



QUICK START GUIDE



Cow Sense Quick Start Guide

Thank you for considering Cow Sense® beef herd management software. We realize that there are several cattle management softwares on the market and appreciate the time you have taken to review Cow Sense. You can feel confident in choosing Cow Sense as we have been designing and building software for the beef industry since the mid 1980's. In fact, Cow Sense was the first Windows® based herd management program released in 1993, and still is the industry leader today!

Perhaps at no other time in the history of the beef industry has information management and analysis been more important to the decisions we make, or fail to make, within our operations! As cattlemen ourselves, we understand the demands upon your time, yet it is becoming more and more evident that the key to success in the beef industry today, is in managing these details. Cow Sense from Midwest MicroSystems helps accomplish that by providing you with the easiest to use, yet detailed analysis software solutions for the cow-calf industry. No two cow-calf operations are alike, and your needs for information management tools are specific. That is why the Cow Sense Suite of software allows you to pick and choose from a whole buffet of options and customize Cow Sense to meet your needs.

The purpose of this document is to provide you a basic understanding of how the program works. The *Cow Sense User's Guide* will provide you with more detailed assistance and guidance for full operation. In Trial Mode, you can review and experience the powerful reporting capabilities in the Cow Sense Sample Herd. In addition, you can even create a herd of your own and enter up to 5 cows and 2 bulls. This is the only limitation to the Cow Sense Trial Edition. You can enter as many years of calving, weaning or yearling data as you wish for those cows' calves. That way you can fully experience the Cowboy Compatible features of the program for yourself. When you decide to buy the program we will provide an activation key to remove the 5 cow limit and you can input the balance of your herd.

SO, LET'S GET STARTED!

In order to fully operate Cow Sense, a true Windows® program, you should know how to:

- Use a mouse to navigate in a Windows icon-oriented and drop down menu environment
- Operate the Start Menu and Windows Explorer™ in Windows 98™ or higher.

This *Quick Start Guide* will lead you through the installation procedures for Cow Sense.

Installation Instructions

Minimum System Requirements

- Windows 98 or Windows NT
- 128 MB RAM
- Pentium processor
- 30 Mb free hard disk space (full installation)

Have the serial number found on your installation CD handy. Please write this number inside the front cover of this guide. You will need it for the last step in the setup process. Your serial number entitles you to included support, registered user upgrade prices, and special offers.

If you have downloaded the Trial Edition from the Internet you may have already installed the software and can skip to page 6 of this Quick Start Guide. However, you may find a review of these installation steps useful.

CD Installation

1. Insert the CD into your CD-ROM drive (usually drive D).

2. Wait a few seconds, and Cow Sense Setup should launch automatically. If Setup **does not** launch, click the Windows **Start** button, click **Run**, and then type **d:setup.exe** in the Open box. Click **OK** or press Enter.

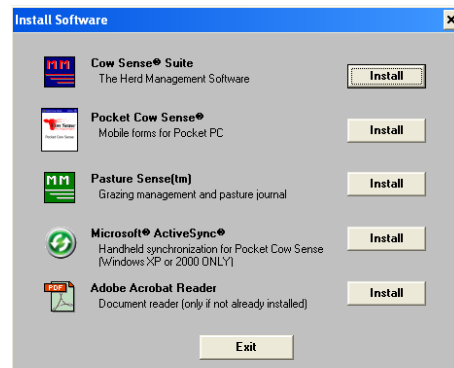
3. The first **Cow Sense Setup** window will appear giving you options to view slide show, Quick Start Guide, documents, reports and install software. The slide shows included on the CD are industry focused presentations. The documents included range from User's Guides to past Newsletters. The reports include sample reports that can be generated from Cow Sense and Sale Manager.



Choose Install Software to demo the Cow Sense Program or to activate your Cow Sense Program

4. After choosing to Install Software, the **Install Options** window will appear. Here you may choose from the following options:

Cow Sense Suite® - The Herd Management Software, tailored to different types of herd management. The Suite includes all 4 modes (EZ-75, Lite, Commercial and Purebred). You will want to select this installation option to use the herd management section of the Cow Sense Program.



Pocket Cow Sense® - Mobile environment to collect and reference Cow Sense data on a Pocket PC.

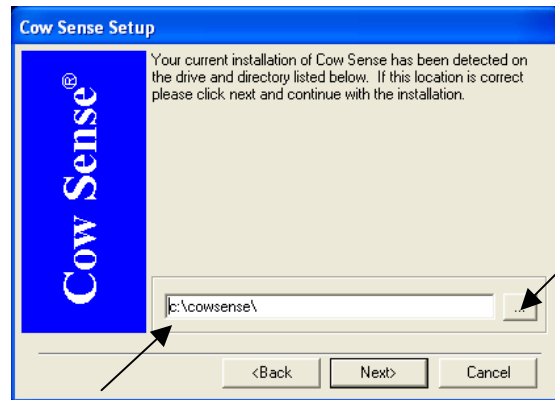
Pasture Sense™ - Grazing Management and Pasture Journal

Microsoft Active Sync® - (Needed only if you wish to establish a synchronization partnership with a Pocket PC for use with Pocket Cow Sense).

Adobe Acrobat Reader (Only if not already installed) Needed to view Cow Sense Help documents.

5. Select the Cow Sense Suite to install Cow Sense, click the **Next** button, and Setup will search your system for any earlier installations of Cow Sense. A **Checking System** window will appear. Please wait for Setup to verify whether an existing installation of Cow Sense is present.

6. The next window specifies the installation path. It will be your current installation path if Setup found Cow Sense installed on your computer. If you are installing for the first time, we recommend installing to the default path (**c:\cowsense.**) as shown in the figure to the right. If you want to install to a different location, type the path in the box or look for a directory by clicking the browse button [...]. If Cow Sense is already installed and you are updating from this CD *use the same path for this installation.*

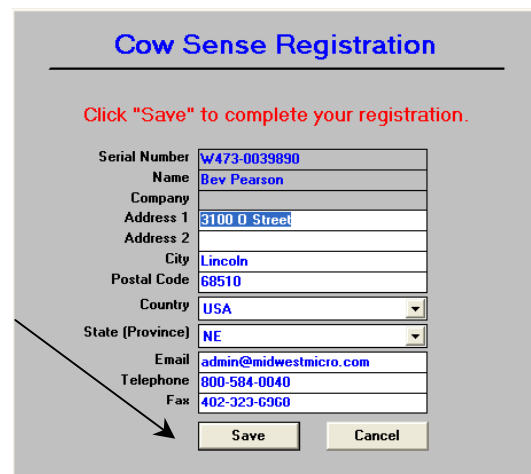


Click **Next** to proceed with installation.

7. If Setup does not find Adobe Acrobat Reader in the required path on your system, it will now offer you the option to install Acrobat Reader after Cow Sense. Adobe Acrobat Reader must be installed in order to read and print the *Cow Sense User's Guide* and other documents. Click Yes to install Adobe Acrobat Reader after Cow Sense. If you choose No, directions for installing Acrobat Reader at a later time are on page 5 of this document.

8. When installation is complete, Setup will display the **Cow Sense Registration** window. Enter your serial number, name and contact information if you are installing for the first time. (Setup retrieves this information from your computer if Cow Sense was installed previously.) Click **Save**.

Setup will display the Electronic Single User License Agreement. Please read this agreement by using the Scroll Bar to the right of the window. Once you have read the entire



Agreement you can either choose to **Accept** or **Decline** the terms of the Agreement.

- If you select the **Accept** button, a Setup Complete window will appear. Select the OK button and Setup automatically exits.

- If you select the **Decline** button, a warning message will appear. This warning notifies you that declining the license agreement will remove Cow Sense from your computer. Click **NO** to cancel the operation. Click **Yes** to decline the agreement and remove Cow Sense.

9. When you install Cow Sense for the very first time it will be running in Trial Mode. This is designed for those who wish to evaluate Cow Sense for use in their operation. If you have already purchased the program, see the section entitled **Operation Mode and Licensing** (on page 14 of this guide) for information about activation. Follow instructions on page 8 of this guide under **Create New Herd** to establish a new herd for your own use.

The Cow Sense User's Guide

Cow Sense comes with a complete User's Guide in an Adobe Acrobat format (called guide.pdf). This document is a key reference for guiding you through Cow Sense. A commercially printed and bound edition of the Cow Sense User's Guide may be obtained from Midwest MicroSystems. This is the same document as the one included with your installation in an Adobe Acrobat format. If you already have Adobe Acrobat Reader, you can open the file by clicking **Start > Programs > Cow Sense > Cow Sense User's Guide**. If you don't have Adobe Acrobat Reader installed, install it using the instructions below.

The User's Guide is also available from the installation CD under Documents. However the most common access to the electronic version of the User's Guide is from within the Cow Sense program. From the Cow Sense Main Menu select **Help > User's Guide**. Even if you have a printed copy of the User's Guide, the electronic copy can be very useful as you can use the Acrobat **Find** Function to quickly search the document for a specific word or phrase to locate in the document.

Install Acrobat Reader

First confirm that Adobe Acrobat Reader is **NOT** already installed on your computer. From your computer's Start button choose All Programs and review the programs listing.

In the event that your computer does not have Adobe Acrobat Reader, an installation of an older version is available on the Cow Sense CD. If you chose not to install Adobe Acrobat Reader during Cow Sense installation, but wish to install it later, simply re-insert the Cow Sense Installation CD and choose to install Acrobat Reader from the Installation Screen. If Acrobat Reader is installed on a different path, you can launch the User's Guide and other documents from the START menu.

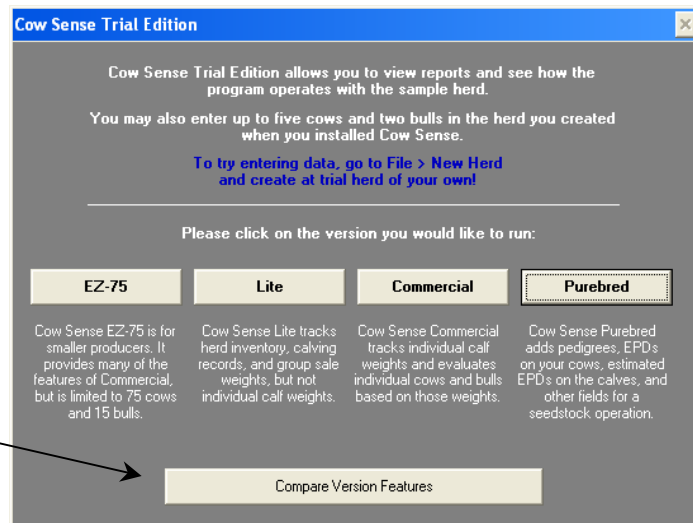
Bits 'n Spurs

These helpful tips and tricks are imbedded in the Cow Sense Program. They are launched when you navigate through key areas of the Cow Sense Menu. A beginning user will find these very helpful to explain the key functions of the program

STARTING COW SENSE

1. If you do not have a shortcut on your desktop, click the **Start** button.
2. Click **Programs**.
3. Click the menu item called **Cow Sense**.
4. Click the **Cow Sense** icon.

5. Once launched, Cow Sense will display a copyright notice, then the Cow Sense title screen. Click **Continue** and the Cow Sense main menu will appear on your screen. The Trial Edition will offer you the option to run in EZ-75, Lite, Commercial, or Purebred mode. You can choose any of these modes and switch between them to experience the different features. A comparison is also available by clicking on the Compare Version Features button from the Trial Edition Start up window.



6. The Trial Edition will always start up with the Sample herd, which is available for you to review reporting and operational features of Cow Sense. *You do not need an activation key to run the Trial Edition.*

7. If you have purchased the Cow Sense Program you will need to enter the key provided by Midwest MicroSystems or your Reseller in the Setup window under the **Maintenance > Administration > Setup** menu (see **Operation Mode and Licensing** on page 14 for more information). Click the **Key** button and type the activation key in place of the zeros. Cow Sense will inform you that it will restart, and then it will launch in the mode you purchased.

Which Cow Sense Version is Right for You?

Different versions of Cow Sense are tailored to different types of herd management needs. As Cattlemen ourselves, we realize no two operations are alike. Therefore you can choose which program matches your operations management needs.

EZ-75 is designed for the cow-calf producer with 75 or fewer cows. As the name implies it's easy to use and designed in a simplified environment. It contains many of the features of the Commercial and Lite modes but limited to the entry of 75 cow and 15 bull records.

Cow Sense Lite keeps herd inventory and calving records, analyzes reproductive performance, tracks individual and herd treatments, and records sales, but does not provide fields for recording individual weights and performance.

Cow Sense Commercial adds individual weights to the features of Cow Sense Lite, and computes adjusted weights and ratios. Commercial is designed for producers who weigh their calves individually at weaning and intend to use this and other performance indicators to measure each cow's and bull's performance. Cow Sense Commercial also includes optional birth and yearling weights as well as fields for feedlot performance and carcass data. All performance information can then be related back to sire and dam records.

Cow Sense Purebred for seed stock producers; adds pedigree and fields for recording embryo transfer data and cow EPDs. Fields for recording bull EPDs are available in all modes. Purebred also links to the optional Sale Manager.

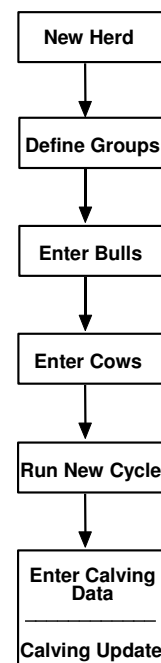
Cow Sense Options are available when you installed Cow Sense. As your needs grow, you can feel confident that you can upgrade to a different Cow Sense version or choose from the buffet of optional companion programs. These will not be discussed in this Quick Start Guide. You may note the Icon Tool Bar beneath the Main Menu in Cow Sense. Complete documentation of their use is available under the Help Menu of each of these respective programs.

Initial Setup

The flow diagram to the right shows the steps involved to initially setup and begin adding data to your Cow Sense herd through the calving phase. These steps will be discussed on the pages that follow. A more detailed



Initial Setup Process



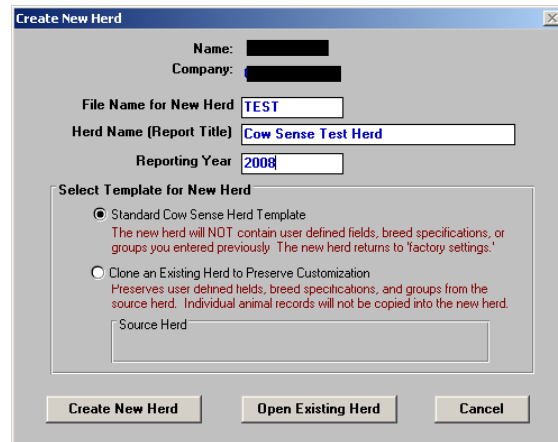
explanation can be found in the *Cow Sense User's Guide*.

Set Up a New Herd

1. Create Your Herd Database

To begin setting up your herd, start Cow Sense and click **File** on the menu bar. Click **New Herd** to create your herd database. The **Create a New Herd** window will appear. Fill in the empty data boxes. The **File Name for New Herd** is what you will call your herd for easy reference and is limited to 8 characters. The **Herd Name** field is a longer field and will appear as a header in each of your reports. The **Reporting Year** is the year that you begin entering data.

Generally you will want to use the Standard Cow Sense Herd Template option when setting up for the first time, then click the **Create New Herd** button to continue. Click the **OK** button in the confirmation windows to continue. Next select which mode (either the EZ -75, Lite, Commercial, or Purebred) of Cow Sense you want to use.



Cow Sense provides a number of options for data entry, validation, and computation. You may set preferences for these options under the **Maintenance > Administration > Setup** menu. Options are saved with the herd, and may be set differently for each respective herd. The *Cow Sense User's Guide* addresses preference settings in detail.

2. Define Groups (optional)

Cow Sense gives you the option of defining groups for cows, bulls, calves and yearlings. This use of Groups is **NOT** a requirement of Cow Sense. Examples of groups are Ownership, Season, or any other classification that is useful to you for analysis. See the Sample Herd for examples of how groups may be used. *It is recommended that unless you have a specific need to separate cattle by groups such as this, that you defer setting up groups at this time.* You can always set up groups later and assign cattle to them as necessary. This is a powerful customized feature and once groups are defined, they will appear as drop-down lists on your data entry forms. You will pick the group name from the list rather than typing it repeatedly. To define groups click **Define Groups** from the **Enter Data** drop-down menu. A **Define Groups** window will appear. See Chapter 4 of the *Cow Sense User's Guide* for more detailed instructions on defining groups.

3. Enter Bulls and Cows

Cow Sense works like your cow herd, it runs on a cycle. Before you can enter calf data, you have to enter your cows into the program. You can enter bulls too, if you individually identify sires for your calves (**however this is optional**). Cow Sense uses the cow and bull information to prepare files for calf records.

a. Using Field Forms (Optional)

Cow Sense provides field forms with preprinted information to aid you in herd setup and subsequent data collection. Using the field forms will make your data entry task easier. If you do not have a listing of your herd, you may find the *Setup Field Form* useful. The field forms are **optional** and may be found by going to the Main Menu and choosing **Enter Data > Field Forms**.

b. Bulls (Optional)

If you do not intend to identify sires, then you may skip this step. If you want to enter bulls from the Main Menu choose the **Enter Data > Bulls > Enter Bulls** menu, to record data on both artificial insemination sires and natural breeding bulls. If you intend to identify the sires of calves, it is important for you to enter all your bulls when you establish a new herd database.

The **Enter Bulls** window contains fields in which to enter unique information on each bull. Should you chose to enter bulls, you can enter as much information as you would like. However, there are only 3 fields required to enter and save a bull record in your Cow Sense herd: unique Bull ID, Status, and Type. The Purebred mode of Cow Sense has tabbed forms (which appear like recipe cards) on which to record **EPD** and **Pedigree** information. Pedigree forms do not appear in the Commercial or Lite modes. Multi Sires or multiple bulls exposed to a group of cows can be identified as well.

c. Cows

Use the **Enter Cows** window, accessible from the **Enter Data > Cows > Enter Cows** menu, to record data on the breeding cows in your herd. *It is important for you to enter all your cows prior to entry of calving information.* Add any additional cows from outside sources as they enter your herd or breeding program. Later, when you want to add replacement heifers from your own herd, use the **Maintenance > New Cycle > Replacements > Heifers** option. Also, use the **Enter Cows** window to edit cow

information or add remarks. *Although you can enter as much information about a cow as you like, there are **only 3 fields required** to enter a cow into your Cow Sense herd: unique **Cow ID**, **Birth Date** (actual or estimated), and **Status**.* Note that in the figure on page 9, these fields are in bold print.

The **Enter Cows** window contains fields in which to enter unique information on each cow. The Purebred mode of Cow Sense has tabbed forms (which appear like recipe cards) on which to record **EPD** and **Pedigree** information. These tabs do not appear in Commercial or Lite mode.

4. Run New Cycle

The production cycle is a fundamental concept to how Cow Sense works. It is how we can identify which cows are to calve and in what time of the year. It is also how we link a cow's historical production (including calves) to her record. The Run New Cycle launches a new production (or calving) cycle in Cow Sense. For a full explanation of production cycles and the Run New Cycle command, see Chapter 7 in the *Cow Sense User's Guide*.

To begin the first production cycle for your new herd, click **New Cycle** from the **Maintenance** drop-down menu. Then click **Run New Cycle**. Cow Sense will display a **New Cycle Reference Date** window. Enter the date on which you expect your calving season to begin. Click the **OK** button. Cow Sense will ask you to confirm the reference date. If you click **No**, it will return you to the previous window to make a correction. If the date is correct, click **Yes**.

The screenshot shows a dialog box titled "Run New Cycle" with the following sections:

- Production Cycle Settings:**
 - Process Date: 3/1/2008
 - Breed Spec. for Calculations: BIF Standard
 - Memo: Spring Herd
- Cow Selection:**
 - Eligible Cows: Include All Eligible Cows
 - Select Cows To Include: 125 Eligible Cows Selected For New Production Cycle.
- Create Call IDs:**
 - Default Call ID to Cow ID
 - Prefix for Call IDs: U
 - Suffix for Call IDs: (empty)
- Confirmation:** Click "GO" when you are ready to Run New Cycle. Buttons: CANCEL, GO.

Afterwards, Cow Sense will display a warning window. Make sure you have taken all the steps in the warning window before proceeding. If your information is in order, click the **GO** button. If you need to make alterations, click the **CANCEL** button and Cow Sense will abort the procedure.

We recommend you make a backup of your herd prior to creating each subsequent production cycle. Click the **Back Up** button and Cow Sense will take you to the **Back Up Herd** window (follow the steps in the window: see Chapter 8 in the *User's Guide* for complete instructions on backing up herd files).

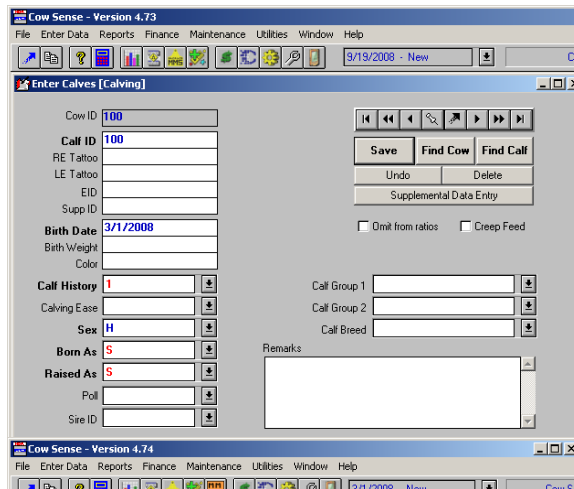
You will need to select the cows to be included in this production cycle. If you are in Trial Mode simply choose Eligible Cows, this will create a calf record for all Active Cows you have entered.

After you click the **GO** button, Cow Sense will initiate the first production cycle for your new herd. During this process, Cow Sense creates calf records for each Active Cow in your herd that is over eighteen months old.

5. Enter Calf Data

After you have entered cows and bulls and created a new production cycle, you'll be ready to enter calf information. The **Enter Data > Calves** menu is set up to build on itself, which keeps you from duplicating data entry. This saves time and reduces the opportunity for entry errors. First you enter calving data, then weaning data, and finally yearling data. That way only new information related to the current stage of the production cycle is required

To enter calving information, click **Calves > Calving** from the **Enter Data** drop-down menu. Use the **Enter Calves** window to enter all calving information relating to an individual calf, including an outcome for the dam (calf history,) even if she was open or her pregnancy terminated. Note: fields required to save a calf record are highlighted in **bold font**. Enter information sequentially by Cow ID, or skip to a Cow ID by clicking the **Find Cow** button. Once you have entered all information pertinent to a calf, click the **Save** button to bring up the next sequential **Calving** window or click the **Find Cow** button.



Weaning and yearling entry forms work similar to calving; except that information previously recorded need not be entered again. Some of the previous information is displayed for your convenience (and possible correction), but only new information related to weaning or yearling need be entered.

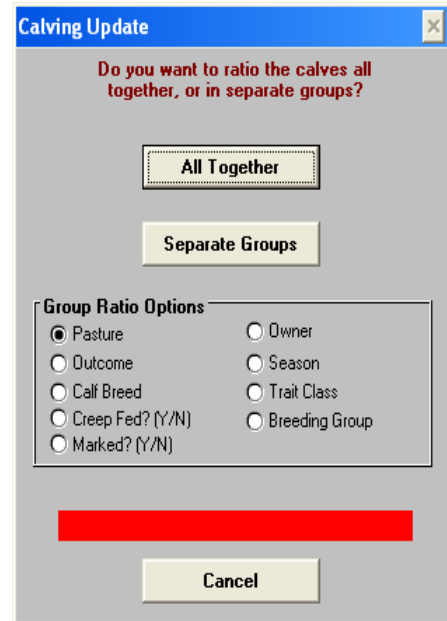
Feeding Performance and Carcass data can be added to weaning and yearling data in the Commercial and Purebred modes. This information can be added through the **Enter Data > Calves > Supplemental** tab. Chose the appropriate tool tab on which you wish to record the information. You can also enter this information in more of a spreadsheet format. From the Main Menu select **Enter Data > Calves > Tabulary Entry**. See Chapter 4 in the *User's Guide* for complete instructions on entering calving, weaning and yearling information.

6. Run Updates

After you have entered all the calving information on calves for the current production cycle, you'll need to update the records in order to enter weaning information. When you update files, Cow Sense makes calculations and compiles information for cow and bull records for a particular phase of the production cycle. Depending on the mode and setup options you have identified, Cow Sense will calculate adjusted weights and ratios; transfer calving data to the parent cow and bull files; and calculate average performance measures


for each cow and bull. Regardless if you are running in EZ -75, Lite, Commercial, or Purebred, you should run a Calving Update following entry of all calving records.

To run the Calving Update, from the **Maintenance** drop-down menu, click **Current Cycle > Calving Update**. A **Calving Update** window will appear (other than in Lite mode). You will tell Cow Sense whether or not you wish to ratio calves all together or grouped by varying criteria. Cow Sense will proceed with the update as soon as you click either the **All Together** button or the **Separate Groups** button. If Cow Sense finds missing weight data for live calves, it will interrupt the procedure and display a list of calves with missing data. You can click the **Cancel** button to abort the operation, or the **Continue** button to ignore those calves in its ratio calculations. Cow Sense will prompt you if it encounters any problems with the **Calving Update**. If you cancel, Cow Sense will leave your records unchanged.



Once you finish the **Calving Update** (other than in Lite mode), you can enter weaning data, run the **Weaning Update**, enter yearling data, and run the **Yearling Update**. Refer to Chapter 7 in the *User's Guide* for complete instructions on running updates.

DATA ENTRY TIPS

Some data fields use a drop-down list with pre-defined entries. A **hot button**  will appear on the right hand side of such data fields. Click the button to open the list of options. These fields include the custom group fields as well as Breed, Status, Type, and Poll fields. If you can't remember which option you want, you can scroll through the list to pick the appropriate information. Also, typing the first (then second, third, etc.) character of the word you want to enter will change the information in the box. For example, if you want to change status from **Active** to **Gone**, just type a "G" in the highlighted field and Cow Sense will fill in the rest of the word.

Use the **Tab** Key (on your keyboard) to advance from field to field. The **Enter** Key is also available, but this will limit the usefulness of the Enter Key for saving the record. Set your preference in **Maintenance > Administration > Setup > Configuration**.

When you've entered all the data on an animal and you want to save the record, click the **Save** button (or press **Enter**) and Cow Sense will present you with a new window to enter a new animal record. If you're in a saved record and you want to enter a new record, click the **New** button to bring up a blank **Enter Data** window. If you make a mistake during data entry, click the **Undo** button in the upper right hand corner of the window *before* you click **Save** and Cow Sense will clear all the data fields for you to start over.

If you want to find a record you've entered previously, click the **Find** button. Cow Sense will display the **Find a Bull/Cow/Calf** window, with the cursor blinking in the data box. Enter an animal ID and press the **OK** button. Cow Sense will take you to the record matching that ID and will automatically put you in an edit mode so that you can edit the record if you wish. If you enter an ID that is not in the database, Cow Sense will warn you that the animal "is not on file"; click the **OK** button and click the **Find** button again.

If you want to delete a record from the database, click the **Delete** button in the right hand corner of the window (caution deleting an animal permanently removes it from the herd file and from any progeny's pedigree.) Cow Sense will not let you delete a bull or cow record if any calf records in the current production cycle have him/her listed as a sire/dam.

On entry screens, Cow Sense presents records in the order in which you entered them. If, for example, you have bulls called Alan, Bubba, Chubby, Delbert, and Elmo, but if you entered them as Bubba, Delbert, Alan, Elmo, and Chubby, Cow Sense will present them according to the order in which you entered their records. If, however, you want Cow Sense to sort the bulls alphabetically (or numerically), click on the **Sort by ID** box in the upper middle section of the data entry window.

Defaults Speed Data Entry

Cow Sense uses defaults to speed up data entry and minimize key strokes. Each **Enter Data** window has quick data entry fields, or defaults. Defaults appear where the values are repetitive or commonly occurring. They will save you time when you are entering data and make your entries consistent so that you can sort and query information more effectively. These fields show up with **red** text in them and they pull the same information from the last record you entered. Thus, if you called an animal in the previous record entered "Active" in the **Status** field, the next data entry screen for a new animal will, by default, automatically show "Active" in the **Status** field. You can override these choices and they will turn blue after you **Save** the record. When you save the current record, Cow Sense establishes defaults for the next record entered.

Validation Helps Ensure Data Integrity

Validation is a method of comparing an entry with set standards to ensure that the entry meets certain requirements or makes sense. Validations may require that the entry has information, that it is unique, that is specific to pre-set choices, or is within a valid range. If validation requirements are not met, Cow Sense will alert you with a "Validation Error" and alert you to what is wrong with your entry. Validation requirements must be met before you can save the record, or you must **Undo** the entry. One such validation is for birth dates on calves and cow records.

How to Enter Dates in Cow Sense

Cow Sense accepts date entries in the following formats:

5/15/2000 (month<slash > day<slash > year)

5 15 2000 (month<space > day<space > year)

5-15-2000 (month<hyphen > day<hyphen > year)

When you Save a file, Cow Sense separates all dates with slashes (i.e. 5/1/1993).

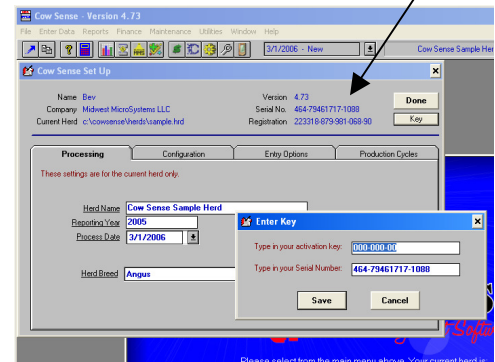
Using the Remarks Field

All **Remarks** fields are open-ended and unlimited text fields. With some forethought and consistency in the text you use in **Remarks** fields; you can create a powerful and flexible analysis tool. You can then run word queries on the text using the "Contains" operator (see Chapter 5 of the *User's Guide* for instructions on running queries). For example, you can keep cow disposition "tags" (code words) in the Remarks field (such as "unruly" and "overprotective of calf around people"), and you can find all cows with those tags by using a "Contains" query.

OPERATION MODE AND LICENSING

Cow Sense will first install as the Trial Edition. You can fully examine the different operation modes available (EZ-75, Cow Sense Lite, Commercial, and Purebred) because you have a full, working system. The Trial Edition has a "lock" on it that prevents you from entering information on more than five cows.

When you are ready to purchase EZ-75, Cow Sense Lite, Commercial, or Purebred, Midwest MicroSystems or your Reseller will provide you with an activation "key" (a number that "unlocks" the Trial Edition). You will need to provide us with your Serial Number and Registration Number in order to obtain your key. The serial and registration numbers are located on the **Setup** window under **Maintenance > Administration > Setup** and Cow Sense also presents them to you in a message box each time it starts up in Trial mode.




If you purchased a Licensed use of Cow Sense and not the Trial Edition, you must still obtain an Activation Key after you install the software. Cow Sense generates a unique Registration Number for your computer at the time of installation.

If you are installing an upgrade to your existing Cow Sense program, you will need to obtain a new Activation Key to unlock Cow Sense. You will not be able to add cows until you obtain your new key. Cow Sense will automatically convert each of your herd files when you open it with the upgraded version. It first makes a backup of the old file, giving it This backup protects your data in the event that a problem occurs during the conversion process.

TECHNICAL ASSISTANCE

Please review the *Cow Sense User's Guide* for assistance in running Cow Sense. The *User's Guide* is accessible on the **Help Menu** in Cow Sense, or by clicking the shortcut icon on the **Windows Start Menu**. Unless you already have Adobe Acrobat Reader installed on your computer, you *must* run the Adobe Acrobat installer before you can view or print the *User's Guide*. See installation instructions in this *Quick Start Guide* on page 5.

On-screen help - is available from within Cow Sense. Launch Help from within Cow Sense by pressing the F1 key or clicking on the help icon . When you press F1, the on-screen help will open to a topic related to the active window on your screen. Pressing the help icon will take you to the help contents. On-screen help is indexed and searchable.

Bits `n Spurs - as mentioned previously, are short and sweet tips to help guide you through key functions in Cow Sense.

On-line help - available at the Cow Sense Corral. www.cowsensecorral.com

Product Support Bulletins - allow us to issue updated documentation to assist you in advanced use of our products. As we are constantly updating the program, these helpful bulletins can be found at: <http://www.midwestmicro.com/documents.htm>.

Support Policy

We strive to make Cow Sense easy to use, yet capable of providing advanced analysis and management information. The included Cow Sense documentation (created above) explains program functions and capabilities. There may still be times when you will need help with technical issues regarding installation or use of the software. At the time of this printing, we include 30 days of support to ensure that you get started properly. After that time, we believe that users who need extra support, should bear those costs rather than inflating the price of Cow Sense for everyone.

Your included support period begins with the first contact following activation of your program. Following that complimentary period, support will be available on a fee-for-service basis, via reasonably priced packages to meet your individual needs.

To receive support:

1. Check Help, Use your F1 key while in the Cow Sense Program, Bits `n Spurs, *Quick Start Guide*, or *User's Guide* first.
2. Point your Internet browser to <http://www.cowsensecorral.com> to access your account, past technical support questions as well as the respective support team's answers and the Cow Sense User's Forum.
3. Send e-mail to support@midwestmicro.com.
4. Call Midwest MicroSystems at (800) 584-0040.

Please have your Cow Sense Serial Number handy when you call for support. Your serial number is displayed under **Help > About Cow Sense** and at the **Maintenance > Administration > Setup** screen.

Following the 30-day included support period, you have several support options. Pricing for support gives incentives to prepaid, **Value-Based Support** plans, that make support services easier to manage and more convenient for you. Contact Midwest MicroSystems for any changes to this policy as well as current details on support plans and pricing.

Updates

Registered Cow Sense users are notified of program updates as they become available. Updates are portrayed by a change in the right portion of the version number, i.e. 4.5, 4.6, 4.7. These updates are primarily maintenance releases, and are freely available for download from our Internet site. A fee (per update mailed) will be charged for shipping and handling to customers who wish to have the update mailed to them on CD.

Upgrades

The Cow Sense Trial Edition does not expire, and you may activate it at any time. You may also upgrade any Cow Sense mode to a higher level simply by purchasing a new activation key. All registered Cow Sense users will be notified of future upgrades as they become available. To order, contact your Reseller or call Midwest MicroSystems at (800) 584-0040. You may also send e-mail inquiries to sales@midwestmicro.com.

FREQUENTLY ASKED QUESTIONS (F.A.Q.)

QUESTION: I tried to print the Cow Sense User's Guide from inside the program. I got this error, "Sorry! An error occurred in Launch User's Guide. Path not found (76)."

ANSWER: Acrobat Reader must be installed to a specific path in order to read or print the *Cow Sense User's Guide* from within the **Help** menu. Instructions for installing the Acrobat Reader are on page 5 of the *Cow Sense Quick Start Guide* and can also be accessed by going to **Help > Cow Sense Help > Installing Acrobat Reader**.

QUESTION: After I run a weaning or yearling update, I noticed that some of the adjusted weights and ratios are missing. What happened?

ANSWER: The age of the calves with missing values is probably out of range for the breed standard you are using for calculating adjusted weights. You need to look at the Age at WW (or the Age at YW). Sort on the ages ascending (youngest to oldest) and note the youngest age. Then sort on the ages descending (oldest to youngest) and note the oldest age. The valid age range for calculating adjusted weights and ratios for weaning is 160 to 250 days for most breeds. The valid range for calculating adjusted weights and ratios for yearlings is 320 to 410 days for most breeds. If your calf ages are outside of these ranges the adjusted weights and ratios normally will not be calculated for the calf, nor will the cow and bull records for that calf be updated.

You can do one of two things. Leave everything as it is and those calves that were weighed outside of the age range will not have adjusted weights and ratios computed for them. The other choice is to create a custom breed specification to take into account your particular situation. If you are considering creating a custom breed specification, E-mail or give us a call so we may discuss it with you.

QUESTION: I was in the process of running a new cycle. I got everything up to date, etc. I had all cows that we got rid of in 2007 marked as "Going." I ran a new cycle and it changed these to Gone, which I expected. But it still gave these cows a new calf record for 2008. Is this right?

ANSWER: Correct. As Cow Sense is based upon whole herd accounting, the idea is that you give those records calf histories that indicate why the cow did not calve although she was exposed to a bull. If you did not intend to calve out the cow (i.e. culled as bred for performance reasons), then she should not have been marked "GOING." In that case, delete the calf record that **New Cycle** created using **Enter Data > Calves > Calving**.

QUESTION: Every time I print a report one of the headings is always "Replacement Heifers." It shows up in all reports whether they are bull, cow, or calf reports. How can I change or get rid of that?

ANSWER: On any report you would click the **Add Note** button. The **Add Note** button is to the right of the printer icon on the reports. It is the one with the three dots or ellipses. Only one comment can be added at a time and that comment would show up on all reports unless changed. To add a comment after clicking **Add Note**, you would type the comment and click Save. To clear a comment after clicking **Add Note**, click **Clear** and then **Click Save**.

QUESTION: I was entering calving information and noticed that three cows I purchased are not available. How can I enter those cows and their calves?

ANSWER: First to go to **Enter Data > Cows > Enter Cows**. Enter the information for the three cows. Then go to **Enter Data > Cows > Post Cow** to create a calf record for each of the cows. You will be able to enter calving information at that time.

QUESTION: I accidentally entered some cows in the herd that should not have been in the herd. I have marked them as gone and want to delete them. I can not get Cow Sense to let me delete them. I get a message that they have calves and that I must wait until next cycle to delete them. They do not have calves, because the cows do not exist. What am I doing wrong?

ANSWER: This is the flip side of the previous question. Those cows were in the cow file at the time you ran New Cycle, and Cow Sense created records for them in the current calf file. Cow Sense will not permit you to delete a cow if there is a record for that cow in the current production cycle. Go to **Enter Data Menu > Calves > Calving**, locate each bogus record by using Find Cow, and then delete it. This action deletes the record from the current calf file only. You may then mark the cow Gone. **Enter Data Menu > Cows > Enter Cows > Status > Gone**.

QUESTION: I have entered all of my data for 2007 and have run a new cycle and am ready for 2008 calving. I want to go back and enter data from 2006 **Enter Calf Data**. Will the program let me do this and if so, how?

ANSWER: Yes, you can go back for 2006 and enter historical data. Start by creating a new production cycle in **Maintenance > Administration > Setup > Production Cycles**. Select the group of cows that would have been exposed for that production cycle. Click on the **New** button and enter the process date (ex 3/1/2006). You may then add calf records using **Enter Data > Calves > Calf Tabular Entry**.

Thank You For Choosing Cow Sense!