

# Flokk

Version 0.31

## **Getting started with Flokk**

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# Introduction

This document provides step by step instructions for the basic operation of Flokk, a system for beef herd record management and animal traceability reporting.

This document provides the minimal steps required to set up and use your Flokk for maintenance of herd and calving records and traceability reporting. Once you have reviewed the steps documented here, you should refer to the “Flokk user reference manual.pdf” for detailed and complete instructions.

## About this manual

This is version 0.31 of this document. This document is updated with each version of the Flokk software. Please refer to the version of the manual which matches the software version displayed when your Flokk is started.

The current version of this manual can be found in the file “GETTING STARTED.pdf” on your Flokk. To access the current version of the document:

1. Connect your Flokk to your computer using a cable between the USB port on the bottom of the Flokk and a USB port on your computer.
2. Press the “OPTIONS” function button on your Flokk.
3. Press the left and right function buttons on your Flokk until the “File” option is displayed
4. Press the “Done” button
5. Your Flokk will now appear as a USB storage device on your computer.
6. Open the USB storage device on your computer.
7. Open the file “GETTING STARTED.pdf”
8. When done reading, close your pdf reader program.
9. Eject the USB device from your computer.
10. Press the “Done” button on your Flokk.

## Safety information

The Flokk reference manual (“Flokk user reference manual.pdf”) contains important safety information which you must read and understand before you use your Flokk.

## Copyright notice

The Flokk application (flokk.py, flokkservice.py, Configuration.py, Display.py, FlokkGlobal.py, Release.py, setstorage, startflokk, flokksplash, and any other artifact associated with the system) and any associated documentation is Copyright © 2022 Flokk Systems inc., all rights reserved.

The software is licensed to you exclusively for use on a single instance of a Flokk device. Distribution, reverse engineering, or publication in any form is explicitly prohibited.

## Conventions

This document and the Flokk device will refer to two kinds of animal tags:

- The term “**CCIA tag**” will be consistently used to refer to the round tag containing an RFID transceiver, coded to a unique number by the CCIA, which is applied to the animals ear.
- The term “**Hang tag**” will be consistently used to refer to any other kind of tag applied to an animal which displays a value assigned to the animal. This will typically be a second ear tag with a value set by the animals owner.

The term “**herd record**” refers to your record of Hang tag, CCIA tag, description, birthdate, gender, and dam which are maintained for each animal in the herd. The record is maintained, at your choice, either in the CSV (Comma Separated Variable) files herd.csv, or in the Herd tab of the spreadsheet file Flokk.xlsx.

The term “**calving tags**” refers to an optional list of Hang tag and CCIA tag pairs which pre-define the tag pairs you will apply to newborn calves. These pairs, at your choice, are stored either in the CSV file calvingtags.csv, or in the Calving tags tab of Flokk.xlsx.

## Before you start

Using the USB cable, connect the Flokk to a USB power source for 24 hours to ensure the battery is fully charged.

You can complete the initial configuration of a Flokk while it is attached to a computer and charging its battery.

## What you will need

1. A Flokk, running version 0.31 of the Flokk software
2. One of
  - A) Access to a WiFi network that provides internet access, and a device that allows you to browse the web.or,
  - B) A computer, with:
    1. a spreadsheet program which can work with Excel Open XML (.XLSX) worksheet files. Either Excel version 2007 or later, or LibreOffice (which is available as a free download) version 4.3 or later .
    2. A free USB 2.0 port
    3. A USB A-Male to B-Male cable (USB “printer” cable)
3. Your Canadian Livestock Tracking System (CLTS) account ID. This is the eight character long account name you use to log on to the CLTS.
4. Your Premises ID (PID). This is the nine character code provided by the appropriate agency in your province or territory that identifies your primary premises, i.e. the premises your calves will originate from.

## Controls and features



Feature	Description
Alert light	<p>Is lit when the operators attention is required. This can either be a significant error condition, an animal that has been included in the find.txt file has been located, or other condition.</p> <p>This light will be flashed once every time the system is started to ensure that it is working correctly.</p>
Done button	<p>Click to complete the current value input, select the option or value currently being displayed, or power off the Flokk from the “Flokk Ready” screen.</p>
Function buttons	<p>These buttons are used to select values or initiate actions.</p> <p>The current function of the button will displayed on the screen immediately above the button.</p>
Power switch	<p>Used to switch your Flokk’s power on or off.</p> <p>Do <b>NOT</b> switch off your Flokk unless the message “Safe to turn power off.” is being displayed.</p> <p>See page 35 for detailed instructions on how to shut off your Flokk.</p>
Selection toggle	<p>Used to select individual values when entering information. Specifically, used when you need to select a particular hang tag, or enter a date or time value.</p> <p>Can also used to move between information items for an animal, or status messages on the “Flokk Ready” screen.</p>
Tag scan light	<p>This light flashes when the RFID reader has successfully read a CCIA tag.</p>
USB connector	<p>Use a USB cable plugged into this connector to charge the Flokk, or connect the flock to a computer to read and/or update the flock’s data files.</p>

## Step by step instructions

The document provides detailed step by step tutorials for:

	<b>What it covers</b>	<b>When to use</b>	<b>Page</b>
<b>Initial configuration of your Flokk using the Configuration Wizard</b>	Setting your farm's name, your CLTS account id, your default tag colour and template, and your primary premises using the Flokk Configuration Wizard.	Before you add any animals to the herd records on your Flokk.	10
<b>Initial configuration of your Flokk using flokk.xlsx</b>	Setting your farm's name, your CLTS account id, your default tag colour and template, and your primary premises by updating the file flokk.xlsx using a computer equipped with a spreadsheet program.	Before you add any animals to the herd records on your Flokk.	19
<b>Turning off your Flokk</b>	Making sure all data is saved before you switch off your Flokk	Every time you are done using your Flokk and wish to turn it off.	35
<b>Adding existing herd records</b>	Adding existing electronic herd records to your Flokk.	Before you begin using your Flokk in the yard or on the range if you have complete and accurate electronic herd records.	36
<b>Adding an animal in the yard</b>	Adding an animal already on your premises to the herd records maintained by your Flokk at the animals side.	If you do not have complete and accurate electronic herd records, and need to create your herd records at the animal's side.	45
<b>Recording a new calf</b>	Adding a newborn calf to your herd records.	When a new calf is born.	52
<b>Updating an animals herd record</b>	Correct a value in an animals herd record.	When you need add or correct information in an animals herd record.	62
<b>Vaccinating a group of animals</b>	Recording a vaccination for a group of animals.	When you need to record the administration of a vaccination to a group of animals.	Error: Referen ce source

			not found
<b>Moving animals into your herd from another premises</b>	Adding new animals to your herd records and reporting the event to the CLTS.	When you purchase or acquire animals that originated at another premises, e.g. replacement heifers.	66
<b>Moving animals to market</b>	Removing animals from your herd, and reporting the event to the CLTS.	When you ship animals to a market, feedlot, or processor.	73

These tutorials **do not** cover all the functions of your Flokk. Please refer to “Flokk user reference manual.pdf” for complete instruction on the features and functions of your Flokk.

## Initial configuration of your Flokk using the Configuration Wizard

Flokk display	Computer screen	Instructions
		<p>To use the Configuration Wizard, you need to start your Flokk in Service mode.</p> <p>To do this, with your Flokk turned off:</p> <ol style="list-style-type: none"><li>1. <b>Press and hold any button on the Flokk</b></li><li>2. <b>Turn on the Flokk's power switch</b></li></ol>
		<p><b>Release the button you are holding down.</b></p>
<pre>Starting service [.... ]   Mon, Jan 20  ↑ Set today date ↓</pre>		<p>Until you have setup your Flokk for WiFi access, or if WiFi service is not available, you will need to enter the current date and time.</p> <p>If your Flokk has been able to connect to a WiFi network and establish Internet access it will set it's date and time automatically, in which case you can skip forward to the step "To use the Configuration Wizard, you need to connect your Flokk to a WiFi network."</p>
		<p><b>To set the date:</b></p> <ul style="list-style-type: none"><li>• click the function buttons immediately below the display to add or remove a week from the displayed date</li><li>• click the toggle switch up and down to add or remove a day from the date</li></ul>
<pre>  Mon, Jan 20  ↑ -WEEK  +WEEK ↓</pre>		
<pre>  Tue, Jan 21  ↑ -WEEK  +WEEK ↓</pre>		<p><b>Press the Done button once the correct date is displayed.</b></p>

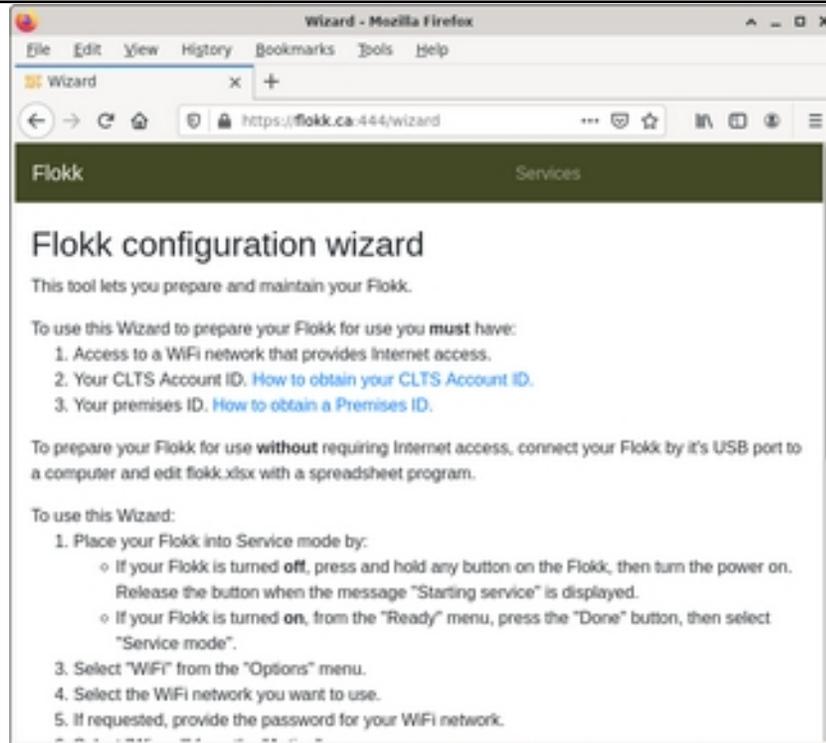
Flok display	Computer screen	Instructions
12:00 PM ↑ Set today time ↓		<b>To set the time:</b> <ul style="list-style-type: none"> <li>click the function buttons immediately below the display to add or remove an hour from the displayed time</li> <li>click the toggle switch up and down to add or remove a minute from the time</li> </ul>
09:15 AM ↑ -HOUR +HOUR ↓		<b>Press the Done button when the correct time is displayed</b>
Service Ready ACTION SETUP		Additional notifications may be displayed. Disregard these for the moment.
Service Ready ACTION SETUP		To use the Configuration Wizard, you need to connect your Flokk to a WiFi network.
NONE		<b>Click the right (SETUP) function button.</b>
Select Setup		<b>Click the left or right function buttons until “Connect WiFi ” is displayed.</b>
Connect WiFi Select Setup		<b>Click the “DONE” button.</b>
Finding WiFi networks		Your Flokk will search for available WiFi networks.
mynetwork Select Network		Your Flokk will now provide a menu of available WiFi networks for you to choose from. <b>Click the left and right function buttons until the network you want to use is displayed.</b>
Checking [ ..... ]		Your Flokk will check to see if it can connect to the WiFi network without a password, or with a password previously provided.



## Flokk display

flokk.ca/wizard  
4242

## Computer screen



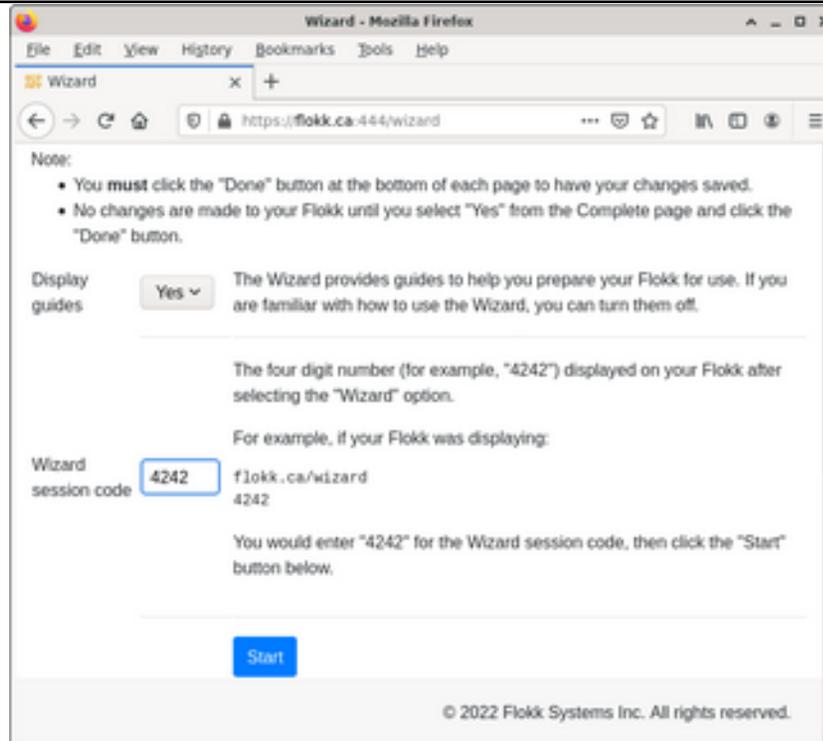
## Instructions

If necessary, scroll down the page to the "Wizard session code" input box.

## Flokk display

flokk.ca/wizard  
4242

## Computer screen



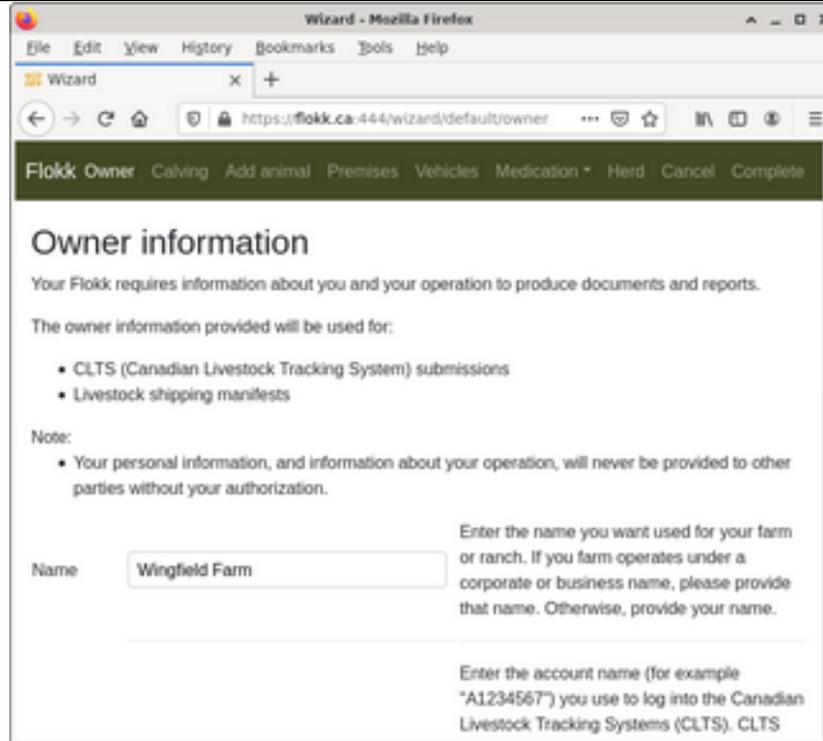
## Instructions

Enter the four digit code displayed on the second line of your Flokk into the "Wizard session code" input box and click the "Start" button.

## Flokk display

Use Wizard now  
CANCEL

## Computer screen



## Instructions

You can now use the Wizard to configure your Flokk.

Please note that:

- You must click the "Done" button at the bottom of each page to have your changes saved.
- No changes are made to your Flokk until you select "Yes" from the Complete page and click the "Done" button.

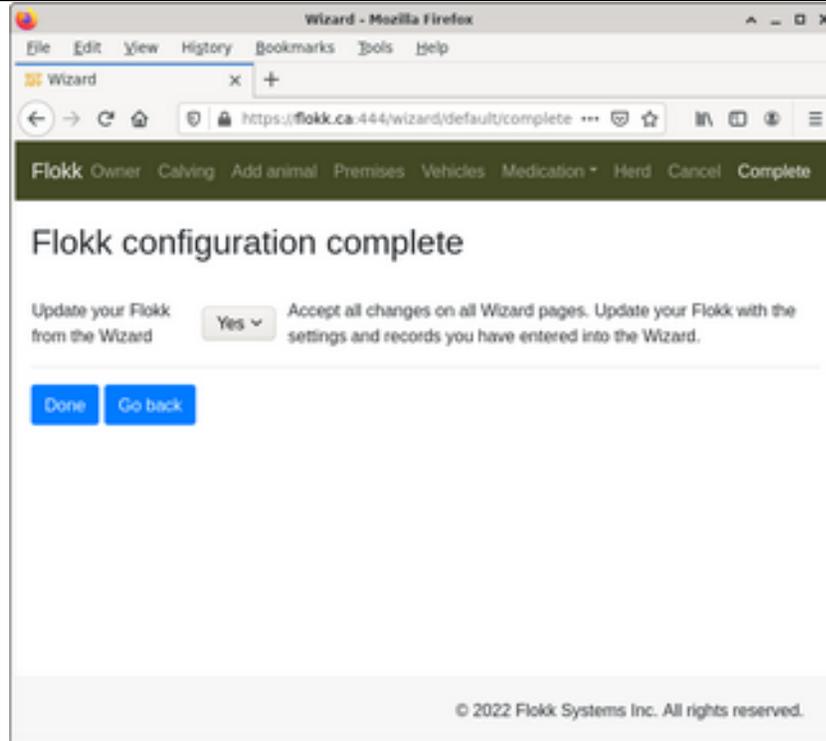
The Wizard provides detailed explanations of each page and each option, so these instructions will not be repeated here.

**Move through each page, providing the information requested, then click the "Done" button at the bottom of each page.**

## Flokk display

Use Wizard now  
CANCEL

## Computer screen



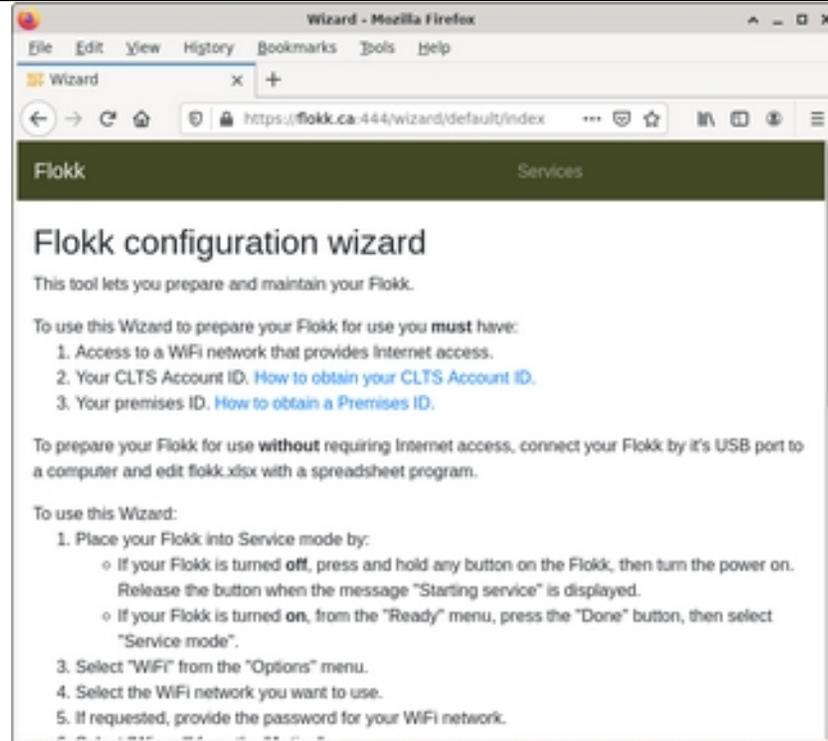
## Instructions

Once you have reached the “Flokk configuration complete” page, click the “Done” button.

**Flokk display**

**Backing up**  
[..... ]

**Computer screen**



**Instructions**

Your Flokk will make a backup copy of it's files, so that they can be restored if the update from the Wizard fails.

**Receiving files**  
[..... ]

The Flokk will then copy the updated files from the Wizard.

**Wizard updates applied**

The updates made with the Wizard have been applied to your Flokk.

**NONE**  
**Select Action**

Your Flokk has returned to the "Action" menu of service mode. To use the Flokk for herd management, we need to start the Flokk software.  
**Click the left and right function buttons until "SHUT DOWN" is displayed.**

Flokk display	Computer screen	Instructions
SHUT DOWN Select Action		Click the “DONE” button.
CONTINUE Select Option		Click the left and right function buttons until “Start Flokk” is displayed.
Start Flokk Select Option		Click the “DONE” button.
Starting Flokk [..... ]		The Flokk software will be started so that you may resume herd management operations.

## Initial configuration of your Flokk using flokk.xlsx

Flokk display	Computer screen	Instructions
		<b>Turn on the Flokk's power switch</b>
Welcome to Flokk Version 0.31 (C) 2022 Flokk systems All rights reserved		
Starting up [..... ] Mon, Jan 20 ↑ Set today date ↓		Until you have setup your Flokk for WiFi access, or if WiFi service is not available, you will need to enter the current date and time.  If your Flokk has been able to connect to a WiFi network and establish Internet access it will set it's date and time automatically, in which case you can skip forward to step <b>"Connect the USB port on the Flokk to a USB port on your computer."</b>
Mon, Jan 20 ↑ -WEEK +WEEK ↓		<b>To set the date:</b> <ul style="list-style-type: none"><li>click the function buttons immediately below the display to add or remove a week from the displayed date</li><li>click the toggle switch up and down to add or remove a day from the date</li></ul>
Tue, Jan 21 ↑ -WEEK +WEEK ↓		<b>Press the Done button once the correct date is displayed.</b>

Flokk display	Computer screen	Instructions
12:00 PM ↑ Set today time ↓		<b>To set the time:</b> <ul style="list-style-type: none"> <li>click the function buttons immediately below the display to add or remove an hour from the displayed time</li> <li>click the toggle switch up and down to add or remove a minute from the time</li> </ul>
09:15 AM ↑ -HOUR +HOUR ↓		<b>Press the Done button when the correct time is displayed</b>
Hello Wingfield Farm		Additional notifications may be displayed. Disregard these for the moment.
		<b>Wait until “Flokk Ready” is displayed on the top line of the screen.</b>  The “Flokk Ready” screen will display a series of status messages while waiting for input. You can move between these messages by clicking the up and down toggle switch.  You do not need to wait for the “Flokk Ready” message to be displayed again; you can click either function button whenever the “START” and “OPTIONS” labels are displayed.
Flokk Ready START OPTIONS		<b>Connect the USB port on the Flokk to a USB port on your computer.</b>
Flokk Ready START OPTIONS		<b>Click the “OPTIONS” (right) function button.</b>
NONE Select Option		<b>Click the right function button until the “File” option is displayed.</b>
File Select Option		<b>Click the “Done” button</b>
Preparing files [..... ]		Wait until the “Connect USB now DONE” message is displayed.

**Flokk display**

**Computer screen**

**Instructions**

Connect USB now  
DONE

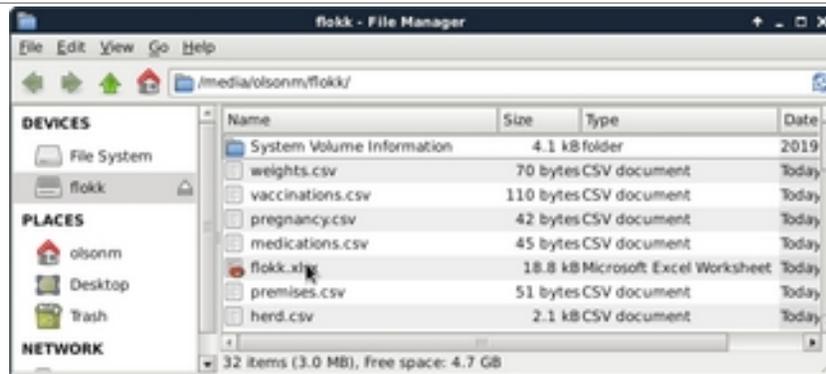
Your Flokk will appear as a new USB storage device on your computer named “Flokk”.

Connect USB now  
DONE



**On your computer, open the “Flokk” device**

Connect USB now  
DONE

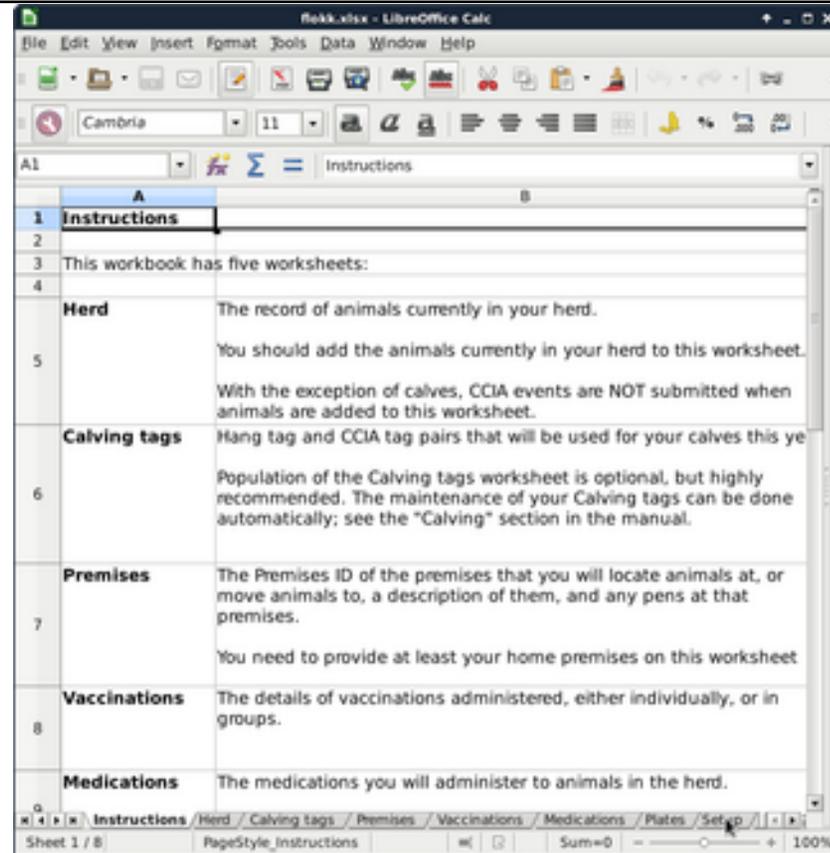


**On your computer, open the “Flokk.xls” worksheet file.**

## Flokk display

Connect USB now  
DONE

## Computer screen



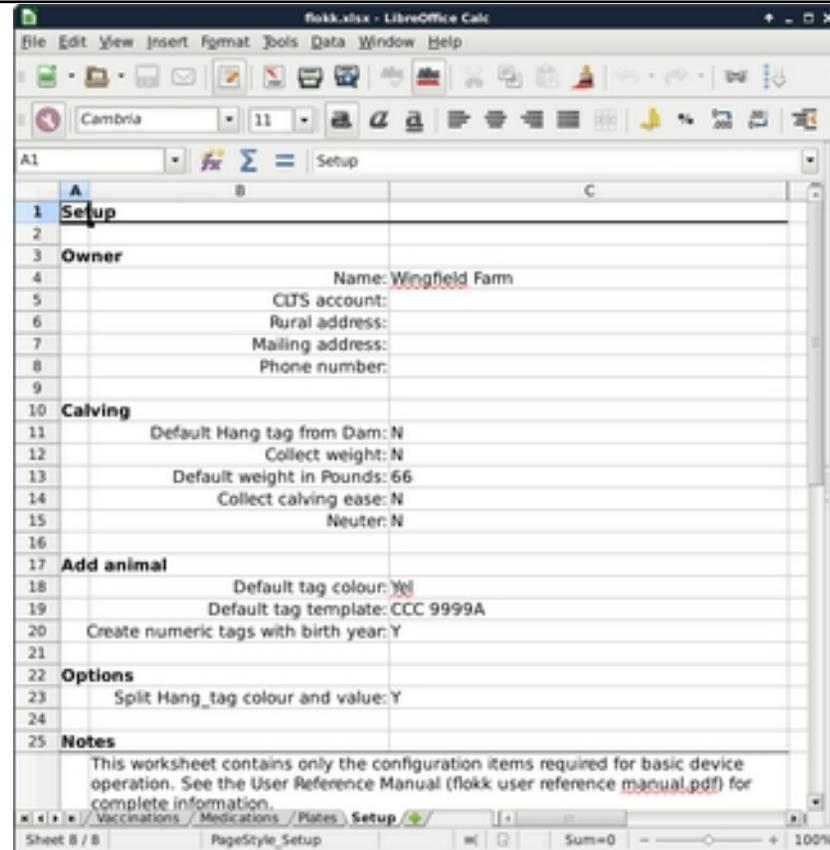
## Instructions

Select the "Setup" worksheet.

## Flokk display

Connect USB now  
DONE

## Computer screen



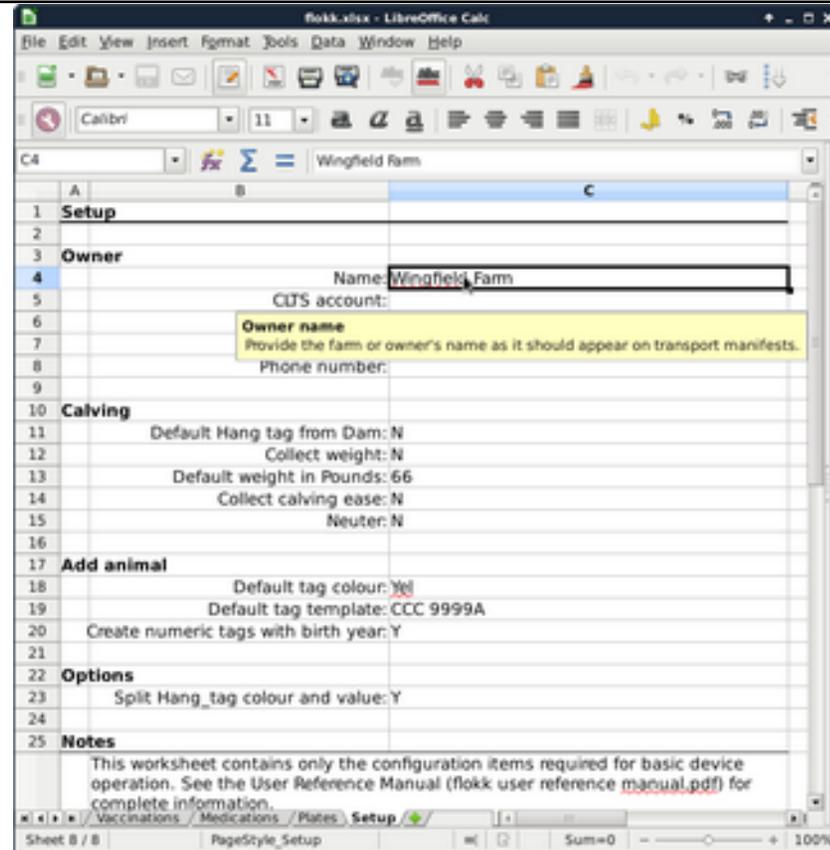
## Instructions

The setup worksheet allows you to set the configuration items necessary for basic functions of your Flokk.

## Flokk display

Connect USB now  
DONE

## Computer screen



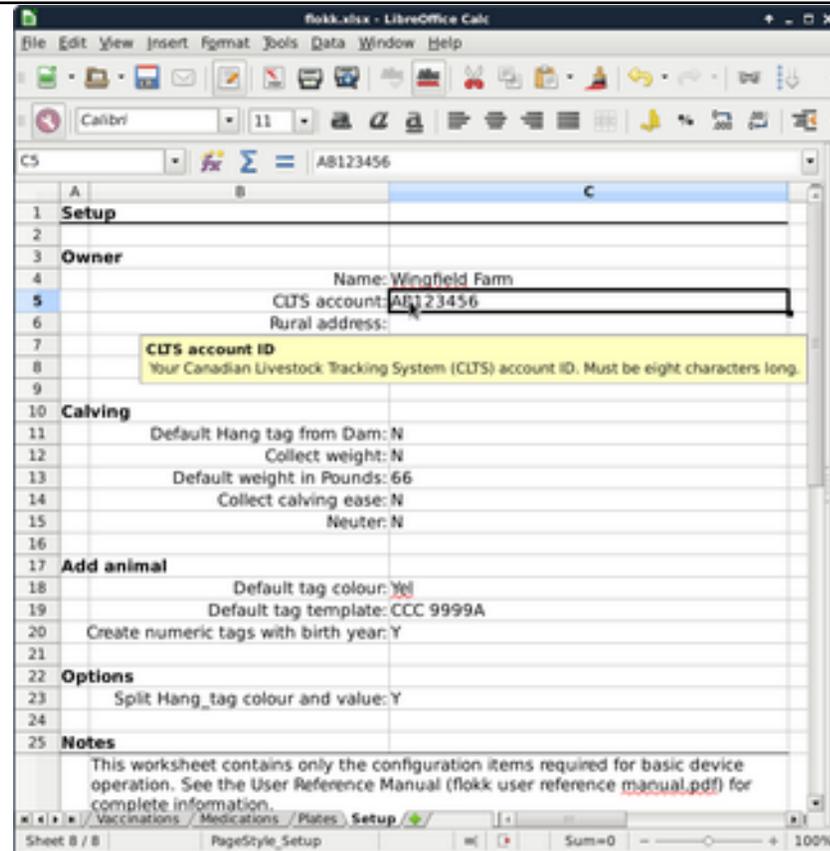
## Instructions

In the “Owner” section, to the right of the “Name:” cell, type the name of your farm or ranch.

## Flokk display

Connect USB now  
DONE

## Computer screen



## Instructions

In the “Owner” section, in the cell to the right of the “CLTS account:” cell, type your CLTS (Canadian Livestock Tracking System) account id.

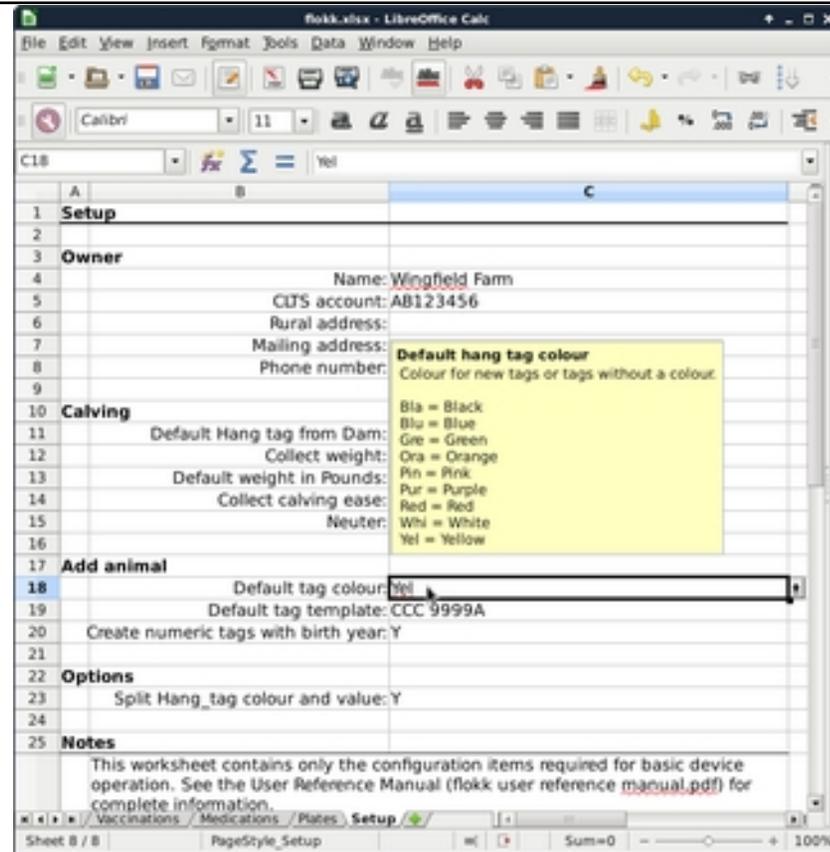
Connect USB now  
DONE

If there is a “WiFi passwords” section, you will find an entry for every WiFi networks your Flokk has detected. Add the WiFi passwords for the network(s) you wish to use.

## Flokk display

Connect USB now  
DONE

## Computer screen



## Instructions

In the “Add animal” section, in the cell to the right of the “Default tag colour:” cell, select the default colour for your Hang tags.

This is the colour that will be applied to new tags (e.g., at calving) or when a tag number is provided without a colour.

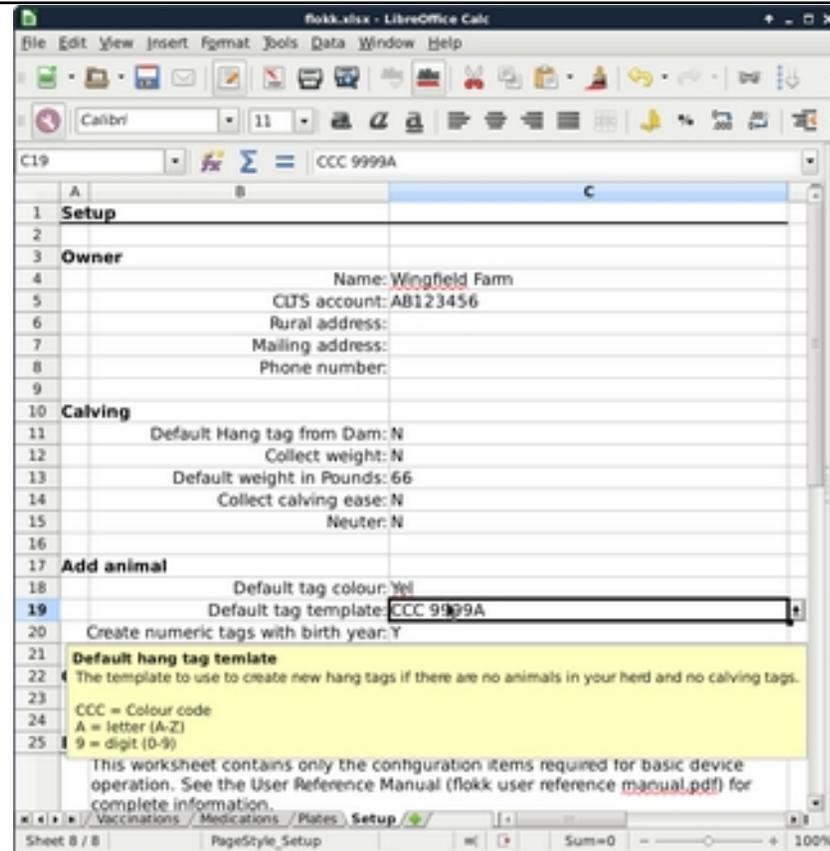
The available hang tag colours are:

Bla = Black  
Blu = Blue  
Gre = Green  
Ora = Orange  
Pin = Pink  
Pur = Purple  
Red = Red  
Whi = White  
Yel = Yellow

## Flokk display

Connect USB now  
DONE

## Computer screen



## Instructions

In the “Add animal” section, in the cell to the right of the “Default tag template:” cell, select the default template for new Hang tags.

This template will be used if an animal is added when there are no herd records.

If there are animals in the herd records, the existing hang tags will be used to set the template for new hang tags, and this setting will be ignored.

The available templates are:

“CCC 9999A”: Tag colour, followed by up to four digits, and a single character, e.g. “Yel 45H”

“CCC A9999”: Tag colour, followed by a single character, and up to four digits, e.g. “Yel H53”

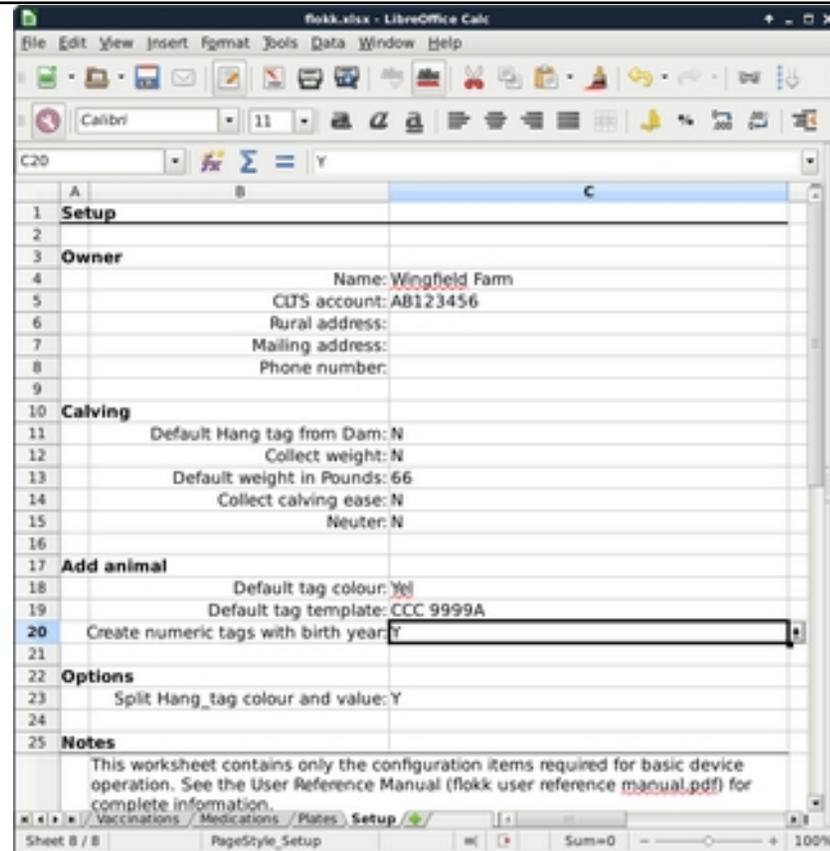
“CCC 99999”: Tag colour, followed by up to five digits.

“CCC 999999”: Tag colour, followed by up to six digits.

## Flokk display

Connect USB now  
DONE

## Computer screen



## Instructions

Set any other options you wish to change. Each configuration option has a descriptive comment that will guide you in setting the option.

See the manual “Flokk user reference manual.pdf” for a detailed description of these options.

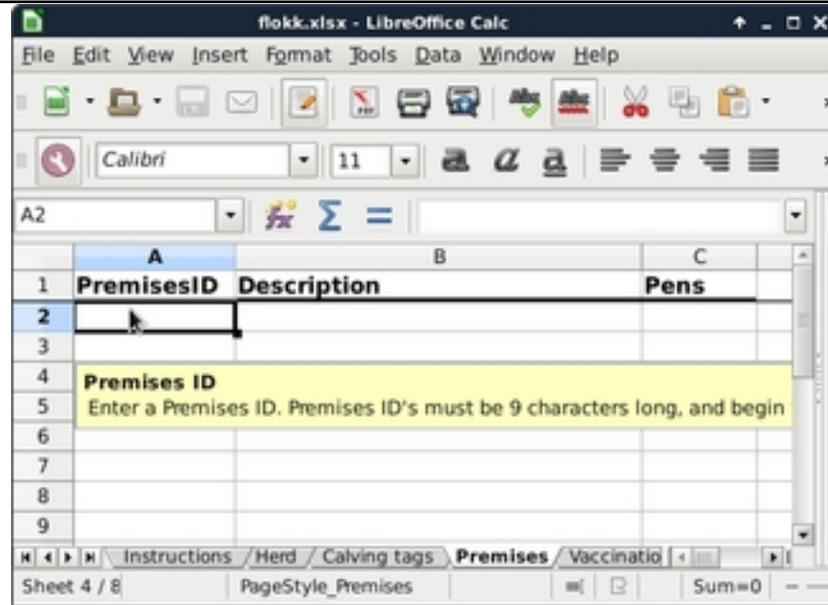
Connect USB now  
DONE

Select the “Premises” worksheet.

### Flokk display

Connect USB now  
DONE

### Computer screen



### Instructions

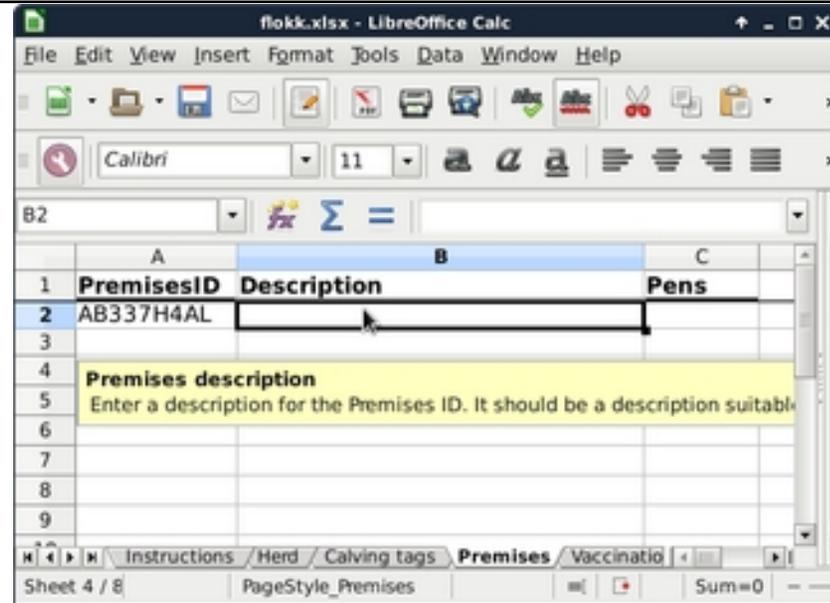
In the first empty cell under the “PremisesID” header, type the Premises ID (PID) for your premises, i.e. the premises where your calves will be born.

The PID is issued by your provincial or territorial agency, is nine characters long, and must begin with A, AA, AB, BC, MB, NB, NL, NT, NS, NU, ON, PE, QC, SK, or YT.

## Flokk display

Connect USB now  
DONE

## Computer screen



## Instructions

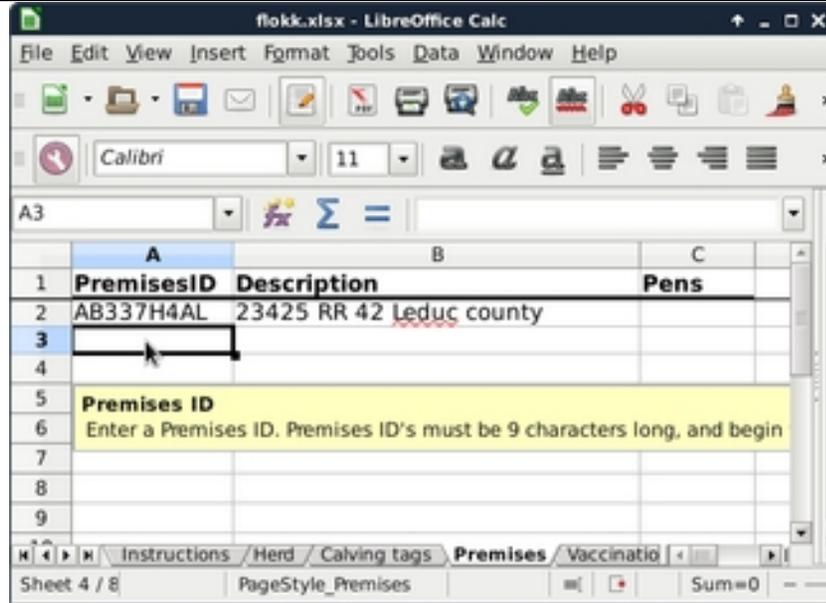
In the first empty cell under the “Description” header, type a description for your premises.

This description will be used on transport manifests, so should be a legal land location or rural address.

## Flokk display

Connect USB now  
DONE

## Computer screen



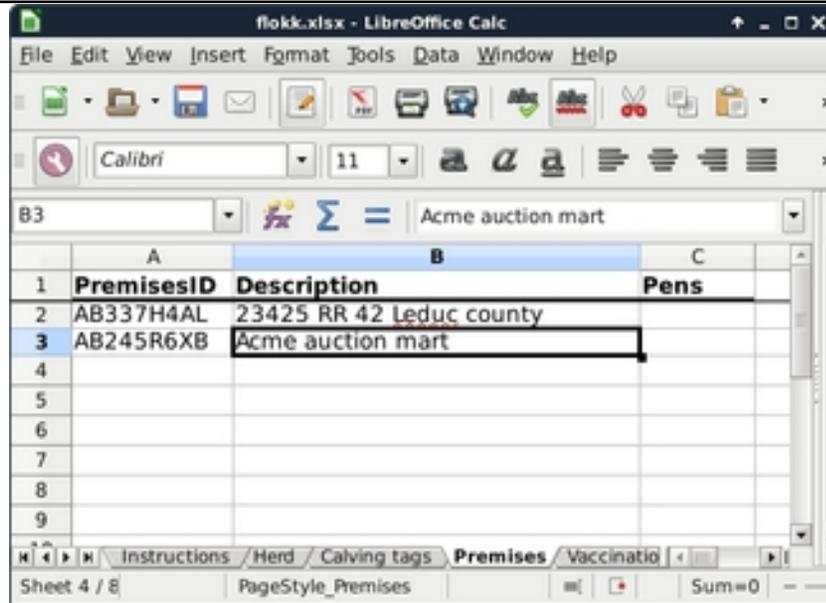
## Instructions

If you know the Premises ID for other location where you will ship animals to, you can add them here.

## Flokk display

Connect USB now  
DONE

## Computer screen



The screenshot shows a LibreOffice Calc spreadsheet titled 'flokk.xlsx'. The spreadsheet has three columns: 'PremisesID', 'Description', and 'Pens'. The data is as follows:

	A	B	C
1	<b>PremisesID</b>	<b>Description</b>	<b>Pens</b>
2	AB337H4AL	23425 RR 42 Leduc county	
3	AB245R6XB	Acme auction mart	
4			
5			
6			
7			
8			
9			

The spreadsheet also shows a status bar at the bottom with 'Sheet 4 / 8', 'PageStyle\_Premises', and 'Sum=0'.

## Instructions

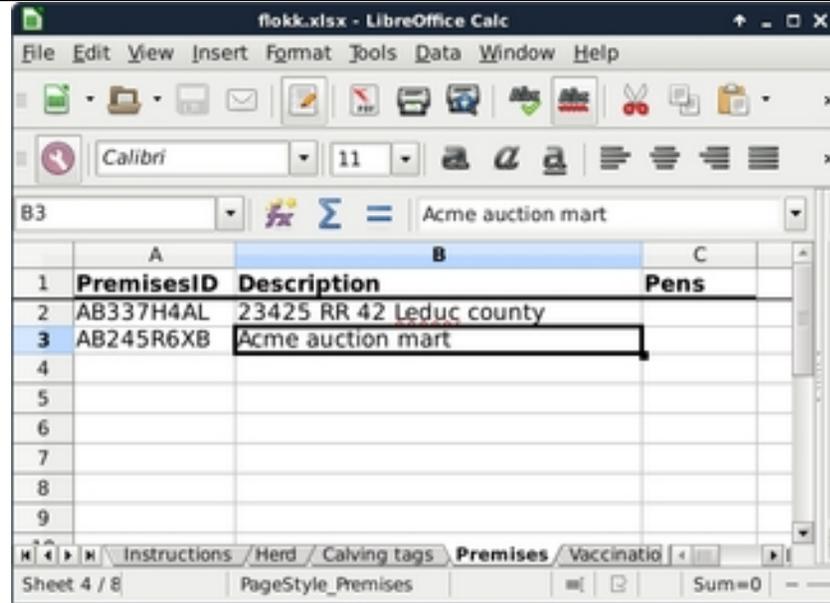
Save the workbook.

**Flokk display**

**Computer screen**

**Instructions**

Connect USB now  
DONE



Quit your spreadsheet program.

Connect USB now  
DONE

If necessary, eject the Flokk USB device from your computer.

Connect USB now  
DONE

Click the Done button on the Flokk.

Exiting file mode

Wait until the "Flokk Ready" screen is displayed.

Flokk Ready  
START OPTIONS

If you added more than one Premises to your Flokk, you need to set which one is the current Premises for the Flokk.

Flokk Ready  
START OPTIONS

Click the "OPTIONS" function button

Flokk display	Computer screen	Instructions
<p>NONE Select Option</p>		<p>Click the right function button until “Premises” is displayed.</p>
<p>Premises Select Option</p>		<p>Click the “Done” button</p> <p>If the Premises option is not offered, you only set one premises, and do not need to select one.</p>
<p>AB245R6XB Select Premises</p>		<p>Click the right and left function buttons until the premises you wish to use as your default premises is displayed.</p>
<p>AB337H4AL Select Premises</p>		<p>Click the “Done” button</p>
<p>Flokk Ready START OPTIONS</p>		<p>The initial configuration of your Flokk is now complete.</p>

## Turning off your Flokk

Do **not** move the power switch of your Flokk to the off position without completing the following steps. This ensures that the Flokk has saved any changed data.

Flokk display	Instructions	More information
	Ensure your Flokk is at the “Flokk Ready” screen.	
<b>Flokk Ready</b> START OPTIONS	<b>Click the “Done” button</b>	
<b>NONE</b> ←                      →	<b>Click the right or left function until the “POWER OFF” option is displayed</b>	To continue using the Flokk, select the “CONTINUE” option.
<b>POWER OFF</b> ←                      →	<b>Click the Done button.</b>	
<b>Shutting down</b> [..... ]	Wait until the “Safe to turn power off.” message is displayed.	
<b>Safe to turn power off</b>	<b>Switch off the Flokk’s power switch.</b>	

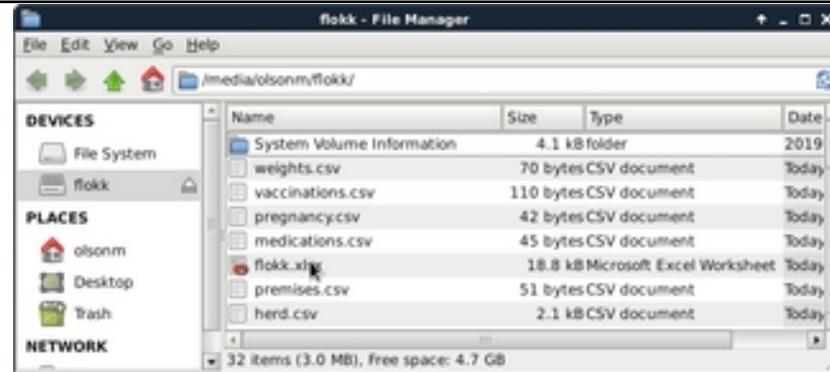
## Adding existing herd records

Flok display	Computer screen	Instructions
Flok Ready START OPTIONS		Ensure your Flokk is at the “Flok Ready” screen.
Flok Ready START OPTIONS		<b>Connect the USB port on the Flokk to a USB port on your computer.</b>
NONE Select Option		<b>Click the “OPTIONS” (right) function button.</b>
File Select Option		<b>Click the right function button until the “File” option is displayed.</b>
Preparing files [..... ]		Wait until the “Connect USB now DONE” message is displayed.
Connect USB now DONE		Your Flokk will appear as a new USB storage device on your computer named “Flok”.
Connect USB now DONE		<b>On your computer, open the “Flok” device</b>

## Flokk display

Connect USB now  
DONE

## Computer screen



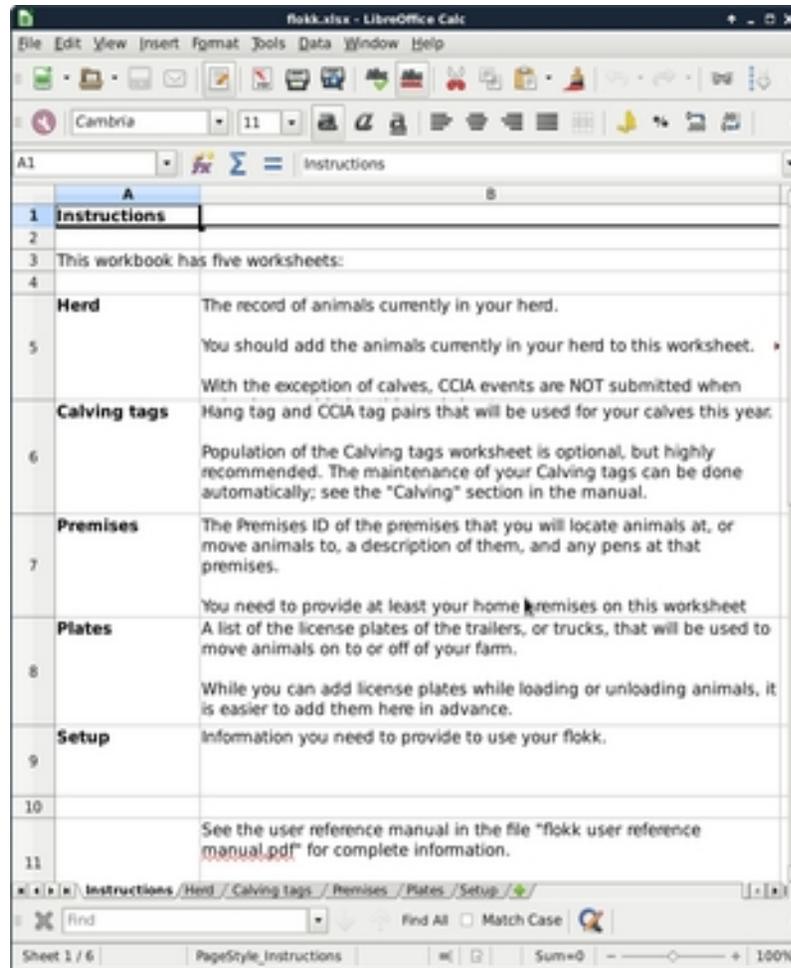
## Instructions

On your computer, open the “Flokk.xls” worksheet file.

## Flokk display

Connect USB now  
DONE

## Computer screen



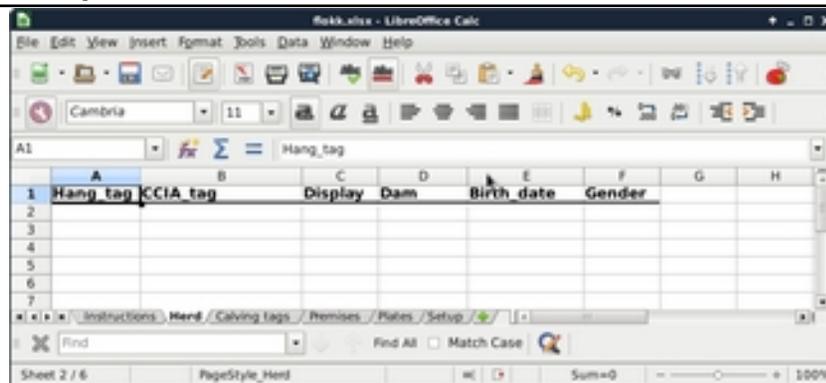
## Instructions

Select the "Herd" worksheet.

## Flokk display

Connect USB now  
DONE

## Computer screen



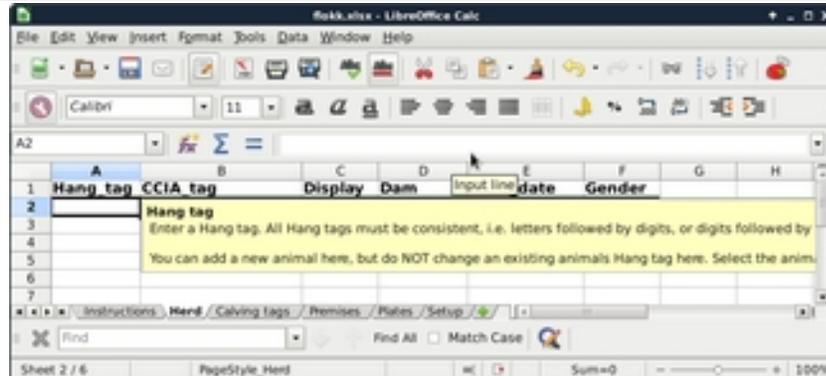
## Instructions

Type your existing herd records into this worksheet, or copy the records from any electronic records you may have and paste them into this worksheet.

At a minimum, you must provide a Hang tag and Gender for each animal.

- if your hang tags contain a single letter, or are numeric and the first two digits are a year within the last 20 years, the Flokk will derive the animals birth date from the Hang tag value
- you can add a CCIA tag to an animal's herd record by scanning it's CCIA tag the next time you have the animal constrained

Connect USB now  
DONE



## Enter a Hang tag.

Your Hang tag values must be consistent for all animals, i.e. they all must be:

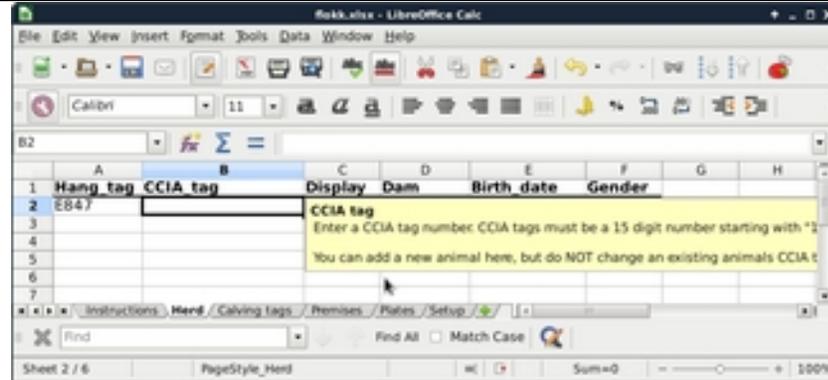
- any number of letters, followed by any number of digits
- any number of digits, followed by any number of letters
- all digits

You can enter a Hang tag with or without the initial three character tag colour code. The Flokk will add the default tag colour code if a colour code is not provided.

## Flokk display

Connect USB now  
DONE

## Computer screen



## Instructions

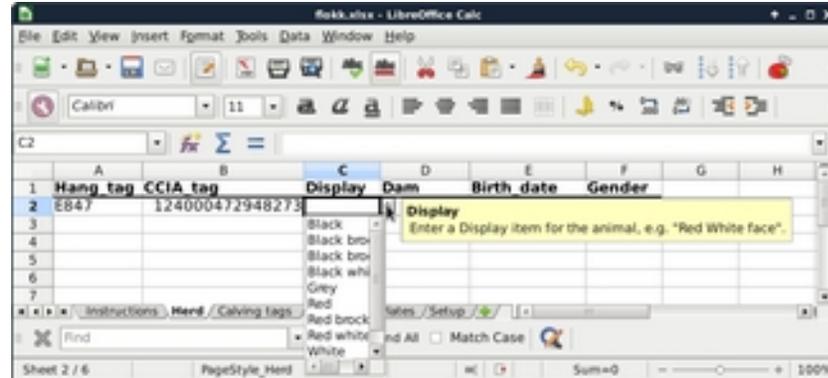
### Enter a CCIA tag.

CCIA tag values are always a 15 digit number, starting with “124”.

CCIA tag values can be added at animal side.

If you are not sure your CCIA tag records are accurate, you should leave these blank and add them to the herd record by scanning each animals CCIA tag the next time you handle the animal.

Connect USB now  
DONE



### Pick a display value from the provided list.

When there are no animals in the herd records, the CLTS standard colour definitions are provided for you to choose from.

You can set your own set of Display choices to choose from; see the user reference manual.

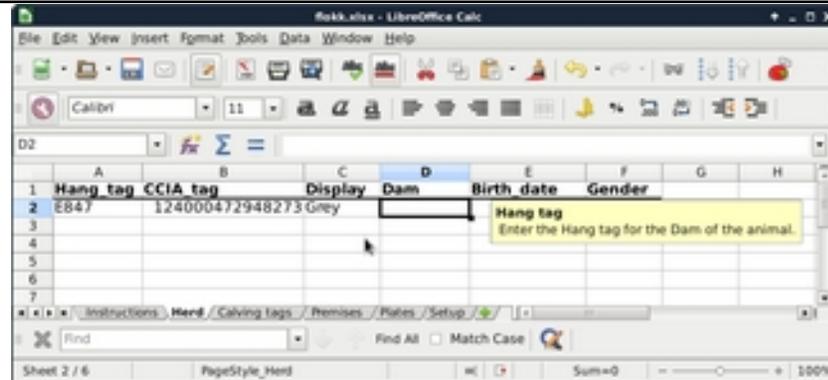
If you copy and paste any value into this (or any other) field, the pick list and other cell validations are bypassed. This will let you use any exiting description fields you want the Flokk to display.

Once animals have been entered into the herd records, the existing Display values will be used to set the Display options you can choose from.

## Flokk display

Connect USB now  
DONE

## Computer screen

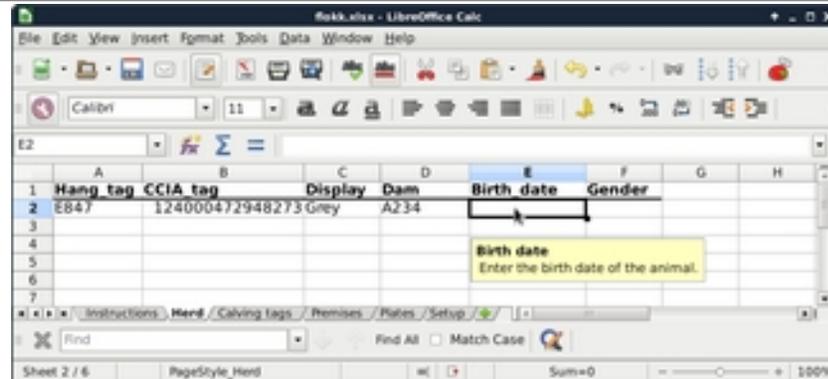


## Instructions

Enter the Hang tag of the Dam of the animal.

If the record is for a calf, when you exit file mode the Flokk will check if the Hang tag is in the herd.

Connect USB now  
DONE



Enter the animals Birth date.

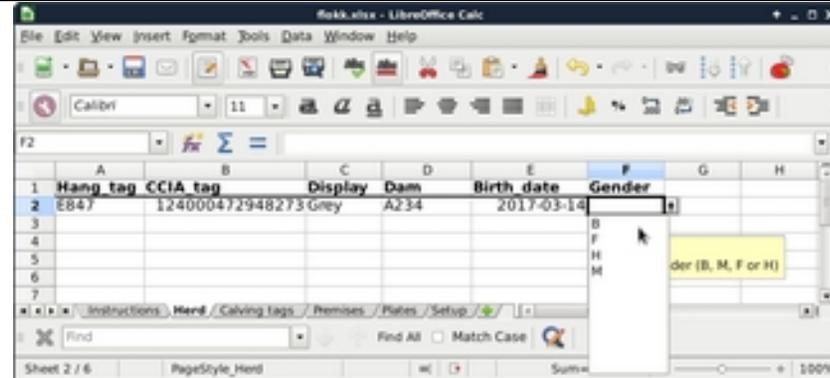
If you do not know the animals birth date, provide the best estimate that you can.

If you leave the birth date blank, and the animals Herd tag contains a single letter that is a valid birth year letter, the Flokk will use that as the animals birth year.

## Flokk display

Connect USB now  
DONE

## Computer screen



## Instructions

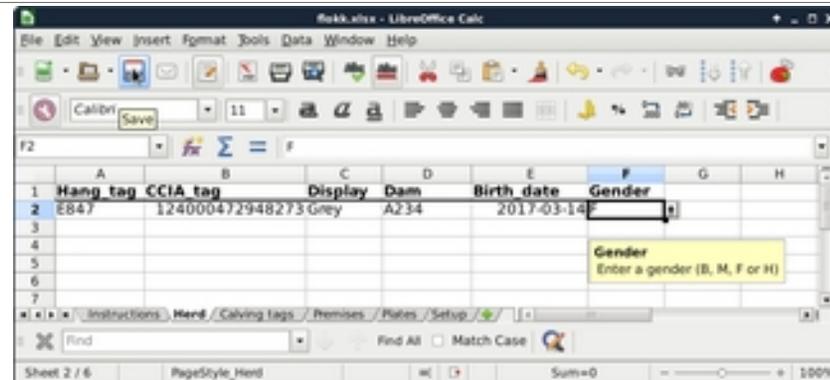
Enter or select the animals gender.

B = Bull  
F = Female  
H = Heifer  
M = Male

Whether an animal is neutered (i.e., a Steer) is recorded as a condition for the animal.

You can have all males recorded as neutered at birth by setting the “Neuter” option in the “Calving” section on the Setup workbook to Y.

Connect USB now  
DONE



Save the workbook.

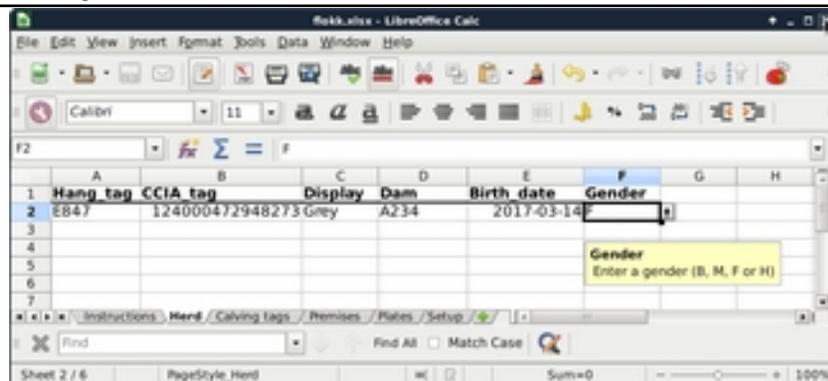
When you are initially entering your herd into your Flokk, it is recommended that you initially add only one or two animals, to see what, if any, errors occur.

Once you have successfully added a small number of animals, you can then quickly add the remaining animals without error.

## Flokk display

Connect USB now  
DONE

## Computer screen



## Instructions

Exit your spreadsheet program.

Connect USB now  
DONE

If necessary, eject the Flokk device from  
your computer.

Connect USB now  
DONE

Click the “Done” button on your Flokk.

Flok display	Computer screen	Instructions
<p>1 head loaded from Flok.xlsx</p>	<p>If all the animals loaded without error, your Flokk will display how many heads it loaded, and from which file.</p> <p>If there is an error found with any of the herd records, your Flokk will:</p> <ol style="list-style-type: none"> <li>1. display the message "Error in Herd worksheet. Read file Flokk_XLSX_load_errors.txt"</li> <li>2. copy the file which contained the errors to the file "Flok_needs_correction.xlsx"</li> <li>3. generate a file named "Flok_XLSX_load_errors.txt" which documents the problems that were found.</li> </ol> <p>You can re-enter file mode, open and read the Flokk_XLSX_load_errors.txt file, copy the records from Flok_needs_correction.xlsx to Flok.xlsx, and correct them.</p>	
<p>Flok Ready START OPTIONS</p>	<p>The animals are now loaded into your Flokk, and you can move on to another task.</p>	

## Adding an animal in the yard

The “Add animal” function must be used **only** to add a record to your Flokk of an animal that is already on your premises. The “Add animal” function does not report these animal addition to the CLTS, and should not be used when you bring animals to your location from another premises. Use the “Move in” function to add animals to your herd that originate from a different premises. See “Flokk user reference manual.pdf” for complete information.

<b>Flokk display</b>	<b>Instructions</b>	<b>More information</b>
	Ensure your Flokk is at the “Ready” display.	
<b>Flokk Ready START OPTIONS</b>	<b>Click the “Start” (left) function button.</b>	
<b>NONE Select Task</b>	<b>Click the right function button until the option “Add animal” is displayed.</b>	
<b>Add animal Select Task</b>	<b>Click the Done button.</b>	
<b>Not to be used if CLTS event required.</b>	The flock may display a warning message. Read the message, and wait for it to clear.	The message “Not to be used if CLTS event required” will be displayed the first two times you select this function, to remind you that this function should not be used if the animal addition involves a premises change that should be reported to the CLTS.

## Flokk display

Birth date  
Select item

## Instructions

Click the Done button.

## More information

Your Flokk is offering you a menu of all of the values that can be recorded for an animal:

- Hang tag
- Birth date
- Gender
- Display

As well as the options:

- CANCEL
- COMPLETE

You can provide the items in any order you like by using the left and right function buttons to select the item you wish to provide and pressing the “Done” button.

The order of the menu changes as you proceed. As values are provided for items, the items are moved after the CANCEL and COMPLETE options.

Items can be selected again, and their value updated, at any time before the “COMPLETE” option is selected.

Mar, 2019 ↑  
Birth date ↓

We are adding a three year old cow, born April 2017, to the herd.

**Click the left function button twice to remove two years from the displayed date.**

Only the birth year and month are collected when using the “Add animal” function. The animals birth date is recorded as the first of the month you choose.

Mar, 2019 ↑  
-YEAR +YEAR ↓

Flokk display	Instructions	More information
<pre> Mar, 2017  ↑ -<b>YEAR</b>  +<b>YEAR</b> ↓ </pre>	<p>Click the up toggle button once to add a month to the displayed date.</p>	<p>While waiting for you to provide input, the second line of the display will alternate between:</p> <ul style="list-style-type: none"> <li>• a prompt of what you are being asked for</li> <li>• the current function button actions</li> </ul>
<pre> Apr, 2017  ↑ -<b>YEAR</b>  +<b>YEAR</b> ↓ </pre>	<p>The correct birth date is now displayed.</p> <p>Click the Done button.</p>	
<pre> Hang tag? Select item </pre>	<p>Click the Done button to select “Hang tag”</p>	<p>When an item's name is followed by a question mark that item is required, but has not been provided yet.</p>
<pre> Red    1F  ↑ New Tag ↓ ----- Red    1F  ↑ ← CCC 9999A → ↓ </pre>	<p>We now need to provide the Hang tag for the animal. For the purpose of this example, the animal's Hang tag is “Yel 23F.”</p> <p>As the cursor is sitting under the tag colour, clicking the toggle button will change the tag colour.</p> <p>Click the down toggle button.</p>	<p>If there are no animals in the herd, the “Default tag template” that you set on the “Options” worksheet of Flokk.xlsx is used as the new Hang tag template.</p> <p>If there are animals in the herd, the existing Hang tag values are used to establish the template for new Hang tags.</p> <p>You will be presented as a default the first available hang tag for the birth year of the animal.</p>

Flokk display	Instructions	More information
<pre> Whi 1F  ↑ ← CCC 9999A  →↓ </pre>	<p>Click the down toggle button.</p>	<p>The template on the second line of the screen shows you what can be provided at each position:</p> <ul style="list-style-type: none"> <li>• CCC is the tag colour, which can be one of Bla, Blu, Gre, Ora, Pin, Pur, Red, Whi, or Yel.</li> <li>• 9 can be any digit (0-9)</li> <li>• A can be any character (A - Z)</li> </ul>
<pre> Yel 1F  ↑ ← CCC 9999A  →↓ </pre>	<p>The tag colour has now been set to Yellow. We now need to move the cursor to the correct location to set the first digit of the tag.</p> <p>Click the right function button.</p>	<p>If you need to cancel adding a new hang tag, click the left or right function button until the “CANCEL” message is displayed, then click the Done button.</p>
<pre> Yel _ 1F  ↑ ← CCC 9999A  →↓ </pre>	<p>Click the right function button.</p>	<p>If you click the up or down toggle with the cursor at this position, your Flokk will place a digit at the cursor position, then replace any spaces to the right of the cursor position with a “0”.</p> <p>In this example, if you clicked the “down” toggle with the cursor at this position, the Flokk would set the tag value to “101F”.</p>
<pre> Yel _ 1F  ↑ ← CCC 9999A  →↓ </pre>	<p>Click the right function button.</p>	

Flok display	Instructions	More information
←    Yel <u>1</u> F    ↑ CCC 9999A    →↓	<p>The cursor is now in the correct location to set the first digit of the Hang tag.</p> <p><b>Click the down toggle button.</b></p>	<p>Every part of the Hang tag to the left of the cursor is now set, and will not change.</p> <p>Clicking the toggle button will only change the value at the cursor position, unless it is necessary to change digits to the right of the cursor to avoid a Hang tag value that is already in use.</p>
←    Yel <u>1</u> F    ↑ CCC 9999A    →↓	<p><b>Click the down toggle button.</b></p>	<p>Your Flokk will <b>not</b> allow you select a Hang tag which is already either recorded for an animal in the herd, or among the calving tags.</p> <p>If you change the tag colour, a letter, or digit, so that the new tag matches a tag already in the herd or the calving tags, the Flokk will briefly display an error message, then will offer the next available tag which avoids a duplicate tag.</p>
←    Yel <u>2</u> 1F    ↑ CCC 9999A    →↓	<p>The first digit of the tag is now set. Now we need to move the cursor to the second digit.</p> <p><b>Click the right function button.</b></p>	
←    Yel    2 <u>1</u> F    ↑ CCC 9999A    →↓	<p><b>Click the down toggle button twice.</b></p>	
←    Yel    2 <u>3</u> F    ↑ CCC 9999A    →↓	<p>The Hang tag we require for the new animal is now displayed.</p> <p><b>Click the Done button.</b></p>	<p>If you want to cancel the collection of a Hang tag, click the left or right function button until “CANCEL” is displayed, then click the Done button.</p>
<p><b>Gender?</b> Select item</p>	<p><b>Click the Done button to select “Gender”</b></p>	

<b>Flokk display</b>	<b>Instructions</b>	<b>More information</b>
<b>Gender?</b> <b>BULL      FEMALE</b>	<b>Click the left function button to select “Bull”, or the right function button to select “Female”.</b>	
<b>Display</b> <b>Select item</b>	<b>Click the “Done” button to select “Display”</b>	Because the collection of a Display value is optional, there is no question mark after the item.
<b>NONE</b> <b>Select Display</b>	<b>Click the right and left function buttons until the Display value you want to use is presented.</b>	<p>If there are less than 50 head in the herd records, the CLTS cattle colour descriptions are offered for you to select from.</p> <p>If there are more than 50 head in the herd records, the existing Display values are offered for you to choose from, as long as there are less than 15 distinct Display values.</p> <p>You can establish a custom list of display values to choose from. See the user reference manual.</p>
<b>Black</b> <b>Select Display</b>	<b>Click the Done button to set the Display value.</b>	
<b>CANCEL</b> <b>Select item</b>	<b>Scan a CCIA tag with the Flokk's RFID reader that is not already in the herd records or the calving tags.</b>	This can be done at any time while adding the animal.
<b>CCIA set to</b> <b>124000251931113</b>		

Flok display	Instructions	More information
<p style="text-align: center;"><b>CANCEL</b> Select item</p>	<p>Click the right function button until “COMPLETE” is offered.</p>	<p>If you do not want to add the animal's record to the Flokk, select the “CANCEL” option instead.</p> <p>If you select the “COMPLETE” option, but a required value has not been provided, your Flokk will present an error message then return to you the menu of items.</p>
<p style="text-align: center;"><b>COMPLETE</b> Select item</p>	<p>Click the Done button to add the animal to the herd record.</p>	
<p><b>Added 1 head</b></p>	<p>Addition of the animal to the herd is now complete.</p>	
<p><b>Tag: Yel 23F</b> <b>Tag      Action</b></p>	<p>You are now at the Animal screen for the animal you just added.</p> <p>You should use the up and down toggle to scroll though the information for the animal to confirm it is correct.</p> <p>You can then complete Actions for the animal, or press the Done button to return to the “Flok Ready” screen.</p>	

## Recording a new calf

These instructions outline how to add a calf to your Flokk without doing any preparatory work, i.e. without populating the calving tags record.

Adding the CCIA and Hang tags that you will apply to your calves to your Flokk prior to calving will reduce the effort, and time, required to collect calving records. There are several options available to quickly add your calving tags to your Flokk. See “Flokk user reference manual.pdf” for complete information.

<b>Flokk display</b>	<b>Instructions</b>	<b>More information</b>
	Ensure your Flokk is at the “Flokk Ready” screen.	
<b>Flokk Ready</b> <b>START OPTIONS</b>	<b>Click the “START” (left) function button.</b>	
<b>NONE</b> <b>Select Task</b>	<b>Click the right function button until the option “Add calf” is displayed.</b>	Other options in this menu include “Select tag”, “Move in animal”, “Add animal” and “SHUT DOWN”.
<b>Add calf</b> <b>Select Task</b>	<b>Click the Done button.</b>	

Flokk display	Instructions	More information
<b>Birth date?</b> Select item	<b>Click the Done button</b>	<p>The Flokk is offering you a menu of items that you need to provide to collect a calving record. The items you will need to provide are:</p> <ul style="list-style-type: none"> <li>• Birth date</li> <li>• Hang tag</li> <li>• Gender</li> <li>• Dam</li> </ul> <p>Other values can be recorded, and may be offered to you on this menu.</p> <p>You can select, and provide, the values in what ever order is convenient.</p> <p>If an item is followed by a question mark (“?”) that value is required and has not yet been provided.</p> <p>If an item is not followed by a question mark it either is not required, or has already been provided.</p> <p>If you select the “COMPLETE” option without providing all required values, an error message will be displayed and you will be returned to the menu of items.</p>
<b>Sat, Mar 28</b> <b>Birth date</b> ↓	For our example, the calf was born on March 26, two days ago.	If necessary, clicking the left and right function buttons will add or remove a week from the date.
<b>Sat, Mar 28</b> <b>-WEEK +WEEK</b> ↓	<b>Click the down toggle to remove a day from the birth date.</b>	
<b>Thu, Mar 27</b> <b>Birth date</b> ↑ ↓	<b>Click the down toggle to remove a day from the birth date.</b>	

Flokk display	Instructions	More information
<b>Thu, Mar 26</b> ↑ <b>Birth date</b> ↓	The required birth date is now displayed.  <b>Click the Done button.</b>	The Flokk remembers the typical age of calves when they are added to the Flokk, and will offer the birth date that provides that age as the default when you add a calf.
<b>Hang tag?</b> <b>Select item</b>	We now need to provide the Hang tag for the calf.  <b>Click the Done button</b>	The ordering of the items in the menu changes as you add the calves information items.  Since the birth date has been provided, the “Birth date” option has been moved after the CANCEL and COMPLETE options, so that items that still need to be provided are given priority on the menu.  If you need to correct the value of an item, you can select it at any time and provide a new value.

## Flokk display

<u>Y</u> e1	1H	↑
New	Tag	↓
<hr/>		
<u>Y</u> e1	1H	↑
← CCC	9999A	→↓

## Instructions

You need to provide a Hang tag for the calf.  
For our example, we are going to apply tag “Red 12H” to the calf.

## More information

The Flokk will provide a default tag that is:

- the colour set for the last calf or, failing that, the default tag colour set on the Configuration worksheet of Flokk.xlsx
- the current year letter, or current year as the first two digits
- the lowest numeric value not already in use

If you set the option “Default Hang tag from Dam” to “Y” in the Calving section of the Setup worksheet of Flokk.xlsx, the default Hang tag for a calf will be based on the Hang tag of it's Dam.

The template on the second line of the screen shows you what can be provided at each position:

- CCC is the tag colour, which can be one of Bla, Blu, Gre, Ora, Pin, Pur, Red, Whi, or Yel.
- 9 can be any digit (0-9)
- A can be any character (A - Z)

<u>Y</u> e1	1H	↑
← CCC	9999A	→↓

First, you need set the colour of the tag.  
**Click the up toggle button.**

As the cursor is under the tag colour, clicking the toggle button will change the colour.

The initial location of the cursor can vary. If all your tags are the same colour, the cursor will be placed at the first position of the letters and numbers. If you have multiple colours of tags, the cursor will start at the tag colour.

Flok display	Instructions	More information
<pre> Whi   1H   ↑ ← CCC 9999A →↓ </pre>	<p><b>Click the up toggle button.</b></p>	<p>The Flokk will not allow you to choose a Hang tag that already exists in the herd records or calving tags.</p> <p>If changing a value (e.g. the colour) results in a Hang tag value that is already in use, the Flokk will briefly display an error message, then will offer the next available Hang tag value that avoids a duplicate tag.</p>
<pre> Red   1H   ↑ ← CCC 9999A →↓ </pre>	<p>The correct colour is now set for the tag.</p> <p>You now need to set the first digit of the tag. To do that, you need to move the cursor to the correct position.</p> <p><b>Click the right function button.</b></p>	<p>The function buttons move the cursor to the right and left. The toggle button changes the value at the cursor.</p> <p>If you need to cancel the entry of a tag, click the right or left function button until the message “CANCEL” is displayed, then click the Done button.</p>
<pre> Red   _ 1H   ↑ ← CCC 9999A →↓ </pre>	<p><b>Click the right function button.</b></p>	<p>If you click the up or down toggle with the cursor at this position, your Flokk will place a digit at the cursor position, then replace any spaces to the right of the cursor position with a “0”.</p> <p>In this example, if you clicked the “down” toggle with the cursor at this position, the Flokk would set the tag value to “101H”.</p>
<pre> Red   _ 1H   ↑ ← CCC 9999A →↓ </pre>	<p><b>Click the right function button.</b></p>	<p>If you click the up or down toggle with the cursor at this position, your Flokk will place a digit at the cursor position, then replace any spaces to the right of the cursor position with a “0”.</p> <p>In this example, if you clicked the “down” toggle with the cursor at this position, the Flokk would set the tag value to “101H”.</p>
<pre> Red   _ 1H   ↑ ← CCC 9999A →↓ </pre>	<p>The cursor is now at the location for the first digit of the tag.</p> <p><b>Click the down toggle button.</b></p>	<p>Every part of the Hang tag to the left of the cursor is now set, and will not change.</p> <p>Clicking the toggle button will only change the value at the cursor position, unless it is necessary to change digits to the right of the cursor to avoid a Hang tag value that is already in use.</p>

Flokk display	Instructions	More information
Red 11H ↑ ← CCC 9999A →↓	You have now set the first digit set of the tag. The cursor now needs to be moved to the second digit of the tag.  <b>Click the right function button.</b>	
Red 11H ↑ ← CCC 9999A →↓	<b>Click the down function button.</b>	
Red 12H ↑ ← CCC 9999A →↓	The required tag value is now displayed.  <b>Press the Done button.</b>	The Hang tag will now be set for the calf.
<b>Gender?</b> <b>Select item</b>	<b>Click the Done button.</b>	We now want to set the calfs gender.
<b>Gender?</b> <b>BULL FEMALE</b>	<b>Press the left function button for a Bull calf, the right function button for a Female calf.</b>	Whether an animal is neutered (i.e., a Steer) is recorded as a condition of the animal, not as a gender.  Once you have set the gender of a calf to Bull, you will be offered the “Neuter” option. Selecting this will apply the Neutered condition to the calf.  You can have all male calves recorded as neutered at birth by setting the “Neuter” option to “Y” in the “Calving” section on the Setup worksheet.
<b>Display</b> <b>Select item</b>	<b>Click the Done button.</b>	

Flokk display	Instructions	More information
<p style="text-align: center;"><b>NONE</b> Select Display</p>	<p><b>Click the right and left function buttons until the Display value you want for the calf is offered.</b></p>	<p>If you do not want to set a Display value, chose “NONE”.</p> <p>If there are less than 50 head in the herd, in addition to any display values you have provided in the herd record, the CLTS standard cattle colour descriptions are also offered for you to select from.</p> <p>If there are more than 50 head in the herd record, the Display values you already assigned to animals are offered for you to choose from, as long as there are less than 15 distinct Display values.</p> <p>You can establish a custom list of display values to choose from. See the user reference manual.</p>
<p style="text-align: center;"><b>Black</b> Select Display</p>	<p><b>Click the Done button.</b></p>	
<p style="text-align: center;"><b>Dam?</b> Select item</p>	<p><b>Click the Done button.</b></p>	

Flokk display	Instructions	More information
<pre> <u>Gre</u> 2B   ↑ Select Dam ↓ ----- <u>Gre</u> 2B   ↑ ← CCC 99A →↓ </pre>	<p>You now need to select the Hang tag of the Dam.</p> <p>For the purpose of this exercise, we want to select cow “Yel 67U” as the Dam for this calf.</p>	<p>Only the Hang tags of the cows in your herd will be offered to choose from when setting a Dam for a calf.</p> <p>If you can safely access the CCIA tag of the Dam, scanning the Dam's tag will also set the Dam for the calf.</p> <p>The template “CCC 99A” on the second line reminds you how your Hang tags are formatted, and what can be located at each position:</p> <ul style="list-style-type: none"> <li>• CCC is a tag colour, which can be one of Bla, Blu, Gre, Ora, Pin, Pur, Red, Whi, or Yel.</li> <li>• 9 can be any digit (0-9)</li> <li>• A can be any character (A - Z)</li> </ul>
<pre> ← <u>Gre</u> 2B   ↑   CCC 99A →↓ </pre>	<p>First, you need to select the colour of the tag.</p> <p><b>Click the down toggle button.</b></p>	<p>The function buttons move the cursor to the right and left. The toggle buttons change the value at the cursor.</p> <p>Because the cursor is located under the tag colour, the colour will be changed each time you click the up or down toggle.</p>
<pre> ← <u>Pin</u> 6Z   ↑   CCC 99A →↓ </pre>	<p><b>Click the down toggle button.</b></p>	<p>Since we have changed the tag colour to Pink, the Flokk is displaying the Hang tag with the lowest numeric value that is coloured Pink</p>
<pre> ← <u>Red</u> 5Q   ↑   CCC 99A →↓ </pre>	<p><b>Click the down toggle button.</b></p>	<p>The tag letters and numbers changed because there was no tag with the colour Red and the value 6Z.</p>

Flokk display	Instructions	More information
<p>← <b>Yel</b> <u>2</u>R    ↑</p> <p>← <b>CCC</b> <b>99A</b>    →↓</p>	<p>You now have the colour of the tag set.</p> <p>We need to move the cursor to the first digit of the tag so that we can select “6”.</p> <p><b>Click the right function button.</b></p>	<p>If you need to cancel the selection or entry of a tag, click the right or left function button until the message “CANCEL” is displayed, then click the Done button.</p>
<p>← <b>Yel</b> <u>_</u>2R    ↑</p> <p>← <b>CCC</b> <b>99A</b>    →↓</p>	<p>You now need to set “6” as the first digit of the tag.</p> <p><b>Click the down toggle button.</b></p>	<p>Now that the colour has been set to Yellow, the Flokk will only offer tags whose colour is Yellow.</p>
<p>← <b>Yel</b> <u>4</u>7B    ↑</p> <p>← <b>CCC</b> <b>99A</b>    →↓</p>	<p><b>Click the down toggle button.</b></p>	<p>There are no Yellow tags in the herd with 1, 2, or 3 as the first digit, so the first tag offered starts with a 4.</p> <p>As there was no Yellow tag starting with a “4” before 47B, that is the one offered.</p>
<p>← <b>Yel</b> <u>6</u>3S    ↑</p> <p>← <b>CCC</b> <b>99A</b>    →↓</p>	<p>You now have the required “6” in the first digit position. You need to move the cursor to the second digit location.</p> <p><b>Click the right function button.</b></p>	<p>There were no Yellow tags in the herd with a “5” as the first digit, so the Flokk offered the first Yellow tag starting with a “6”, tag “Yel 63S”.</p>
<p>← <b>Yel</b> <u>6</u>3S    ↑</p> <p>← <b>CCC</b> <b>99A</b>    →↓</p>	<p>You now need to set a “7” in the second numeric position.</p> <p><b>Click the down function button.</b></p>	
<p>← <b>Yel</b> <u>6</u>5X    ↑</p> <p>← <b>CCC</b> <b>99A</b>    →↓</p>	<p><b>Click the down function button.</b></p>	<p>There was no Yellow tag starting with “64”, so the Flokk skipped to tag “Yel 65X”.</p>
<p>← <b>Yel</b> <u>6</u>7U    ↑</p> <p>← <b>CCC</b> <b>99A</b>    →↓</p>	<p>This is the Hang tag of the cow we want to select as the dam for this calf.</p> <p><b>Click the Done button.</b></p>	<p>If there had been more than one tag that started with “Yel 67” (e.g., “Yel 67R”) then you would have had to move the cursor to right most position, and click the down toggle to select the correct letter.</p>

Flok display	Instructions	More information
<b>CANCEL</b> Select item	<b>Scan a CCIA tag with the Flokk's RFID reader that is not already in the herd records or the calving tags.</b>	This can be done at any time while adding the calf. If you select the “CANCEL” option, then addition of the calf to the herd records is cancelled, and no updates are made to any records.
<b>CCIA set to 124000251931112</b>		If you scan the CCIA tag of a cow, that cow will be set as the Dam for the calf.
<b>CANCEL</b> Select item	<b>Click the right function button until “COMPLETE” is displayed.</b>	If you click the Done button while “CANCEL” is displayed, the Flokk will return to the “Flok Ready” screen without adding the calf to the herd records.
<b>COMPLETE</b> Select item	<b>Click the Done button</b>	Your Flokk can also collect whether a Bull calf is neutered, still born calves, calving ease, and birth weight. See “Flok user reference manual.pdf” for complete information.
<b>Added 1 calf</b>	The calf's record has been added to the herd records.	
<b>Tag: Red 12H</b> <b>Tag Action</b>	You are now at the Animal screen for the calf you just added. You should use the up and down toggle switch to review the calf’s information to confirm it is correct. If there is an error, click the right function button to choose “Action” and select the “Edit” option to correct the calf’s information. You can click the Done button to return to the “Flok Ready” screen.	In addition to adding the calf to the herd record, the Flokk will have added an entry to CLTS_BIRTHDATE.csv. This file will need to be uploaded to the CLTS, then deleted from the Flokk.

## Updating an animals herd record

These instructions show how to select an animal, and how to update the information recorded for the animal.

For the purposes of this example, we are going to correct the Dam of calf “Yel 36G” from “Yel 25A” to “Yel 47Z”.

Flokk display	Instructions	More information
	Ensure your Flokk is at the “Flokk Ready” screen.	
<b>Flokk Ready</b> START OPTIONS	<b>Click the “Start” (left) function button.</b>	If you can safely access the calfs CCIA tag, scanning the calfs tag will select the calf, in which case you could proceed to the step that begins “You are now at the “Animal” screen.”
NONE Select Task	<b>Click the right function button until the option “Select tag” is displayed.</b>	
Select tag Select Task	<b>Click the Done button.</b>	The “Select tag” task allows you select an animal by it’s Hang tag. All operations on animals begin with the selection of an individual animal.
← <u>Yel</u> 2B ↑ CCC 99A →↓	We want to correct the dam of calf “Yel 36G”, so we need to select the calf’s hang tag value.  <b>Click the right function button to move the cursor to the blank space above the first “9” in the tag template.</b>	The second line, “CCC 99A” shows you the template for the Hang tags. In this example, all the Hang tags have a colour, followed by one or two digits, and a single character, e.g. “Yel 2B”, “Yel 34B”.  The initial location of the cursor can vary. If all your tags are the same colour, the cursor will start at the first position of the letters and numbers. If you have multiple colours of tags, the cursor will start at the tag colour.

Flokk display	Instructions	More information
<pre> Yel  _2B  ↑ ← CCC 99A  →↓ </pre>	<p>Click the “down” toggle three times, until there is a “3” at the cursor position.</p>	
<pre> Yel  35U  ↑ ← CCC 99A  →↓ </pre>	<p>Click the right function button until the cursor is under the second digit (the “5”) in the hang tag.</p>	<p>The Flokk is now displaying the first animal in the herd that has a “3” as the first digit in it’s tag, and whose second digit is equal to or greater than “2”. This is animal “35U”</p>
<pre> Yel  35U  ↑ ← CCC 99A  →↓ </pre>	<p>Click the “down” toggle until there is a “6” at the cursor position.</p>	<p>The first animal in the herd whose Hang tag begins with “36” (tag 36G) is the one we want to select.</p>
<pre> Yel  36G  ↑ ← CCC 99A  →↓ </pre>	<p>This is the Hang tag of the calf we want.</p> <p>Click the Done button to select the calf.</p>	
<pre> Tag: Yel  36G TAG      ACTION ----- 124000214165232 TAG      ACTION ----- Black brockle face TAG      ACTION ----- Heifer calf TAG      ACTION ----- Dam: Yel  25A TAG      ACTION </pre>	<p>You are now at the “Animal” screen.</p> <p>Click the right, “ACTION” function button.</p>	<p>We have now selected the animal. The Flokk display the information it knows about the animal. You can move between information items using the toggle switch.</p>
<pre> NONE Select Action </pre>	<p>Click the right function button until “Edit” is displayed.</p>	<p>The Action menu will offer all of the actions that can be applied to an animal. The options offered will depend on the characteristics of the animal, and how the Flokk has been set up.</p>

Flokk display	Instructions	More information
<p style="text-align: center;">Edit Select Action</p>	<p><b>Click the Done button.</b></p>	<p>There is no edit menu item for CCIA tag.</p> <p>Scanning a new CCIA tag, i.e. one not known to the Flokk, will update the selected animals CCIA tag.</p> <p>Scanning the CCIA tag applied to a cow will update an animals Dam.</p>
<p style="text-align: center;">Hang tag Select edit item</p>	<p>The Edit menu offers all the items recorded for the animal. You need to select the item you wish to update.</p> <p><b>Click the right function button until “Dam” is displayed</b></p>	
<p style="text-align: center;">Dam Select edit item</p>	<p><b>Click the Done button.</b></p>	<p>The Flokk will allow you to pick from the hang tags of all the cows in the herd.</p> <p>Select the tag the same way you selected the calfs tag; use the left and right function keys to select a character, number, or tag colour, and use the up and down toggle to change the value.</p> <p>You can also set the Dam by scanning the Dam’s CCIA tag with the Flokks’s RFID reader.</p>
<p style="text-align: center;">Yel 25A    ↑ Select Dam</p> <hr style="width: 10%; margin: 0 auto;"/> <p style="text-align: center;">Yel 25A    ↑ ← CCC 99A    →↓</p>	<p>The Flokk will display the current dam for the animal.</p> <p><b>Select tag “Yel 47Z”.</b></p>	
<p style="text-align: center;">Yel 47Z    ↑ Select Dam →↓</p>	<p><b>Click the Done button.</b></p>	<p>If you do not wish to update any of the animals information, chose the “CANCEL” option from this menu.</p>
<p style="text-align: center;">Hang tag Select edit item</p>	<p>Cow “Yel 47Z” has now been set as the Dam for the calf. If you wished to, you could select and update other items for the animal.</p> <p>However, we only want to update the Dam for the calf.</p> <p><b>Click the right function button until “COMPLETE” is displayed.</b></p>	

Flokk display	Instructions	More information
<b>COMPLETE</b> Select edit item	<b>Click the Done button</b>	
<b>Tag: Yel 36G</b> <b>TAG ACTION</b> <hr/>	You have returned to the animal display screen. <b>Click the Done button to return to the “Flokk Ready” screen.</b>	You could perform additional actions on this animal if required.
<b>124000214165232</b> <b>TAG ACTION</b> <hr/>		You can select another animal without returning to the “Flokk Ready” screen by clicking the “TAG” function key, or scanning the CCIA tag of another animal.
<b>Black brockle face</b> <b>TAG ACTION</b> <hr/>		
<b>Heifer calf</b> <b>TAG ACTION</b> <hr/>		
<b>Dam: Yel 47Z</b> <b>TAG ACTION</b> <hr/>		
<b>Flokk Ready</b> <b>START OPTIONS</b>	You are now back at the “Flokk Ready” screen, and can start another task.	

## Moving animals into your herd from another premises

This Flokk function is used to add animals into your herd from another premises. Examples of this would be the purchase of replacement heifers, the purchase of a bull, or movement of calves into your premises for finishing.

Flokk display	Instructions	More information
	Ensure your Flokk is at the “Flokk Ready” screen.	
<b>Flokk Ready</b> <b>START OPTIONS</b>	<b>Scan the CCIA tag of the first animal you are moving into the heard.</b>	Every animal moved between premises must have a CCIA tag attached.
<b>124000251931112</b> <b>Not recognized</b>	The Flokk is telling you that it does not recognize the CCIA tag. Wait for the message to clear.	A CCIA tag is not recognized when it is neither associated with an animal in the herd file, nor is among the calving tags.
<b>NONE</b> <b>Select action</b>	<b>Click the right function button until the “Move in animal” option is displayed.</b>	There are several options to deal with an unrecognized CCIA tag. See “Flokk user reference manual.pdf” for complete information.
<b>Move in animal</b> <b>Select action</b>	<b>Click the Done button.</b>	The “Move in animal” option will not be offered if you have not provided your CLTS account id, and a Premises ID, to your Flokk.

## Flokk display

Birth date?  
Select item

---

Birth date?  
0 head In

## Instructions

Click the Done button.

## More information

You need to provide a birth date, hang tag, and gender for the first animal you move into the herd.

For the second and subsequent animals, you need only provide the Hang tag. Unless you provide a different value, the Flokk will use the birth date, gender, and display value of the first animal.

You will also need to provide the license plate of the transport used to bring the animals to your premises.

The second line of the display will alternate between the message “Select item” and the count of animals that are being moved into the herd. The count is currently zero because we have not finished moving in the first animal.

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Mar, 2019 ↑  
Birth date ↓

---

Click the up toggle button once.

For this example, we are going to move in two replacement heifers, born in April of 2019, which have the hang tags 25G and 28G.

Mar, 2019 ↑  
-YEAR +YEAR ↓

When moving in animals, the Flokk collects only the month and year of birth. The up and down toggle will change the month, and the left and right function keys will change the year.

The birth will be recorded as the first of the month selected.

Flokk display	Instructions	More information
<pre> Apr, 2019  ↑ Birth date ↓ </pre>	Click the Done button	
<pre> Hang tag? Select item </pre> <hr/> <pre> Hang tag? 0 head In </pre>	Click the Done button	We are now going to enter the Hang tag of the first animal.
<pre> Ye1  1G  ↑ New Tag ↓ </pre> <hr/> <pre> ← Ye1  1G  ↑ CCC 9999A →↓ </pre>	<p>We now need to enter the Hang tag of the animal. The first heifer has hang tag 25G.</p> <p><b>Click the left function button to move the cursor one position left.</b></p>	<p>You can use the Hang tag already applied to the animal as long as:</p> <ul style="list-style-type: none"> <li>the tag format matches the format of the tags already in the herd</li> <li>the tag value is not already in the herd.</li> </ul> <p>Your Flokk will offer as a default the first Hang tag value available for the birth year of the animal.</p>
<pre> ← Ye1  _1G  ↑ CCC 9999A →↓ </pre>	Click the down toggle three times.	
<pre> ← Ye1  21G  ↑ CCC 9999A →↓ </pre>	<p>The 2 is now set.</p> <p><b>Click the right function key to move the cursor one position to the right.</b></p>	
<pre> ← Ye1  21G  ↑ CCC 9999A →↓ </pre>	Click the down toggle four times	
<pre> ← Ye1  25G  ↑ CCC 9999A →↓ </pre>	<p>This is the Hang tag we want to use.</p> <p><b>Click the Done button.</b></p>	
<pre> Gender? Select item </pre>	Click the Done button	We are now going to set the animals gender.
<pre> Gender? BULL  FEMALE </pre>	Click the right (FEMALE) function button.	

Flokk display	Instructions	More information
<b>Display</b> <b>Select item</b>	<b>Click the right function button until “NEXT ANIMAL” is offered.</b>	You can, optionally, record a display value for the animal. We are not going to do so in this example.
<b>NEXT ANIMAL</b> ←                      →	<b>Click the Done button</b>	
<b>1 head ready for move in.</b>	The Flokk is letting you know that the first animal is ready to be moved in. Wait for the message to clear.	

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**Flokk display****Instructions****More information**

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**Scan next**  
**CANCEL COMPLETE**

The Flokk is now waiting for you scan the next animal to be moved in.  
**Scan the CCIA tag of the next animal to be moved in.**

If you press the left (CANCEL) function button, the move-in will be cancelled and no animals will be added to the herd.

If your press the right (COMPLETE) function button, the Flokk will check to see if everything required for the move in has been provided and, if it has, the move in will be completed and the animals will be added to the herd.

It is not absolutely necessary to select the “NEXT ANIMAL” option. As long as you have provided the minimum required values for the current animal, scanning an unknown CCIA tag will begin the process of adding the next animal to the move in.

In other words, once you have added the first animal to the move in, all you need to do is move down the squeeze and for each animal:

1. scan it's CCIA tag
2. set it's Hang tag

for the remaining animals, as long as the gender, age, and display value is the same for all the animals..

---

**Adding**  
**124000251931113**

The Flokk has started the addition of the second animal.

---

Flok display	Instructions	More information
Birth date Select item	<b>Click the right function button.</b>	<p>Notice that “Birth date” is now displayed <b>without</b> a following question mark.</p> <p>This lets you know that you do not have to provide a birth date. The Flokk will use the birth date of the first animal for all animals in the move in.</p>
Hang tag? Select item	<b>Click the done button.</b>	<p>Notice that “Hang tag?” is displayed <b>with</b> a following question mark.</p> <p>This reminds you that you must provide a Hang tag for each animal in the move in.</p>
Hang tag? 1 head In	<p>We now need to enter the Hang tag of the second animal. The second heifer has hang tag 28G.</p> <p><b>Using the same process as the first animal, set the animals Hang tag to 28G.</b></p>	<p>If, in the process of setting the tag to “Yel 28G”, you set the tag to “Yel 25G”, the message:</p> <pre style="text-align: center;">           Yel   25G           Already in herd         </pre> <p>will be displayed.</p> <p>Wait for the message to clear. The Flokk will have advanced the tag value to “Yel 26G”. Continue clicking the down toggle until the tag reads “Yel 28G”</p>
Yel   1G   ↑ New Tag ↓ ----- Yel   1G   ↑ ← CCC 9999A → ↓	<p>We now need to enter the Hang tag of the second animal. The second heifer has hang tag 28G.</p> <p><b>Using the same process as the first animal, set the animals Hang tag to 28G.</b></p>	<p>If, in the process of setting the tag to “Yel 28G”, you set the tag to “Yel 25G”, the message:</p> <pre style="text-align: center;">           Yel   25G           Already in herd         </pre> <p>will be displayed.</p> <p>Wait for the message to clear. The Flokk will have advanced the tag value to “Yel 26G”. Continue clicking the down toggle until the tag reads “Yel 28G”</p>
Yel   28G   ↑ ← CCC 9999A →	<b>Click the Done button</b>	<p>We do not need to set the Birth date or Gender for the second animal, as the Flokk will use the values of the first animal.</p> <p>We will now set the license plate of the transport that brought the animal to your premises.</p>
Birth date 1 head In	<b>Click the right function button until “Vehicle?” is displayed.</b>	<p>We do not need to set the Birth date or Gender for the second animal, as the Flokk will use the values of the first animal.</p> <p>We will now set the license plate of the transport that brought the animal to your premises.</p>

<b>Flokk display</b>	<b>Instructions</b>	<b>More information</b>
<b>Vehicle?</b> Select item	Click the Done button.	The question mark after “Vehicle” indicates that this must be provided before we can finish the move in.
<b>7RG2-21</b> Select Vehicle	Click the right function button until the plate “2FR3-76” is offered.	The license plates “7RG2-21” and “2FR3-76” have been used in prior moves, so are available to be chosen from.  The license plates of trailers or trucks that will be used to move your animals can either be added to the Flokk in the office (if they are known) or at the chute. See the user reference manual for complete information.
<b>2FR3-76</b> Select Vehicle	Click the Done button.	
<b>Birth date</b> 1 head In	Click the right function button until “COMPLETE” is offered.	
<b>COMPLETE</b> < >	Click the Done button.	We are completing the move in.
<b>Moved in 2 head.</b>	The Flokk is confirming that two head were moved into the herd.	
<b>Flokk Ready</b> <b>START OPTIONS</b>	The Flokk has returned to the Ready screen. You can now start another task.	The Flokk will have: <ul style="list-style-type: none"> <li>1. Added the animals to your herd records.</li> <li>2. Added entries to CLTS_MOVEIN.csv</li> </ul> <p>The contents of CLTS_MOVEIN.csv will need to be uploaded to the CLTS, then the file deleted from the Flokk.</p>

## Moving animals to market

Flok display	Instructions	More information
<b>Flokk Ready</b> START OPTIONS	Ensure your Flokk is at the “Flokk Ready” screen.	Animals that are being moved off of your premises must have a CCIA tag.
<b>Tag: Yel 005H</b> TAG ACTION	The Flokk will display the animal whose tag you scanned. <b>Click the right (Action) function button.</b>	
NONE Select Action	<b>Click the right function button until “Remove to Market” is displayed.</b>	
<b>Remove to Market</b> Select Action	<b>Click the Done button.</b>	<p>There are four options in the Action menu related to animal movement.</p> <p>The “Move to Pen” and “Move to Premises” move animals to another location, but retain them in your herd records.</p> <p>The “Remove to Market” and “Remove to Premises” options move animals to another premises, and also remove them from your herd records.</p> <p>These options will not be offered if:</p> <ul style="list-style-type: none"> <li>• you have not provided your CLTS id</li> <li>• you have not provided and set a premises</li> <li>• there are no animals with CLTS tags in their herd record</li> </ul>

Flok display	Instructions	More information
Destination? 1 head Out	Click the Done button.	<p>The Flokk is presenting you with a menu of the options that will need to be set to complete the move to market.</p> <p>The items you will need to provide are:</p> <p><b>Destination:</b> The premises of the auction mart or processing plant where the animals are being set</p> <p><b>Vehicle:</b> The trailer or truck the animals will be moved in</p> <p>The Flokk is also showing how many animals will be moved out. The count is already 1, as the animal you initially selected has been included in the move out.</p>
OTHER Select Dest.	Click the Done button	<p>In this example, no premises other than the home premises have been defined, so only the OTHER option is offered. We will need to add the destination premises at the chute.</p> <p>If you know the premises you will be shipping animals to, you can add them to the Flokk in advance. You can then just pick from the list of premises, rather than having to select it at the chute.</p>

Flokk display	Instructions	More information
<p style="text-align: center;"><b>AB</b></p> <p>Select Province</p>	<p>Click the right function button until “MB” is displayed.</p>	<p>The Flokk contains many common premises ID's that you can add to your list of premises.</p> <p>They are organized by province, so you will need to choose the province where the premises you are shipping to is located.</p> <p>In this example, we are going to ship them to the Gladstone Auction Market in Manitoba.</p>
<p style="text-align: center;"><b>MB</b></p> <p>Select Province</p>	<p>Click the Done button</p>	
<p style="text-align: center;"><b>Auction mart</b></p> <p>Select Type</p>	<p>Click the Done button</p>	<p>The types of destinations are:</p> <ul style="list-style-type: none"> <li>• Auction mart</li> <li>• Exhibition</li> <li>• Feedlot</li> <li>• Other</li> <li>• Pasture</li> </ul>
<p style="text-align: center;"><b>Ashern Auction M</b></p> <p style="text-align: center;">←                      →</p>	<p>Click the right function button until “Gladstone Auctio” is displayed.</p>	<p>This menu of Auction marts contains an “Other” option.</p> <p>When selected, the Flokk will allow you to input any premises ID for the province, allowing you to add a premises that is not defined in the Flokk.</p>
<p style="text-align: center;"><b>Gladstone Auctio</b></p> <p style="text-align: center;">←                      →</p>	<p>Click the Done button.</p>	<p>The destination premises has been set to “MB1053258”.</p>
<p style="text-align: center;"><b>Vehicle?</b></p> <p style="text-align: center;"><b>1 head Out</b></p>	<p>Click the Done button</p>	<p>We now need to set the vehicle that will be used to carry the animals.</p>

Flok display	Instructions	More information
<p><b>NEW</b> Select Vehicle</p>	<p>Click the Done button</p>	<p>In this example, no plates have been added to the Flokk.</p> <p>If you know the license plate numbers of the trailers and/or trucks that will be used to move your animals, you can add them to the Flokk ahead of time, so that you do not have to enter them at the chute.</p>
<p><b>AB</b> Select Province</p>	<p>Click the Done button</p>	<p>The Flokk needs to use a template for the license plate number. These are organized by province.</p>
<p><b>9AA9-99</b> Select Template</p>	<p>Click the Done button</p>	<p>The first template offered is the one for trailers, is the most likely template we will use.</p> <p>The templates contain a “9” where the plate may have digit (i.e. 0-9) and an “A” where the plate may have a letter (i.e. A-Z).</p>
<p><b>0AA0-00</b>    ↑ ← Enter plate →↓</p>	<p>Click the down toggle button until a “7” is displayed in the first position.</p>	<p>The plate on the trailer that will be used to ship our animals is “7RG2-21”.</p>
<p><b>7AA0-00</b>    ↑ ← Enter plate →↓</p>	<p>Click the right function button.</p>	
<p><b>7AA0-00</b>    ↑ ← Enter plate →↓</p>	<p>Click the down toggle button until an “R” is displayed in the second position.</p> <p>Then click the right function button.</p>	

Flokk display	Instructions	More information
<p>7RA0-00    ↑  ← Enter plate → ↓</p>	<p>Click the down toggle button until a “G” is displayed in the third position.</p> <p>Continue using the toggle buttons to change values, and the function buttons to move the cursor, until the desired license plate is displayed.</p>	
<p>7RG2-21    ↑  ← Enter plate → ↓</p>	<p>Click the Done button.</p>	<p>This license plate number will be stored in your plates record. The next time you ship animals, you will be able to select it from a list, rather than have to input it again.</p>
<p>ADD ANIMAL  1 head Out</p>	<p>Scan the CCIA tag of the next animal you want to ship.</p>	<p>You can also add animals to the move out by selecting the “ADD ANIMAL” option, and selecting an animals Hang tag.</p> <p>However, since animals must have a CCIA tag applied to be moved off of your premises, you will only be able to select the Hang tag of animals who have a CCIA tag in their record.</p>
<p>Adding  124000251931113</p>	<p>The animal with CCIA tag 124000251931113 has been added to the move out. The Flokk will briefly display this message.</p>	

Flok display	Instructions	More information
<p><b>ADD ANIMAL</b> 2 head Out</p>	<p>Click the right function button until the “COMPLETE” option is displayed.</p>	<p>Besides ADD ANIMAL, your Flokk may also offer the options:</p> <p>ADD PEN: Add all animals that were in the same pen as the first animal selected.</p> <p>ADD GROUP: Add groups of animal.</p> <p>Groups of animals include calves, yearlings, and mature animals of either, or both, genders.</p> <p>ONLY animals which have CCIA tag values in their herd records are added when these options are used.</p> <p>Heifers who have had the replacement condition applied to them will not be included when these options are used.</p> <p>You can continue adding animals by scanning their CCIA tags, or using the ADD ANIMAL, ADD PEN, or ADD GROUP functions, until all of the animals that are to be shipped have been included in the move.</p>
<p><b>COMPLETE</b> &lt; &gt;</p>	<p>Click the Done button</p>	<p>The two animals will now be moved out of the herd.</p>
<p><b>Disposed of</b> 2 head.</p>	<p>The Flokk will confirm that two animals have been disposed of.</p>	<p>For the two animals:</p> <ol style="list-style-type: none"> <li>1. Their herd records will be copied to herd_archive.csv.</li> <li>2. Their herd record will be deleted.</li> <li>3. An entry will be added to the CLTS_MOVEOUT.csv file, ready for uploading to the CLTS.</li> </ol>

**Flokk display****Instructions****More information**

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**Flokk Ready**  
**START OPTIONS**The Flokk returns to the “Flokk Ready” screen.

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