



Sale Catalogue Creation / Submissions using HerdMASTER

HerdMASTER provides the facilities to put together your Sale Lots and record Comments about them.

You can then build your own Catalogue by exporting the animal data for use in a Microsoft Word Template, or submit the Lot and Comment information to PBB so your Sale Details can be listed on your Society Website. PBB can then seamlessly forward Lot information along with EBV and pedigree data to Pivot for Sale Catalogue creation.

If you would like further actual data information in your Catalogue such as Weights, Scrotal measurements, Mating Potential, Beef Class or any other inspection ranking or Traits once entered into HerdMASTER this can be electronically exported for inclusion in your Pivot Catalogue layout.

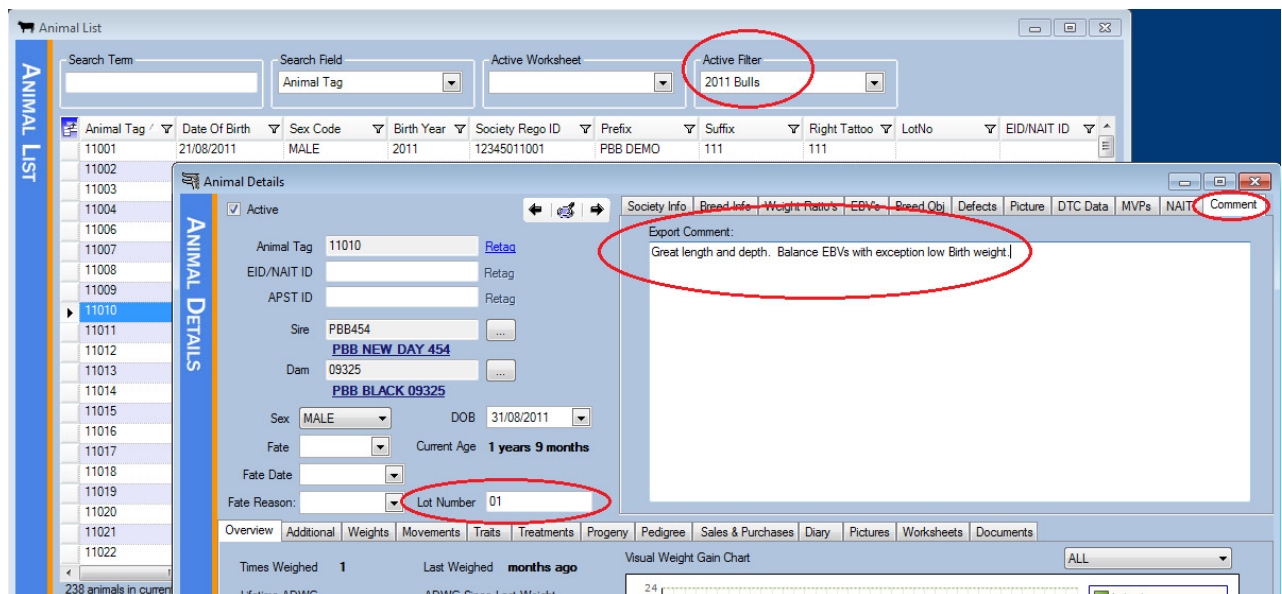
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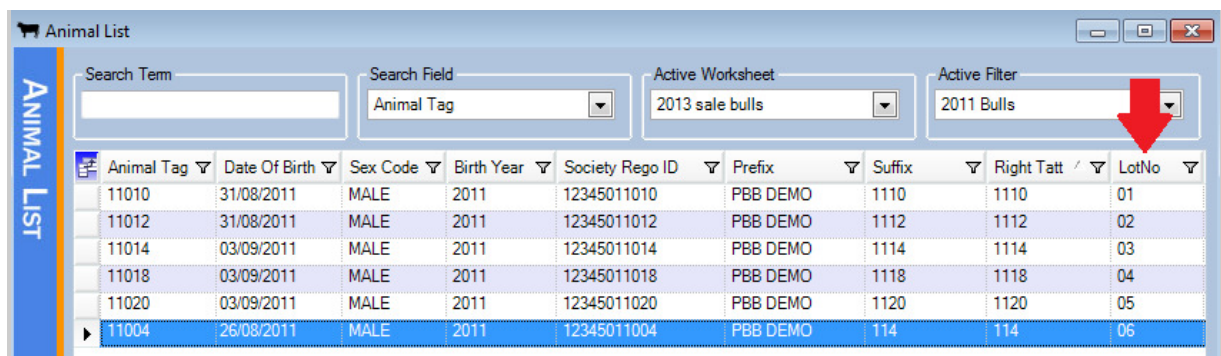
Entering Lot Numbers and Comments in HerdMASTER

Lot numbers and Comments are entered in the Animal Details screen. You may find it easier to work through entering your Lot numbers and comments by first applying a Filter for the year group and sex. EG 2011 Bulls as shown below.

TIP: Always enter two digit lot numbers. eg enter 01, not 1. This will ensure your lot numbers sort correctly. If you have over 100 animals in your sale, enter 3 digit lot numbers eg 001.



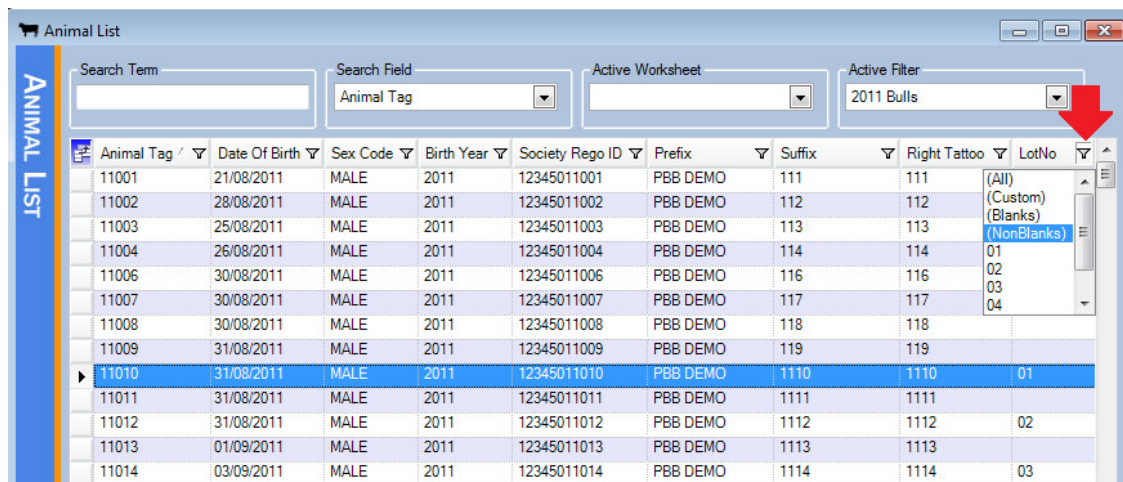
Once you have entered all of your lot numbers and comments, close and re-open the animal list to refresh the view. You will then be able to see, sort and filter the animal list by the Lot No column.



Creating a Sale Animals worksheet

Creating a worksheet of your Sale animals makes it easy to report on them and extract them. The easiest way to create a worksheet is to filter out all animals with a Lot number and then add them to a new worksheet.

- 1 Apply a filter for the Year group of animals in your sale.
- 2 Find the Lot number column and click on the Funnel in the column heading. Select NonBlanks. Now only animals with a lot number will be displayed.
- 3 Click Select All to highlight all of the animals
- 4 Click the worksheet button
- 5 Type in the name for the worksheet – Eg 2013 Sale Bulls. Click OK, Yes, OK.



Animal Tag	Date Of Birth	Sex Code	Birth Year	Society Rego ID	Prefix	Suffix	Right Tattoo	LotNo
11001	21/08/2011	MALE	2011	12345011001	PBB DEMO	111	111	
11002	28/08/2011	MALE	2011	12345011002	PBB DEMO	112	112	
11003	25/08/2011	MALE	2011	12345011003	PBB DEMO	113	113	
11004	26/08/2011	MALE	2011	12345011004	PBB DEMO	114	114	
11006	30/08/2011	MALE	2011	12345011006	PBB DEMO	116	116	
11007	30/08/2011	MALE	2011	12345011007	PBB DEMO	117	117	
11008	30/08/2011	MALE	2011	12345011008	PBB DEMO	118	118	
11009	31/08/2011	MALE	2011	12345011009	PBB DEMO	119	119	
11010	31/08/2011	MALE	2011	12345011010	PBB DEMO	1110	1110	01
11011	31/08/2011	MALE	2011	12345011011	PBB DEMO	1111	1111	
11012	31/08/2011	MALE	2011	12345011012	PBB DEMO	1112	1112	02
11013	01/09/2011	MALE	2011	12345011013	PBB DEMO	1113	1113	
11014	03/09/2011	MALE	2011	12345011014	PBB DEMO	1114	1114	03

The new worksheet will now be available to select as an Active Worksheet in the animal List, or to run reports.

Running HerdMASTER Lot number Reports

There are two useful standard reports.

Click Reports | Animal Reports.

You can select either **Animal List by Lot number**, or **Animal list by Lot number with Comments**. Example Report below:

Animal List by Lot Number

LotNo	Animal Tag	Date of Birth	Sex	Sire	Dam
01	11010	31/08/2011	MALE	PBB454	09325
	Notes: Great length and depth. Balance EBVs with exception low Birth weight.				
02	11012	31/08/2011	MALE	PBB 057	09439
	Notes: Big powerful Bull, exceptional lines and great EBVs				
03	11014	3/09/2011	MALE	PBB 873	09403
	Notes: Fine Bull out of our to DAM. Top ranking growth EBVs				
04	11018	3/09/2011	MALE	PBB 057	07420
	Notes: This Bull is in top 5% for 200 and 400 day				
05	11020	3/09/2011	MALE	PBB 873	PBB 1959
	Notes: Exceptional Calving Ease Bull this one with sound structure				
06	11004	26/08/2011	MALE	PBB 057	09301
	Notes: Both Performance and Pheotype with this Bull.				

6 Animals

Submitting Lot numbers and Comments to PBB for online Catalogues

Create a PBB Sale Lot Export file:

- 1 Click *PBB Service / PBB Sale Lots Export*
- 2 Select the animals in your sale by applying your Sale worksheet and Click Select All, then right green arrow, then click OK.
- 3 Type in a name for your file, EG **PBB Stud 2013 Bull sale lots**, select the folder you wish to save your extract file in and click Save.

Create an Online Sale Catalogue for Publishing on your Society Website:

- 1 Click *PBB Services / Online Services*
- 2 Select HM4 Sale Catalogue Upload and click Next
- 3 Select the Herd you wish to create a Catalogue for and click Start Catalogue
- 4 Select the type of Sale – Either Regular or Reference Sires
- 5 Complete the Sale Name, Location, Time, Dates and Website information as per the onscreen instructions. Then click Save and proceed.
- 6 Click Browse and locate your PBB Lots extract file saved on your computer, Select it and click Open then Next
- 7 Your lots will then be uploaded into the Catalogue builder; you should see your Lot numbers, Animal Ident and comments.
- 8 When you are ready to Finalize and submit these lots, click the Main Page Link in the left hand menu Bar and Click the finalize button next to this sale. Once you Finalise the Sale no further changes can be made (except for uploading photos).

NOTE: Clicking Finalize lets PBB know you have finished entering your Sale information and that PBB can now load up your sale Lots and publish the details online.

CatalogueBuilder for Internet Solutions
1851 Sale Lots have been created so far

Build Catalogue
PBB Stud 2013 Bull Sale

Lot No.	Animal Ident	Animal Name	Sex	Birth Date	Reg. Status	Animal Status	Comment
1	12345011010						Great length and depth. Balance EBVs with exception low Birth weight.
2	12345011012						Big powerful Bull, exceptional lines and great EBVs
3	12345011014						Fine Bull out of our to DAM. Top ranking growth EBVs
4	12345011018						This Bull is in top 5% for 200 and 400 day
5	12345011020						Exceptional Calving Ease Bull this one with sound structure
6	12345011004						Both Performance and Pheotype with this Bull.

Tip: This list auto saves. You can return to it at any time to complete your catalogue

Menu
» Main Page
Online Catalogues
» Start New
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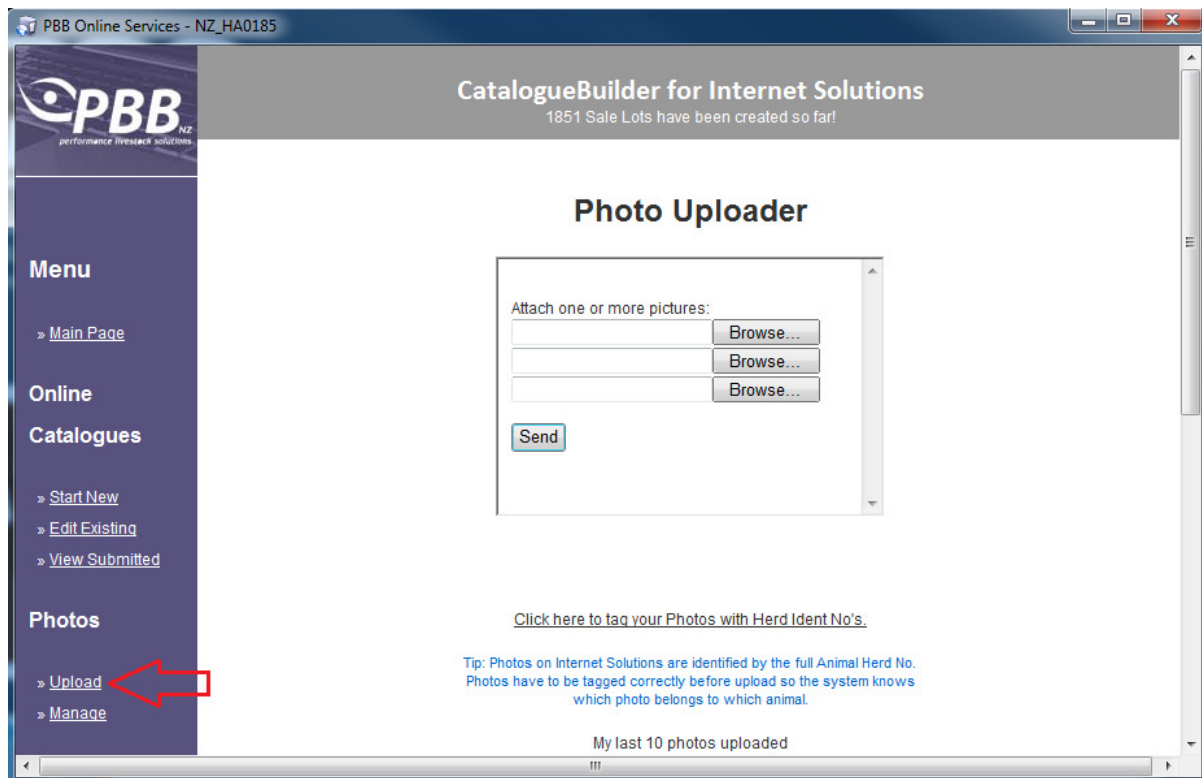
TIP: You can download a copy of your sale lots to CSV once your sale is finalised.

Uploading and Managing Photos

The Photo Uploader allows you to upload photos and Tag them to animal Idents. These in turn are published online and are visible in your online Sale Catalogue, or in an animal enquiry on your society Website.

Upload Photos:

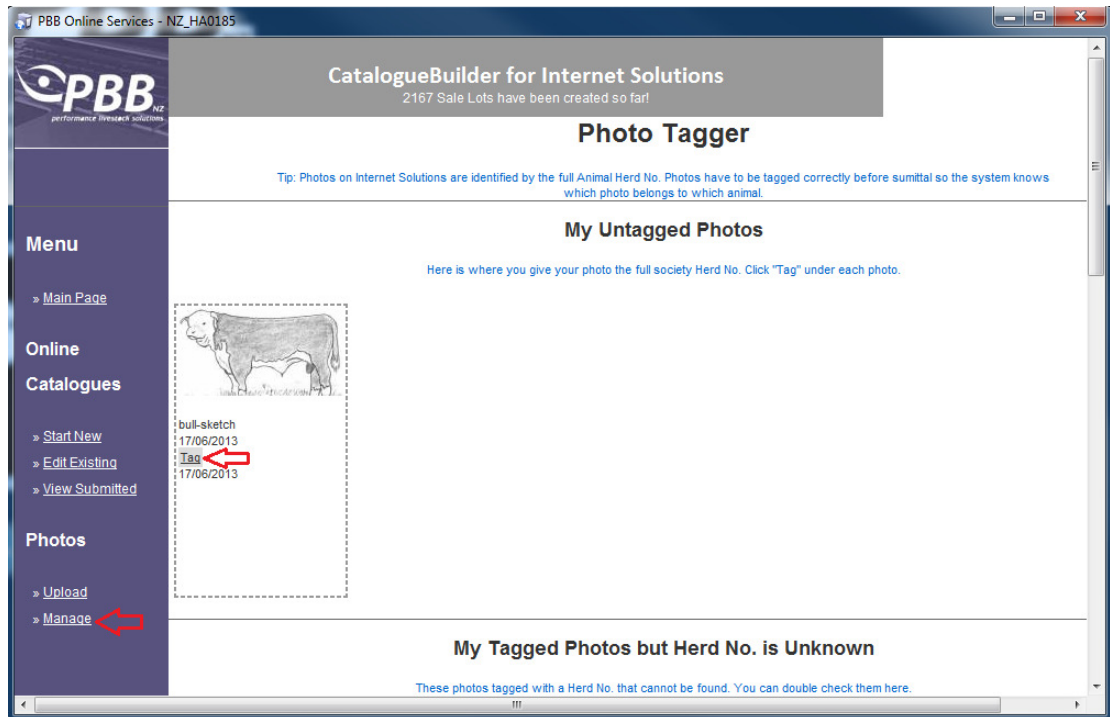
1. Click on the Upload link in the Main menu as show below.
2. Click the Browse Button and select the photo on your computer you wish to upload – you can do up to 3 photos at a time.
3. Click Send to upload the photos



Manage Photos:

Once uploaded you need to Tag the photos with an animal Ident.

1. Click Manage – Your untagged photos will be showing in the My Untagged Photo section



2. Click on the Tag Link below the photo
3. Type in the Full herd Ident for this animal and click Check Herd No.
4. If found the animals name will be displayed and the Photo will be moved to the My Processed Photos Section.

If you would like a photo to be sent to Pivot for inclusion in your print Catalogue layout, click the Pivot link below the processed photo.

Tip: Only one photo can be linked to an animal Ident at a time.

Creating your own Sale Catalogue Using Microsoft Word

HerdMASTER provides the facility to export your Sale animal data so that you can use it in a Microsoft Word Template to create your own Catalogue.

HerdMASTER has several built in templates you can use, or you may design your own. The following is a general guide as there are so many possible variants to catalogue formats and data.

- Enter your Lots and Comments and create a worksheet as details in the first sections of this document.
 - Ensure your EBV figures are up to date in HerdMASTER by importing your latest GROUPEBV file from your society website.
1. Click *Utilities / Export / Sale Catalogue*
 2. Tick the Use Existing Lots option and click Process.
 3. Apply the worksheet for your Sale Animals, Select All, move across to selected and click OK
 4. Click Close on the Assign lot numbers, as these will have been prefilled with you lots
 5. The Sale data will be extracted and saved \documents\HerdMASTER Sales Catalogues folder.
 6. Click on the Template you wish to use.
 7. This will open in Word where you can edit the template and/or insert the required Fields. The method for this varies depending on the version of Word you have. Refer to Microsoft Word help for further details.
 8. Complete the Mail Merge to finish your catalogue.