

# How-To User Manual

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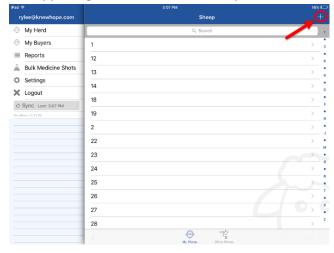
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### Steps

#### **Adding Sheep**

- 1) Open and log into HerdBoss on your device
- 2) Find the "+" sign in the upper right hand corner and tap it



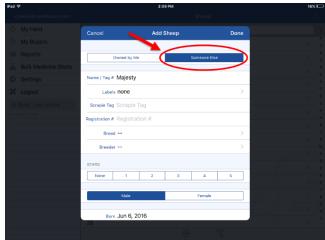
All images were captured on an iPad. Screens may vary slightly on different devices.

3) A pop-out window titled "Add Sheep" will appear



- 4) Enter relevant information for the sheep into the appropriate fields
  - a. Make sure you scroll down to access additional fields
  - b. For example: When entering the sire, you will tap the "Sire" field and a new popout window will appear allowing you to select the sire. If the sire has not been added to HerdBoss, you will select the "+" sign in the upper right hand corner. Another pop-out window appears into which you can enter what you know about the sire

 If the sire is owned by someone else, look towards the top of the screen, and you will see two fields. One is "Owned by Me;" the other is "Someone Else." You will need to change to "Someone Else" to indicate that the sire is not yours



- 5) After selecting "Done," HerdBoss returns you to the sheep's pop-out window
- 6) Once you have entered all of the information, tap "Done" in the upper right hand corner

### Adding Events and/or Additional Information

1) To add most events, select "Search" at the top of the screen, enter the name or tag number of the sheep, and select that sheep

iPad ≑ rylee@knewhope.com		0	Cancel
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≡ Reports			
👗 Bulk Actions			т
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- a. Adding Breed(s) (there are two ways to do this):
  - To add the breed to the sheep's record, select "Edit" in the upper right hand corner. When the "Edit" screen appears, look for "Breed" and tap it. Another screen will appear, titled "Breed." You can select an available breed or add another breed by tapping "+" in the upper right hand corner

Kegistration #     Cancel     Tilly 9261     Done       X Logout     Reg. Name     Owned by Me     Someone Else	Pad 🗢 🕆	10:46 AM		86%	-			
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None         1         2         3         4         5		Dam					Speckle	
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 OR to add additional breeds to the list of breeds, select "Settings" on the left side of your screen, then select "My Breeds" and tap "+" in the upper right hand corner to add additional breeds

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rylee@knewhope.com	✓ Sheep	Tilly 9261	Edit				
My Herd							
My Buyers	Name / Tag # Tilly 9261						
■ Reports	Labels NONE			iPad 🗢 🖏		10:46 AM	
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O Sync Last: 10:46 AM	Breed			My Breeders	Crossbred		
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	Dam-Sire 45		>				

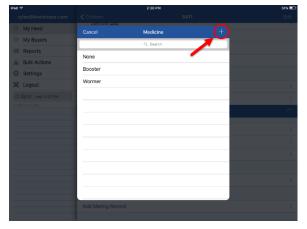
- b. Adding Offspring (there are two ways to do this):
  - i. Hit the "+" sign and add a new sheep just like you did when entering the demonstration sheep

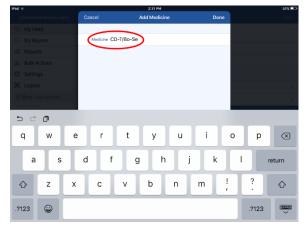
iPad 🤶	3.07 PM	16% 💭
rylee@knewhope.com	Sheep	
💮 My Herd	Q. Search	
My Buyers	1	> 3
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💩 Bulk Medicine Shots	13	>
Settings	14	· ·
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 OR "Search" the dam's name or tag number, select her record, scroll down and look for "Add Lamb" under the section titled Children, tap "Add Lamb," and fill out the fields in the pop-out window with what information you have available

Pad 1	÷	c – Maiocty 31	0 PM	15% 💷
	ylee@knewhope.com	🗙 Sheep	Tilly 9261	Edit
÷	My Herd	Dam		
0	My Buyers	Dam-Sire		
	Reports	Litter Size 1		
Ä	Bulk Medicine Shots	DNA		
Ф	Settings	HISTORY		
×	Logout	Add Note		>
_	Sync Last: 3:08 PM	Add Weight		>
Herd	8ess v1.3 (76)	Add Medicine		>
		View Ancestor Chart		>
		Share PDF Report		>
		View Offspring Report		>
		CHILDREN		
		Add Lamb		>
		MATING RECORDS		
		Add Mating Record		>

- c. Adding Medicinal Records:
  - i. "Search" and select the sheep you would like to add records to, scroll down looking for the section titled History, and tap "Add Medicine." When the medicine pop-out window appears, you will select the fields that need completed. You are able to customize your medicines to fit whatever you may administer to your sheep
  - ii. Select the "+" sign to add new medicines





- d. Adding Weight Records:
  - "Search" and select the sheep you would like to add records to, scroll down looking for the section titled History, and tap "Add Weight." When the weight pop-out window appears, you will add the weight and change the date
- e. Adding Castration Dates:
  - i. "Search" and select the sheep you would like to add a castration date to. Select "Edit" in the upper right hand corner of that sheep's record and scroll down looking for "Neutered." Tap "Neutered" and adjust the date selector to reflect the date you neutered the ram -- make sure to tap "Done" to save your changes

Cancel	6411		Done
Litter Size 3	- +		
DNA			>
BREEDING TYPE			
Natural	AI	ET	
Neutered			
Sold Date			
Sold To			>
Sold For Amount			
Winnings Winnings			
Died			
Breed With: Choose			
SHOULD BE CULLED:			

- f. Documenting Sales:
  - i. "Search" and select the sheep you would like to add a castration date to. Select "Edit" in the upper right hand corner of that sheep's record and scroll down looking for "Sold Date," "Sold To," and "Sold For." Fill in these fields with the information you have available. Once you have added sales information, HerdBoss automatically moves the sold sheep into "Other Sheep"

Pad 🤋	<b>,</b>		2:32 PM		51% 💻
Ð	My Herd	Cancel	6413	Done	>
	My Buyers	BREEDING TYPE			
	Reports	Natural	AI	ET	
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¢	Settings	Neutered			
×	Logout	Sold Date Apr 17, 20	016		
0 :	SYNC Last: 2:23 PM	Sold To Jack Smi	th	>	/
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		Winnings Winnings			>
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		Breed With: Choose			
					>
		SHOULD BE CULLED:			
		Cull		Кеер	
		Delete Sheep			
		Add Mating Record			

- To view "Other Sheep," return to the homepage by selecting "My Herd" on the left hand side of the screen. Then, look toward the bottom of your screen and you will find "My Sheep" and "Other Sheep." You can switch between the two flocks by tapping the one you would like to see
- g. Adding Mark Dates:
  - i. "Search" and select the sheep you would like to add records to, scroll down looking for the section titled History, and tap "Add Mating Record." When the pop-out window appears, you will fill in the fields as needed
    - 1. HerdBoss will predict the ewe's due date based on the mark date you enter!

### **Running Reports**

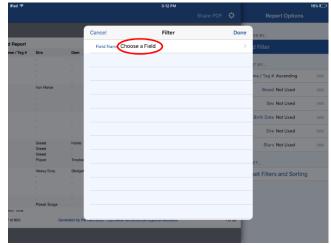
- 1) With your device on landscape (turned horizontally or long ways), tap "Reports" on the left side of the screen
- 2) Select the report you would like to run from the list that appears on the left side of the screen
  - a. Customize the report by clicking the gear symbol in the upper right hand corner of the screen

ad 😤									15%
Back								Share	PDF
Reports									
Lambing Calendar	>							-	
Herd Report	Herd Report								June 6, 20
ione response	Name / Tag #	Sire	Dam	Dam Sire	Birth Date	DNA	Sex	Breed	Stars
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aber Report	12						Ewe		
	13						Eme		
Ram Income Report	> 14 18						Ewe Ewe		
	10	Iron Horse					Ewe		
lot Marked Report	> 2	a chi i forac					Eme		
	22						Ewe		
Breeding History Report							Ewe		
recard in the second second	24						Bam		
Death Report	25						Ewe		
	> 26						Ewe		
	27						Ewe		
Sold Report	> 28						Ewe		
	3						Ewe		
amb Report	> 31	Greed	Horse				Ewe		
carris report	32	Greed					Ewe		
	33	Player	Troubador				Ewe		
Ram Report	> 34 35	Player	Troubador				Ewo		
	36	Heavy Duty	Skidgel 885				Ewo		
we Report	> 37	-	-				Ewe		
	38						Eme		
Cull Report	> 39						Ewe		
Juli Report	4						Enro		
	41						Eme		
Aark Report	> 42	Power Surge					Erre		
	Filters: none								
Breed To Report	> 1-27 of 800	Ge	enerated by the Herd B	Boss - http://www.HerdE	loss.com/app/los/Hi	and-Boss			1 of 3
Sire Offspring Report	>								
hi Hard Report									

b. "Add Filter" allows you to narrow your search and returns a more specific report

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							Share i	PDF 🗘	Report Options	
									FILTER BY	
Report								June 6, 2016	(Add Filter)	
ne / Tag #	Sire	Dam	Dam Sire	Birth Date	DNA	Sex	Breed	Stors		
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						Ewe			SORT BY	
						Ewe			Name / Tag # Ascending	
						Ewe			Name / Tag # Ascending	
	Iron Horse					Ewe				
	-					Ewe			Breed Not Used	-
						Ewe				
						Ewo			Sex Not Used	-
						Ram				
						Ewo			Birth Date Not Used	-
						Ewe				
						Ewe			Sire Not Used	-
						Ewe			Sire Not Used	
	Greed	Horse				Ewe				
	Greed	HUIDO				Ewe			Stars Not Used	
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ns: none										
of 800	Ger	verated by the Herd I	loss - http://www.Hord	Boss.com/app/los/H	rd-Boss			1 of 30		

i. When you tap "Add Filter," a new pop out window will appear, and you will tap "Field Name Choose a Field" to begin specifying your report search engine



ii. Once you select the field you would like use to generate your report, fill out the fields as desired

iPad 🗢				3:12 PM		15% 🗉
						Report Options
			Filter	Choose a Field		ER BY
d Report			Acquired Date			d Filter
me / Tag #	Sire	Dam	Birth Date			
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	Iron Horse		Breeder			Breed Not Used ==
			Dam (Name/Tag)			Sex Not Used
			Death Date			Birth Date Not Used ==
			Ewes without Mark	S		Sire Not Used
	Greed	Horse	Label			Stars Not Used
	Greed Player	- Trouba	Name/Tag			ET
	Heavy Duty	Skidgel	Owned By Me?			set Filters and Sorting
			Sex			
	- Power Surge		Should Be Culled?			
ters: none	Power Surge		Sire (Name/Tag)			
of 800	Go	nerated by th		no.umaphormerouso	10130	

- If you no longer need the filter(s) you have created, you can tap the gear symbol, and at the bottom of the column that appears, you will tap "Reset Filters and Sorting"
- 2. To close the filtering column, tap the gear symbol and the list of reports will appear on the left side of your screen. If you want to return to your flock, tap the "Back" button above the list of available reports

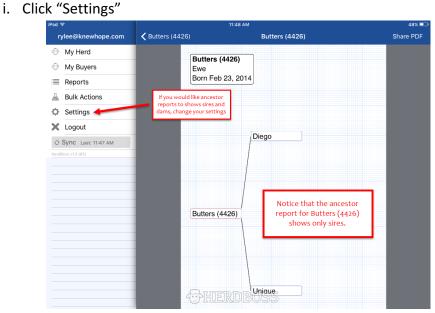
## **Sharing Reports**

1) If you have generated a report and would like to share it, select "Share PDF" in the upper right hand corner of the report screen

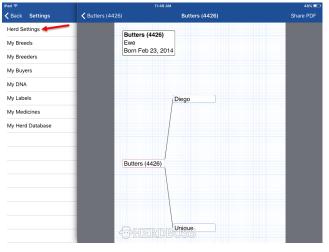
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<b>&lt;</b> Back									hare PDF 🔅
Reports									
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Breeding History Report	>	22 23 24				Copy	Print	More	
Death Report	>	25 26						Ewe	
Sold Report	>	27 28						Ewe Ewe	
Lamb Report	>	3 31 32	Greed	Horse				Ewe Ewe	
Ram Report	>	33 34	Greed Player	Troubador				Ewe Ewe	
Ewe Report	>	35 36 37	Heavy Duty	Skidgel 885				Ewe Ewe Ewe	
Cull Report	>	38 39						Ewe Ewe	
Mark Report	>	4 41 42	Power Surge					Ewe Ewe	
Breed To Report	>	Filters: none	Ge	nerated by the Herd	Boss - http	://www.HerdBoss.co	m/app/ios/Herd-Bo	\$5	1 of 30
Sire Offspring Report	>								10100
My Hard Papart									

### **Sharing Ancestor Reports**

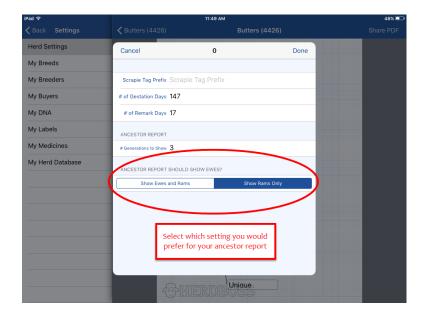
- "Search" and select the sheep whose ancestry you would like to view, scroll down looking for the section titled History, and tap "Share PDF Report." When the report appears, find and tap "Share PDF" in the upper right hand corner
  - a. You can adjust the default report settings to show only rams or to show ewes and rams



b. Then, select "Herd Settings"



c. At the bottom of the pop-out screen that appears are two options for what to display in ancestor reports.



If you have additional questions about using HerdBoss, please email us at theteam@herdboss.com