

Click the “Start” button from the “Flokk Ready” screen.

Start menu

NONE	Go to “Flokk Ready” screen
Select Hang Tag	Select an animal by it's Hang Tag or a Calving tag.
Add calf	Add a calf to your herd Go to Calving menu (2)
Move in animal	Move animals into your herd from another premises and report the move to the CLTS. Go to Move in menu (2)
Add calving tags	Add entries to the Calving tags by scanning the first and last CCIA Tags in a sequence.
Add animal	Add an animal already on your premises to your Flokk. Do not report the addition to the CLTS. Do NOT use the “Add animal” option when receiving animals from another premises, as the move will will not be reported to the CLTS. Go to Add animal menu (2)
SHUT DOWN	Go to Shut down menu and select whether your Flokk should: <ul style="list-style-type: none"> • be reset • enter Service Mode • get ready to be switched off

Click the “Options” button from the “Flokk Ready” screen.

Options menu

NONE	Make no changes and return to “Flokk Ready” screen
Save	Pause operation and save any changed data.
Weigh	Begin collecting a weight for every animal selected.
Pregnancy	Start collecting pregnancy test results, and select how results will be recorded: <ul style="list-style-type: none"> • simple (open or pregnant) • due date • term remaining End collecting test results if pregnancy testing already underway.
Group medication	Start administering a medication (e.g. vaccination) to a group of animals. If a “group medication” is already underway, end the session..
Premises	Set the default Premises ID.
Pen	Set the default Pen.
Sighted	Report a CLTS sighted event for every CCIA Tag scanned.
Start menu	Switch between displaying the “Start” button and “Tag” button on the “Flokk Ready” screen.

Options menu options continue at top of next column

Options menu (continued)

Demo	Overwrite the Flokk’s files with a demonstration file set.
flokk.xlsx	Generate flokk.xlsx when entering file mode. This option will turn itself off if flokk.xlsx is not being used to update your Flokk’s information.
Submit	Forward submissions to other organizations (e.g. CLTS) for processing.
Backup	Prepare a copy of your Flokk's files and save them in your private account at flokk.ca.
Wizard	Start a configuration Wizard session.
Remote service	Make your Flokk available for remote access by Flokk service staff.
Service off	Deny remote access to your Flokk by Flokk service staff.
File	Access the files on the Flokk by connecting a computer to the USB port.
Units	Switch between kg and lbs for collecting and reporting weights.
Update	Update your Flokk to the latest version of the Flokk software.
Lock	Lock the Flokk's buttons.

Unrecognized CCIA Tag menu

NONE	Take no action and return to “Flokk Ready” screen.
Apply to calf	Select the Hang Tag of a calf that currently does not have a CCIA Tag in it's herd record, and assign the CCIA Tag to the calf.
Move in animals	Move new animals into your herd. Go to Move in menu
Add calf	Begin adding a calf to your herd and assign the scanned CCIA Tag to it. Go to Add animal menu
Replacement tag	Select the Hang Tag of an animal then assign the CCIA Tag to the animal.
On animal	Enter a Hang Tag. If the Hang Tag is in the Flokk's herd record then update the animals record with the scanned CCIA Tag. Otherwise, begin adding a new animal to the Flokk's herd record. DO NOT report an event to the CLTS.
Add calving tags	Add new Calving tags by scanning the first and last CCIA Tags in a group of tags with contiguous CCIA numbers.

To access the Action menu:

- Do one of:
 - Scan the CCIA Tag of an animal in the herd.
 - Click the “Tag” button from the start menu or Animal screen, then select an animals Hang Tag.
 - Select the “Select tag” option from the Start menu, then select an animal's Hang Tag

- Click the Action button from the Animal screen.

Action menu

NONE	Return to Animal screen
See cow	Display the dam of a calf.
See nurse	Display the nurse cow for a calf.
See calf	Display the current calf for a cow.
Apply condition	Apply a condition to the current animal. Go to Apply condition menu (2)
Move to Pen	Move animals, starting with the current animal, to a different pen. Go to Move out menu (2)
Move to Premises	Move animals to another premises, but retain ownership. Go to Move out menu (2)
Remove to Market	Move animals to another premises, and remove them from your herd. Go to Move out menu (2)

Action menu options continue at top of next column

Action menu (continued)

Remove to Premises	Move animals to another premises, and remove them from the herd record. Go to Move out menu (2)
Return from move	Change location of all animals that were in a previous Premises move. Go to Move in menu (2)
Wrong tag	Remove the CCIA Tag from the animal's herd record. This allows you to scan the CCIA Tag again and assign it to a different animal.
History	Display the animals history.
Medication	Record the administration of a medication to the current animal.
Edit	Edit the herd record of the current animal.
Lock	Lock the Flokk's buttons

Do one of:

- scan a Calving CCIA Tag
- select a Calving Hang Tag
- select "Add calf" from the Start menu
- select "Add calf" from the unrecognized CCIA Tag menu

Calving menu

Birth date	Enter the calf's birth date.
Dam	Select the Hang Tag of the Dam of the calf.
Gender	Select the calf's gender.
Neutered	Add a neutered condition to the calf.
Display	Select a display value for the calf.
Pen	Select the pen to place the calf and cow into.
Medication	Record a medication for the calf..
Weight	Enter a birth weight.
Ease	Select a calving ease for the birth.
Stillborn	Record a lost calf event for the Dam.
COMPLETE	Complete adding the calf and go to "Flokk Ready" screen
CANCEL	Cancel adding calf and go to "Flokk Ready" screen
ADD TWIN	Add this calf to the herd records and start adding a twin calf.

Scanning an unrecognized CCIA Tag will assign that CCIA Tag to the calf.

Scanning the CCIA Tag of a mature female will record that Cow as the Dam of the calf.

Do one of:

- Select "Add animal" from the Start menu.
- Scan an unrecognized CCIA Tag, then select the "Add animal" option

Add animal menu

Birth date	Enter the birth date of the animal.
Hang Tag	Enter a Hang Tag for the animal.
Gender	Select the gender of the animal.
Dam	Select the Hang Tag of the Dam of a calf.
Pen	Select the pen that the animal will move into.
Weight	Enter a weight for the animal.
Display	Select a display value for the animal.
Replacement CCIA	The CCIA Tag that has been scanned, assigned, and applied to the animal is replacing a lost tag, and will be reported to the CLTS.
Medication	Record a medication for the animal being added.
COMPLETE	Complete the addition of the animal to the herd. Go to "Flokk Ready" screen
CANCEL	Do not add the animal to the herd. Go to "Flokk Ready" screen

Scanning an unrecognized CCIA Tag while will assign that CCIA Tag to the animal.

1. Select an animal's Hang Tag or scan it's CCIA Tag.
2. Click the "Action" option from the Animal screen.
3. Select "Move to Pen", "Move to Premises", "Remove to Market" or "Remove to Premises" from the Action menu.

Move out menu

Destination	Select the destination Premises for the animals.
Pen	Select te pen the animals will be moved to.
Vehicle	Enter the license plate number of the vehicle the animals will be removed in.
ALONE	Add only individual animals to the move, not entire cow/calf sets
ADD PEN	Add all animals currently in the same pen as the original animal selected to the move.
ADD ANIMAL	Add another animal to the move by selecting it's Hang Tag.
ADD GROUP	Add a group of animals to the move. Groups can be heifer and/or bull calves and/or yearlings or cull cows..
COMPLETE	Complete the move for all animals and go to "Flokk Ready" screen
CANCEL	Cancel move and go to "Flokk Ready" screen
Source	Set the source premises for the move, if not the current premises of the Flokk.

Scanning the CCIA Tag of an animal will add it to the move.

1. Select an animal's Hang Tag or scan it's CCIA Tag.
2. Click the Action button from the Animal screen.
3. Select the "Apply condition" option from Action menu.

Apply condition menu

NONE	Apply no condition to the animal.
Recovered	An animal has recovered from an Ill or lame condition, or scours.
Lame	The animal is lame.
Ill	The animal is ill.
Scours	A calf has scours.
Rank	A cow is rank
Lost calf	A cow has lost it's calf.
Neutered	A male calf was neutered.
Replacement	A heifer will be retained as a herd replacement.
Market	A heifer that had been identified as a replacement will be sent to market.
Cull	A cow will be culled.
Retain	A cow that had been selected for culling will be retained.
Dead	An animal has died. Report the death to the CLTS, and remove the animal from the herd. The animal must have been selected by scanning it's CCIA Tag for the Dead option to be offered.
Missing	An animal is missing.
Found	An animal set as missing was found.

Select the "Move in Animal" option from the **Unrecognized CCIA Tag menu (1)**

Move in menu

Birth date	Enter the birth date of the animal.
Hang Tag	Enter a Hang Tag for the animal.
Gender	Select the gender of the animal.
Dam	Select the Hang Tag of the Dam of a calf.
Pen	The pen that the animal will be moved into.
Weight	Enter a weight for the animal.
Vehicle	Enter the license plate number of the vehicle the animal arrived in.
Destination	Enter the destination premises of the animal, if not the current premises.
NEXT ANIMAL	Finish adding this animal, and wait for CCIA Tag of the next animal to be scanned.
COMPLETE	Complete the animal Move in. Go to "Flokk Ready" screen
CANCEL	Cancel the addition of all animals. Go to "Flokk Ready" screen
Display	Select a display value for an animal.

Scanning the CCIA Tag of the second and subsequent animals will add the current animal to the move in and begin collecting the next animals information.

Notes:

- Every item in a menu will not always be offered. Your Flokk will present those options that can be completed at the time the menu is displayed.
- Many features are not available until your CLTS account and a premises have been set. Either:
 - Use the online configuration Wizard, or
 - Connect your Flokk to a PC with a USB cable and use File mode to update flokk.xlsx to add these items to your Flokk.
- Collection of some items is optional, and the Flokk's configuration must be changed for these items to appear in the menus.
- Do **NOT** change an animal's Hang Tag or CCIA Tag by editing it in flokk.xlsx or herd.csv. Select the animal with the Flokk, and use the "Edit" option of the "Action menu" (1).
- CCIA RFID tags can be scanned at any time, and will be handled appropriately for the task in progress.
- Some menus are not included in this chart.
- Refer to the file "Flokk user reference manual.pdf", located on your Flokk. for complete and detailed information.