Select the option Multiple Select from the list by clicking on it with the mouse.
4. Click on the Add button to create a new multiple selection.
5. Select from the Category A Items drop-down list the option Date of Birth.
6. Enter the dates 1 January 1999 and 31 December 1999 in the Date of Birth text fields under the Add To Query button.

7. Click on the Add to Query button so that the statement ‘Date of Birth between 01-Jan-99 and 31-Dec-99’ appears in top half of the Multiple Selection Definition Setup window. Click on the OK button.

8. Click on the Rename button to change the default name for the Multiple Selection. Type in ‘Born 99’ and click the OK button.
Figure 48; Group selection – selecting the group titled 'Born 99'.

Once defined, this selection group can be applied to any of DairyWIN 2004's reports.

Changing the appearance of reports

The appearance of DairyWIN 2004's printed reports can be altered done by selecting General Options in the Edit menu, then clicking on the Report Settings tab.
Report settings that may be altered include:

- Line shading: none, every fifth line, or every second line.
- Grid lines: shown or not shown.
- Shaded lines: edit the colour of report line shades.
- Report font: it is recommended not to select a font greater than 10 points in size, since line sizing does not change.

**Changing the layout of reports**

In the animal listing reports like the Animal Details Report and Production By Test Date Report you have the ability to select the columns that show in the printed report.

The Settings for list type report forms window can be accessed by clicking on the **Setup** button in the form view.
If the Form option is selected under Report column widths, as shown in Figure 50, the printed report will use the column widths that are specified in the form view of the report. If the Default option is selected DairyWIN 2004’s default column widths will be used.

Under the section titled Column visibility, those variables that do not have an 'X' adjacent to their name will not appear in the report.

**How to re-size columns**

1. Move the mouse point to the right of the heading of the column you wish to re-size.
2. When you do this, the mouse pointer will change to the cursor displayed above.

3. Hold the left mouse button down and move the mouse in the direction you wish to re-size the column.

Figure 51: Changing column widths.
4. When the column is the size you require, release the mouse button.

The Individual Animal Summary Report

The Individual Animal Summary Report provides an overall summary for each animal recorded in the farm database. It displays the ancestry, health, calving, mating and production data for the selected animal or groups of animals.

How to produce an Individual Animal Summary Report

1. In the Animal Reports tab on the switchboard, select the options General Histories - Individual Animal Summary. Click on the Run button.
2. Select the animal to view by typing the number or click on the drop-down list button and select the animal from the list.
3. Click the Print this Animal button to preview the report for the currently displayed animal.

Note: The **Print Whole Group** button will produce a page for EVERY animal selected.

**The Event History Report**

The Event history report lists for each selected animal the event details recorded within the farm database. The report can produce a listing of events in the current lactation or a complete listing for all lactations.

**How to produce an Event History Report**

1. In the Animal Reports tab on the switchboard, select the options General Histories - Event History. Click on the **Run** button.

2. Select the animal to view by typing the number or click on the drop-down list button and select the animal from the list.

3. Click the **Print this Animal** button to preview the report for the currently displayed animal.
The Cell Count History Report

The Cell Count History Report lists the individual cow somatic cell counts recorded for individual animals throughout a specified lactation.

**How to produce a Cell Count History Report**

1. In the Animal Reports tab on the switchboard, select the options General Histories - Cell Count History. Click on the Run button.
2. Click on the Run button to process the report.
The Production by Test Date Report

The Production by Test Date Report is a cow listing report that lists the herd test details for a selected test date.

**How to produce a Production by Test Date Report**

1. In the Animal Reports tab on the switchboard, select the options Production Histories - By Test Date. Click on the Run button.
2. Select the Herd Test Date that you require by clicking on the drop-down list button.
3. Click on the **Run** button to process the report.
Figure 56: The Production History by Test Date Report.

Due To Calve - Sorted List Report

The Due to Calve Sorted List Report is a cow listing report that displays expected calving information.

How to produce a Due to Calve - Sorted List Report

1. In the Animal Reports tab on the switchboard, select the options Guides - Due to Calve Sorted List. Click on the Run button.
2. Enter the Due to Calve date range you require for the report.
3. Click on the Run button to process the report.
The Dry Off Guide Report

The Drying Off Guide Report allows you to identify animals that have met certain criteria for drying off.

How to produce a Dry Off Guide Report

1. In the Animal Reports tab on the switchboard, select the options Guides - Drying Off. Click on the Run button.
2. Enter the Drying Off Date range.
3. Click on the Options button to choose the criteria for selecting cows for Drying Off. You can use the report to select cows that meet selected thresholds for receiving Dry Cow Therapy.
Figure 58: The Dry Off Guide Selection Criteria form.

4. Check the box 'Cows due for dry cow therapy at drying off', then click the **DCT Setup** button and select the appropriate options.
5. Click the **OK** button to close the Setup window.
6. Click on the **Run** button to process the report.
Figure 60; Dry Off Guide Report window.

The Culling Guide Report

The Culling Guide Report is used to select cows to be considered for culling. The report should be used only as guide to select animals for culling and you should make the final decision after a closer look at the cow’s records.

How to produce a Culling Guide Report


2. Click on the Options button to define the criteria for the report. Using the drop-down list buttons and entering the required values. Click the OK button to close the form.
3. Click on the **Run** button to process the report.
Figure 62: The Culling Guide Report window.

The reason animals have been selected is marked with a red * in the column to the right of the data.

Veterinary Visit Reports

The Veterinary Visit Reports are used to identify cows requiring veterinary examination, provide a summary of veterinary examinations and list the animals that were actually examined.

The example provided below show you how to generate a list of animals that have calved greater than 60 days and have not yet cycled.

How to produce a Vet Visit Selection Report

2. Enter the Expected Date of Visit. This needs to be today's date or after today's date.
3. Select the Report Layout by clicking on the drop-down list. The Vet Sheet report has the following layout options:
   Vet Sheet: Lists Number, Days Since Calving and Reason for Vet Examination. It also has room for recording the result of the examination.
   Farmer List: Lists Number and Reason for Vet Examination. This report is intended for drafting out cows to be examined.
Detailed Vet Sheet: Lists Number, Age, Days Since Calving, Reason for Vet Examination, Number of Matings, Weeks since mating, Reproductive Problems and Treatments. It has areas in the printed report for detailed recording of results and treatments.

4. Click on the Setup button to enter how you require the report to select animals.
5. Click on the option No Visible Oestrus so that it has a tick in the box on the left.

6. Click on the Set button beside the option No Visible Oestrus.
7. Select the option All cows calved greater than 60 days and not yet cycled in the Vet Visit Sheet Setup, No Visible Oestrus window by clicking the mouse. You can change the number of days by typing the required number.
8. Click the Close button to save your settings.
9. Click the Close button in the Vet Visit Sheet Setup window.
10. Click the Run button to process the report.

Reproductive Analysis Reports

The Reproductive Analysis Reports provide you with a comprehensive evaluation of the herd’s reproductive performance.
The Calving Summary Report

1. In the Animal Reports tab on the switchboard, select the options Reproductive Analysis - Calving Summary. Click on the Run button.

   ![Calving Summary Report](image)

   Figure 64: The Calving Summary Report.

   2. Enter the Date range for the calvings you wish to summarise in the report.

   3. Click the Run button to process the report.

The Submission Rate Analysis Report

1. Select the options Reproductive Analysis - Submission Rate Analysis in the Animal Reports tab on the DairyWIN 2004 switchboard. Click on the Run button.

2. Enter the PSM's from date and press ENTER.
3. Enter the To date. In a spring calving herd the PSM dates are the same because the herd starts mating on the same day.

4. Select the **Analysis** option by clicking on the drop-down list.

5. Click the **Run** button to process the report. To view the data in graphical format click on the **Graph** button.
Stock Inventory Report

The Stock Inventory Report provides a count of the number of animals in each stock class on a specified date.

**How to produce a Stock Inventory Report**

1. In the Animal Reports tab on the switchboard, select the options Stock Profiles - Stock Inventory. Click on the Run button.
2. Enter the Report Date.
3. Click the Run button to process the report.
Clicking on the Heifers, Calves or Male Animal buttons will display a summary of animals in that stock class.

**Customised History Report**

The Customised History Report allows you to create user-defined animal listings.

**How to produce a Customised History Report**

4. In the Animal Reports tab on the switchboard, select the options General Histories - Customised. Click on the Run button.
5. To create a new report, click on the New button under Definition field.

6. In the Customised History Definition window highlight the field you require from the Available list and then click the button to move the field in to the Selected list. Double clicking on the required field will also move it.
7. When you have finished selecting fields for the report click on the **OK** button.

8. Type in a name for the report in the Name of Customised History Definition window. Click **OK** to continue.

9. The report you have just created can be selected by clicking on the Definition drop-down list button and highlighting the name of the report.

10. Click the **Run** button to process the report.

**Herd Production Reports and Graphs**

DairyWIN 2004 can analyse the herd production in a range of reports and graphs. The herd production reports and graphs are located in the Frm/Hrd Reports tab on the DairyWIN 2004 switchboard.

**How to produce a Herd's Production Graph**

1. Select the options Herd Production - Herd Production Graphs in the Frm/Hrd Reports tab on the DairyWIN 2004 switchboard. Click on the **Run** button.

2. Enter a date in the Production from field and the To field.

3. Click on the Y Axis Variable drop-down list and highlight Litres/Day in the list.

4. Click the **Run** button to process the report.
Figure 70: Bulk milk production graphs.
Central to the design of DairyWIN 2004 is the concept of 'codes'. Codes are labels that provide definition of the various event types available within the program.

For example, when a cows calves and is diagnosed with calving paralysis at the time of calving we might wish to make a record of this disease event. To do this we: (1) record the calving event, and (2) record the disease event. When we record the disease event the disease type will be 'calving disorder' and the specific diagnosis (that is, the code) will be 'calving paralysis'.

When we run any of DairyWIN 2004's reports we may wish to include only those animals that had a calving disorder recorded as part of their event record. Having the calving paralysis code included within the calving disorder disease type ensures that all cows with the calving paralysis code are included under the category of 'calving disorders'.

Additional codes may be added to the program, providing the user with a great deal of flexibility. If a new disease syndrome is identified, a new code can be created for that syndrome and applied to those animals that are diagnosed with the disorder. Similarly, if a new animal remedy becomes available a new code can be created for it and applied to those animals treated with it.

Within the codebook management form, it is possible to:

- Create new, user-defined codes.
- Create aliases for any of the existing codes within the program. Aliases allow you to relabel disease and treatment codes to better-suit your own terminology.
- Create 'favourites'. Only favourite codes will appear on the drop-down lists available in the data entry forms.
- Retire codes.
How to print a list of codes

1. Select the menu option Codebook from the Edit menu or in the Main/Setup tab on the switchboard.
2. In Codebook management form you can select the Category of codes you wish to print with the mouse.
3. Click on the Print button to process the report.

Remapping old codes

DairyWIN 2004 is shipped with a standard set of disease codes. These have been carefully selected to provide a reasonably comprehensive list of the common diseases of dairy cattle. If you have created disease codes in previous versions of DairyWIN you may wish to check these to ensure that they are consistent with those included as the standard disease code set. You may wish to re-map your user-defined codes to the new standard disease code set.

How to re-map old user-defined codes

1. Select the menu option Codebook from the Edit menu or the Codebook button in the Main/Setup tab on the switchboard.
2. Select the Disease or Treatment category.
3. Right click on the User Defined code that you wish to re-map. Select the menu option 'Remap to an existing code'.
4. Select the system code that you wish to map your old code to, by clicking on the code name. Click on the **Remap Code** button.
5. Click on the **Yes** button to remap the selected user-defined code.
6. The blue user-defined code will no longer be visible.
What is CowPAD?

CowPAD is DairyWIN 2004 for the Palm Pilot.

Using CowPAD you can transfer static animal details, status details, production details and event details for all current animals in the herd onto a small hand-held computer called a Palm Pilot.

In addition to viewing individual animal details you may add animal events directly into the Palm Pilot. Animal events may then be transferred back to DairyWIN 2004 via a process known as 'Hotsync'. This involves a series of steps that are designed to ensure that both the desktop program (DairyWIN 2004) and the palm-top device (CowPAD) both have the latest information.

After installing CowPAD, the menu options 'Export Data for CowPAD' and 'Import Events from CowPAD' become available.

Exporting data to CowPAD

The Export option allows lets you export data from the Due to Calve, Due to Cycle, Not Cycled, Not Mated, Drying Off, and Culling Guide reports. If you select any of these reports, DairyWIN 2004 will run them using their current settings.

Importing data to DairyWIN 2004

After entering events into CowPAD you may update DairyWIN 2004 by a two-step process:

1. Running a Hotsync (all new event details that have been recorded on the Palm Pilot are written to the hard disc of your computer), and then
2. Running the Import Events from CowPAD from within DairyWIN 2004.

The Import Events procedure will load all of the newly-created events into the farm database using a process similar to Batch Data Entry. If there are any problems with the data from the CowPAD they are displayed as discrepancies.

Consult the CowPAD user guide for further details.
What Does That Do?

Record Navigation Buttons

<table>
<thead>
<tr>
<th>Click this</th>
<th>To do this</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="left" alt="arrow" /></td>
<td>Move to the first record.</td>
</tr>
<tr>
<td><img src="left" alt="arrow" /></td>
<td>Move to the previous record.</td>
</tr>
<tr>
<td><img src="right" alt="arrow" /></td>
<td>Move to the next record.</td>
</tr>
<tr>
<td><img src="right" alt="arrow" /></td>
<td>Move to the last record.</td>
</tr>
<tr>
<td><img src="add" alt="record" /></td>
<td>Create a new record.</td>
</tr>
</tbody>
</table>

Table 5: Explanation of record navigation buttons.

Group Selection Buttons

<table>
<thead>
<tr>
<th>Click this</th>
<th>To do this</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="add" alt="record" /></td>
<td>Moves a highlighted animal into the selected list.</td>
</tr>
<tr>
<td><img src="all" alt="record" /></td>
<td>Moves ALL available animals into the selected list.</td>
</tr>
<tr>
<td><img src="remove" alt="record" /></td>
<td>Moves a highlighted number back into the available list.</td>
</tr>
<tr>
<td><img src="all" alt="record" /></td>
<td>Moves ALL selected animals back into the available list.</td>
</tr>
</tbody>
</table>

Table 6: Explanation of Group Selection buttons.

Print Preview Toolbar Buttons

<table>
<thead>
<tr>
<th>Click this</th>
<th>To do this</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="window" alt="close" /></td>
<td>Close the Print Preview window.</td>
</tr>
<tr>
<td><img src="printer" alt="print" /></td>
<td>Print the report being previewed.</td>
</tr>
<tr>
<td><img src="folder" alt="file" /></td>
<td>Change the Printer Setup options.</td>
</tr>
<tr>
<td><img src="magnify" alt="zoom" /></td>
<td>Zoom in or out on previewed report.</td>
</tr>
<tr>
<td><img src="text" alt="file" /></td>
<td>Export report data to a text file.</td>
</tr>
<tr>
<td><img src="save" alt="file" /></td>
<td>Save report data as a file.</td>
</tr>
</tbody>
</table>

Table 7: Explanation of Print Preview Toolbar buttons.
What Does That Mean?

General

<table>
<thead>
<tr>
<th>Event</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>CVPROB</td>
<td>Calving problem</td>
</tr>
<tr>
<td>DESC</td>
<td>Calving descriptor</td>
</tr>
<tr>
<td>DCT</td>
<td>Dry Cow Therapy</td>
</tr>
<tr>
<td>DO</td>
<td>Dry Off</td>
</tr>
<tr>
<td>DSC</td>
<td>Days Since Calving</td>
</tr>
<tr>
<td>FS</td>
<td>Fertility Status</td>
</tr>
<tr>
<td>FTC</td>
<td>Failure to conceive</td>
</tr>
<tr>
<td>ID</td>
<td>Identification</td>
</tr>
<tr>
<td>ISCC</td>
<td>Individual Somatic Cell Count</td>
</tr>
<tr>
<td>LAC</td>
<td>Lactation</td>
</tr>
<tr>
<td>LaSv</td>
<td>Last Service</td>
</tr>
<tr>
<td>LO</td>
<td>Left Ovary</td>
</tr>
<tr>
<td>LS</td>
<td>Lactation Status</td>
</tr>
<tr>
<td>LT</td>
<td>Lifetime Cases</td>
</tr>
<tr>
<td>LTD</td>
<td>Lactation To Date</td>
</tr>
<tr>
<td>MA</td>
<td>Male Animal</td>
</tr>
<tr>
<td>MH</td>
<td>Mated Heifer</td>
</tr>
<tr>
<td>NC</td>
<td>New Cow</td>
</tr>
<tr>
<td>NEV</td>
<td>No Events</td>
</tr>
<tr>
<td>NR</td>
<td>Non Return</td>
</tr>
<tr>
<td>NVO</td>
<td>No Visible Oestrus</td>
</tr>
<tr>
<td>NYM</td>
<td>Nymphomaniac</td>
</tr>
<tr>
<td>OVD</td>
<td>Overdue</td>
</tr>
<tr>
<td>PD</td>
<td>Pregnancy Diagnosis</td>
</tr>
<tr>
<td>PI</td>
<td>Production Index</td>
</tr>
<tr>
<td>PN</td>
<td>Post Natal</td>
</tr>
<tr>
<td>PSC</td>
<td>Planned Start of Calving</td>
</tr>
<tr>
<td>PSM</td>
<td>Planned Start of Mating</td>
</tr>
<tr>
<td>REPRO</td>
<td>Reproductive</td>
</tr>
</tbody>
</table>

Table 8: Explanation of abbreviations used in DairyWIN 2004.
**Stock classes**

<table>
<thead>
<tr>
<th>Stock class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calf</td>
<td>Any female animal that has not been mated and has not calved for the first time.</td>
</tr>
<tr>
<td>Mated Heifer</td>
<td>Any female that been mated but has not calved for the first time.</td>
</tr>
<tr>
<td>Adult Cow</td>
<td>Any female animal that has at least one calving event.</td>
</tr>
<tr>
<td>Male Animals</td>
<td>Any male animal.</td>
</tr>
</tbody>
</table>

Table 9: Definition of stock class groups.

**Reproductive examination diagnoses**

<table>
<thead>
<tr>
<th>Long name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anoestrus, no structures present</td>
<td>Animal acyclic and no structures identified on either ovary.</td>
</tr>
<tr>
<td>Anoestrus, structures present</td>
<td>Animal acyclic and structures identified on one or both ovaries.</td>
</tr>
<tr>
<td>Aplasia</td>
<td>Ovarian aplasia.</td>
</tr>
<tr>
<td>Cervicitis</td>
<td>Inflammation of the cervix.</td>
</tr>
<tr>
<td>Cycling, dioestrus</td>
<td>Animal estimated to be between days 5 and 19 of oestrus cycle.</td>
</tr>
<tr>
<td>Cycling, metoestrus</td>
<td>Animal estimated to be between days 1 and 5 of oestrus cycle.</td>
</tr>
<tr>
<td>Cycling, no structures present</td>
<td>Animal cycling and no structures identified on either ovary.</td>
</tr>
<tr>
<td>Cycling, oestrus</td>
<td>Animal estimated to be on day 1 of oestrus cycle.</td>
</tr>
<tr>
<td>Cycling, proestrus</td>
<td>Animal estimated to be between days 19 and 21 of oestrus cycle.</td>
</tr>
<tr>
<td>Cystic ovary</td>
<td>Cystic ovary present.</td>
</tr>
<tr>
<td>Endometritis</td>
<td>Inflammation of the uterine wall.</td>
</tr>
<tr>
<td>Mummified foetus</td>
<td>Foetal mummy present within the uterus.</td>
</tr>
<tr>
<td>Ovarian adhesion</td>
<td>Scar tissue around the ovaries.</td>
</tr>
<tr>
<td>Ovarian tumour</td>
<td>Ovarian tumour present.</td>
</tr>
<tr>
<td>Pyometron</td>
<td>Uterine infection present - uterus filled with purulent material.</td>
</tr>
<tr>
<td>Speculum pos</td>
<td>Abnormality found on vaginal speculum examination.</td>
</tr>
<tr>
<td>Speculum neg</td>
<td>No abnormality found on vaginal speculum examination.</td>
</tr>
<tr>
<td>Uterine abscess</td>
<td>Uterine abscess present.</td>
</tr>
<tr>
<td>Uterine adhesions</td>
<td>Uterine scar tissue present.</td>
</tr>
<tr>
<td>Uterus normal</td>
<td>Uterus normal on examination.</td>
</tr>
<tr>
<td>Vaginal tear</td>
<td>Vaginal tear present.</td>
</tr>
<tr>
<td>Vaginitis</td>
<td>Vaginal inflammation present.</td>
</tr>
</tbody>
</table>

Table 10: Explanation of reproductive examination diagnoses. Where possible, physiologically and pathologically correct terms have been used. Users should feel free to create aliases for these codes to better-suit their needs.
Reproductive tract examination reasons

<table>
<thead>
<tr>
<th>Long name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abortion recorded</td>
<td>Abortion event recorded.</td>
</tr>
<tr>
<td>Abortion suspected</td>
<td>Heat event or discharge noted after previous confirmation of pregnancy.</td>
</tr>
<tr>
<td>Empty &gt; x days</td>
<td>Calved longer than x days and not confirmed pregnant.</td>
</tr>
<tr>
<td>Endometritis</td>
<td>Endometritis present.</td>
</tr>
<tr>
<td>Failure to conceive</td>
<td>Failure to conceive (repeat breeder).</td>
</tr>
<tr>
<td>Late calver</td>
<td>Due to calve late in the season (seasonally-calving herds).</td>
</tr>
<tr>
<td>Empty &gt; x days</td>
<td>Calved longer than x days and not confirmed pregnant.</td>
</tr>
<tr>
<td>New cow</td>
<td>Cow recently purchased.</td>
</tr>
<tr>
<td>No events</td>
<td>No event recorded for the last x days.</td>
</tr>
<tr>
<td>No visible oestrus</td>
<td>No visible oestrous.</td>
</tr>
<tr>
<td>Nymphomaniac</td>
<td>Too many heats in a short time period.</td>
</tr>
<tr>
<td>Other reasons</td>
<td></td>
</tr>
<tr>
<td>Overdue</td>
<td>Overdue for calving.</td>
</tr>
<tr>
<td>Postnatal exam</td>
<td>Examination after calving or before breeding.</td>
</tr>
<tr>
<td>Preg diagnosis</td>
<td>Pregnancy diagnosis.</td>
</tr>
<tr>
<td>Vet visit request</td>
<td>Veterinary visit requested.</td>
</tr>
</tbody>
</table>

Table 11: Explanation of reproductive tract examination reasons.