Cow Sense

Life Beyond Fortran

There's a natural resentment
When we don't understand,
For technical advances
Attributed to Man.

Now I'm learning evolution
And positions of the stars
And why it is that wives, most times,
Don't like you in the bars.

But the greatest of inventions
That I have ever seen
Is the flashing phosphorescence
Of a C.R.T.V. screen.

For those of you, unknowing,
It's part of a computer
That makes us all seem wise somehow
Smarter and astuter.

But I guess the thing that chaps me
Is it never makes mistakes!
It's always human error,
Power surges, earthquakes!

It's what you put into it
That determines your reward
Like dealin' square with strangers
And givin' part back to the Lord.

Commandment number seventeen
Is what it's all about;
Computin' just like livin',
Garbage in and garbage out!

by Baxter Black

Cow Sense

User's Guide

Version 4 for Windows

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Good job, and thanks to you all

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Chapter 1: Introduction to Cow Sense

Welcome to the Cow Sense Version 4 Series! We have worked hard to make this release of Cow Sense the most powerful and productive ever. We have extended the features that we have long envisioned for the Cow Sense family of products. All the while, we strive to maintain the ease of use for which Cow Sense is noted. We hope you will like the result and will experience the benefit that powerful, flexible, and *friendly* herd management software can bring to your operation.

If you have any ideas for improving the software call Midwest MicroSystems at 800-584-0040 or send a note to Midwest MicroSystems at 4701 Innovation Drive, Lincoln, Nebraska, 68521-5330. Also look for the Midwest MicroSystems web page at http://www.midwestmicro.com or send an e-mail message to support@midwestmicro.com

This chapter describes new features available in Cow Sense Version 4, how Cow Sense works, and the fundamental techniques you'll need to successfully run the program. In order to fully operate Cow Sense, you should know how to:

- Use a mouse to navigate in a Windows icon-oriented and drop-down menu environment.
- Operate Windows Explorer™ in Windows 95™ or higher.

INTRODUCING THE COW SENSE VERSION 4 SERIES

Version 4 has major feature enhancements at three levels: processing, user interface, and industry partnerships as illustrated in Figure 1-1. Processing and interface changes all are contained within the Cow Sense program.

Most obvious to you will be the enhancements to the user interface, and the functionality you find there in user-defined fields, global edits, breeding, semen inventory, embryo tracking and others. Equally important are the underlying changes to processing

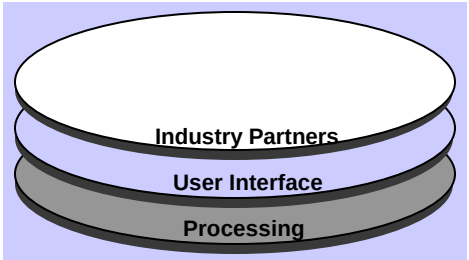


FIGURE 1-1. COW SENSE DESIGN LAYERS.

TIP: COW SENSE IS ALSO A PRACTICAL HERD RECORD KEEPING SYSTEM FOR BISON, ELK AND HORSE HERDS, AND SHEEP FLOCKS.

and data structure. You will not interact with these enhancements directly, but they make Cow Sense even more flexible and powerful, and enable all of the other improvements. Other enhancements allow you to exchange data easily and reliably with others in the industry, which eliminates the need for re-keying information you may receive from another source or that you may want to send to another link in the production chain. Such electronic data exchange is becoming a very important element of both emerging and traditional industry partnerships: in production systems, with breed associations, or simply a means of anonymously comparing performance within your herd to others who are in the business of producing beef.

We have worked hard to preserve the basic features and simplicity of Cow Sense while extending its reach, power, and flexibility. If you are a user of Cow Sense EZ-75 or Cow Sense Lite, you will find that some of these enhancements do not apply. We understand and appreciate your desire for a basic program, and we have provided you with additional flexibility and capability without forcing you to move to a level of record keeping that doesn't fit your operation or your needs.

Although Cow Sense provides comprehensive performance analysis for your cattle, it is also designed to make data entry as easy, fast, and error-free as possible. You will find extensive use of defaults and drop-down lists that save time and help you keep from making data entry errors.

Please look in Chapter 2 for instructions on installing, opening, and setting up your herd data.

AN OVERVIEW OF THE COW SENSE SUITE

Different modes of Cow Sense are tailored to different types of herd management. Features available in some modes are not available in others. To view key features by mode, refer to Appendix 1.

Cow Sense EZ-75 is designed for the cow-calf producer who keeps 75 or fewer cows. As its name implies, EZ-75 is easy to use. It contains several of the features of Cow Sense Commercial, but it restricts entry to 75 cow, and 15 bull records. Refer to Appendix 1 for more information on Cow Sense EZ-75.

Cow Sense Lite keeps herd and semen inventory, and calving records, analyzes reproductive performance, tracks individual and herd treatments, and records sales. It does not contain fields for recording individual weights or values for feedlot and carcass performance, EPDs, and pedigrees. It provides for only two user-defined fields per calf, cow or bull

table. This mode does not restrict the number of animals you can entering into the system.

Cow Sense Commercial provides all the features of Cow Sense Lite, but it is designed for producers who want to use weights, and feedlot and carcass data as a measure of cow and bull performance. It also allows much more flexibility in customizing user-defined data fields. Like Cow Sense EZ-75 and Lite, it does not allow producers to track pedigrees and cow EPDs.

Cow Sense Purebred, for seed stock producers, builds on Cow Sense Commercial, adding pedigrees, embryo transfer features, and cow EPDs on animal records. It also links to the optional Sale Manager.

The ***Cow Sense Sale Manager***—a stand-alone companion to Cow Sense—prepares sale sheets with the most current performance data you have entered, tracks customers and their lifetime purchases, prints mailing labels, and clerks sales. It further will produce galley proofs of sale catalogs, without you having to type a single pedigree or performance record.

The ***Premium Interface Component*** is an optional program that is designed for electronic data exchange with breed associations or within value added production systems. The software handles all of the technical aspects of data structure and file layouts and gives you the simple convenience of menu driven commands. You can apply a predefined data structure for a specific application to your Cow Sense herd, then simply select import and export routines that are written for specific data exchange functions. Validations operate in the background to ensure that data requirements are met on both import and export.

MULTIPLE HERD MANAGEMENT

The Cow Sense Lite, Commercial and Purebred modes let you keep multiple herds, and they do not limit herd size. Cow Sense EZ-75 limits you to one herd file in which you can keep up to 75 cow and 15 bull records.

Cow Sense lets you track up to two groups (plus breed groups) within each herd for cows, bulls, calves and yearlings. Within-herd groupings are important for detailed analysis and to calculate ratios for contemporary groups (cattle subjected to the same environmental and management conditions). Cow Sense keeps track of the lifetime production of each cow and each bull (if you identify individual sires) in your herd. It compiles each animal's performance and provides you with measures that you can use to rank and cull your herd. Cow Sense will rank individuals, compare groups, examine production history, calculate a break-even price and more.

CONCURRENT PRODUCTION CYCLES

Cow Sense Version 4 permits *concurrent* production cycles. You do not have to complete one production cycle before beginning another, and when you begin a new production cycle, you can select a specific group of cows. Concurrent production cycles is illustrated on the flow chart in Figure 1-2 by the *stacked boxes* for Run New Cycle.

Notice the production cycle selector box on the main tool bar, illustrated as Item M in Figure 1-3. Use this selector to make any production cycle the current cycle for reporting or entering data. The selector tells you the date and status of the production cycle, along with the descriptive notation. You can select a different production cycle by clicking on the Hot button.

Run New Cycle now begins with a prompt for selecting the cows to put into the cycle, as well as the date the cycle is to begin. Cow Sense makes standard selection tools available, along with the option to simply select "All Active Cows". Furthermore, Cow Sense includes a timesaving feature that automatically builds calf IDs from dam IDs, *including a prefix or suffix to distinguish the calf from the dam.*

Version 4 gives you the ability to lock production cycles so that they do not update. This new feature significantly enhances performance and preserves computations that are specific to a particular production cycle. You even have the option of selecting individual breed specifications on each production cycle you create. You continue to have the freedom to edit calf records on any production cycles that are not locked and the confidence that those changes will be reflected in subsequent updates.

CUSTOMIZED DATA FIELDS

Version 4 permits virtually unlimited flexibility in customizing the data structure by allowing you to create data fields or change labels for selected standard fields. Cow Sense Lite does not allow customized data fields, however.

REPORTING TOOLS

In addition to storing user defined data elements, Cow Sense Version 4 gives you all the power of the query and reporting tools for those data elements during analysis. The query is a means for you to *select* a subset of records by using simple drop down boxes to generate comprehensive selection formulas. Custom reports allow you to place any combination of data elements on a report for cows, bulls, or calves. Working together, these tools

bring the real power of computing to your herd management and decision-making process.

Cow Sense provides a comprehensive set of standard, ready-to-run reports with powerful query and sorting tools. For the more demanding user, the Cow Sense report designer in Lite, Commercial and Purebred, links directly into your herd database and gives complete flexibility to design, name, and save any report. You can also build summary calculations of your own into a report or you can create custom sorts and queries, name them, and save them.

Cow Sense also comes with a library of sample queries and sample reports to illustrate their use. Load these samples into your own herd and use them, or modify them to suit your needs. Refer to Chapter 5 for more information on using the Open Library function.

Additionally, Cow Sense now has a new custom print report engine that is far superior to the custom print report engine in previous releases. The new custom print report feature allows you to add grid lines (useful for custom field forms) and double spaces, or change fonts.

EXPORTING FEATURES

Cow Sense permits you to export data for comparative analysis, graphs, and charting. This is a valuable feature if you're visually-minded or if you want to present data graphically to potential customers or partners. You can load Cow Sense data into other commercially available software tools to conduct any type of analysis you wish.

IMPORTING FEATURES

Cow Sense Lite, Commercial and Purebred also let you import data. For example, if you use an electronic scale with memory capability, you can load tab-delimited weight data off the scale and into Cow Sense.

BREEDING EVENT TRACKING

Because reproductive performance is critical, you can enter virtually unlimited breeding events for a cow. You can track a complete breeding history for every cow. You also have a comprehensive set of estimated progeny difference (EPD) fields for trial matings in the Purebred mode, which makes this aspect of the breeding tools even more useful.

Pregnancy Checking

Pregnancy checking has much more functionality in Version 4. The

cow record now carries a pregnancy status, complete with days bred (or pregnancy stage) and projected calving date calculation.

Semen Inventory

The semen inventory feature in Lite, Commercial and Purebred, is a transaction system that tracks inventory additions and usage during breeding.

CARCASS AND FEEDLOT PERFORMANCE TRACKING

The Closeout Update in the Commercial and Purebred modes takes carcass and feeding data analysis to a new level of sophistication. Cow Sense computes sire and dam lifetime historical averages of carcass and feeding values for progeny, just the same as it does for weight performance.

COMPLETE HERD DATA FILE CONTAINMENT

The herd data file is self-contained, carrying with it breed specifications, saved report layouts, and saved queries. When you create a new herd, Cow Sense will ask whether you want to clone an existing herd with all its customized fields, saved report layouts, queries, and breed specifications.

ELECTRONIC DATA EXCHANGE

More and more, Cow Sense customers are cooperating with other entities in the industry. Cow Sense is specifically designed to engage with all facets of the industry, as illustrated by the design layers in Figure 1-1. Cow Sense does this through electronic data exchange.

Import/Export

Included in Version 4 is a new import tool that allows you to easily import a broad range of data. You can import such data as weights and update EPDs as well as feedlot and carcass information. You can set up an import specification just once and store it for easy recall in future use.

Exporting is easier now, as well, because with the click of one button on any list report you can send data to a text file that is readable by anyone.

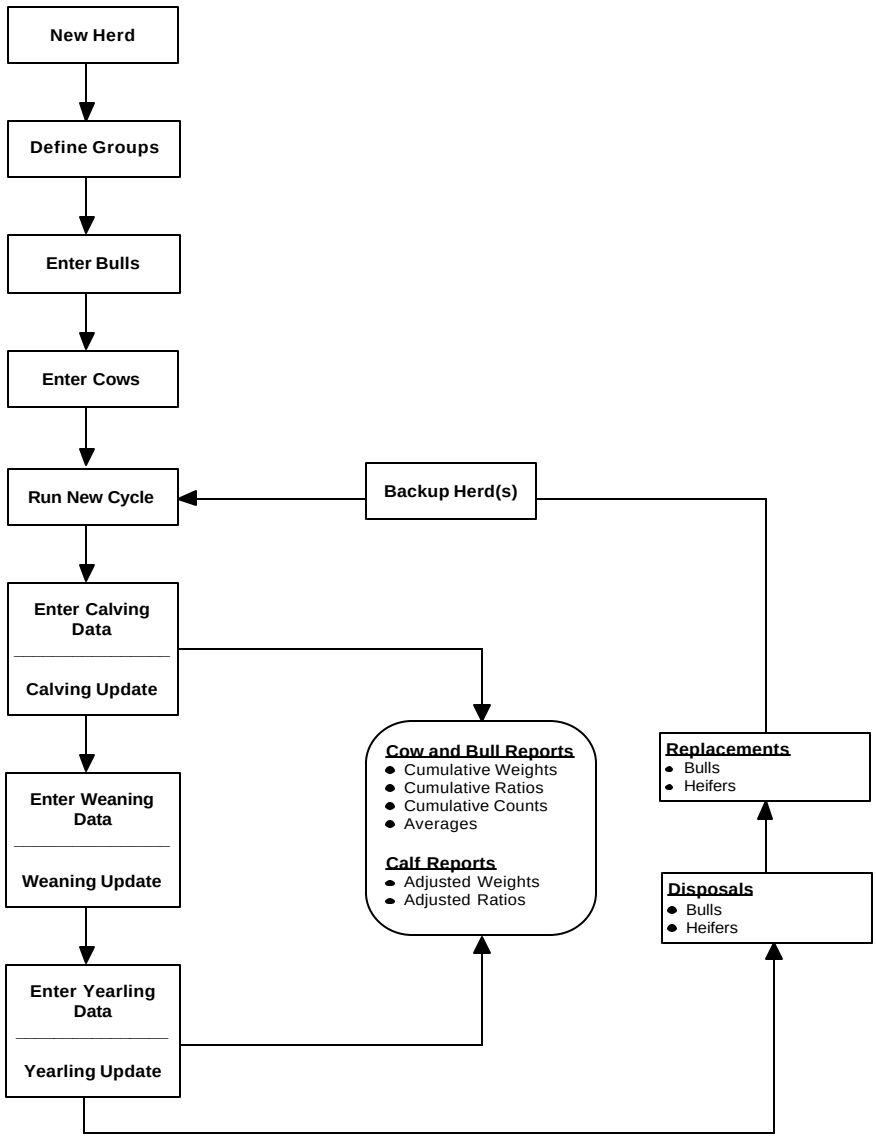
ORGANIZATION OF THIS DOCUMENT

This document is organized to follow the natural progression through the Cow Sense **Main Menu**. It guides you through each menu item, associated tasks and related features. This style provides a direct reference to specific functions and necessary approaches to accomplishing the task at hand. We are pleased to provide you with this useful tool and stand at your service to ensure your optimum benefit of its use.

INFORMATION FLOW

Figure 1-2 shows the Cow Sense flow chart, which provides a graphical representation of information flow in Cow Sense. You will do well to spend time with the flow chart to grasp the overall process. Mark the flow chart page so you can conveniently refer to it as you read through chapters in the *Cow Sense User's Guide*.

FIGURE 1-2. COW SENSE INFORMATION FLOW.



BASIC FUNCTIONS AND NAVIGATION

To navigate in Cow Sense you rely on your mouse and keyboard. The selections you access by opening items in the drop-down main menu bar provide a means for you to perform common menu commands with a single mouse click. Cow Sense also uses several icons that direct a given action when you single click on them. Documentation for buttons and other navigation tools specific to the Enter Data and Reports windows are documented within their respective chapters.

NAVIGATION

Once you are entering data, it will be more convenient to keep both hands on the keyboard. The standard key for navigating to new fields while entering data is the TAB key. Otherwise, you may use your mouse to navigate among fields in Cow Sense.

THE HOT BUTTON

FIGURE 1-3. THE HOT BUTTON.

Certain data entry boxes have a downward arrow called a Hot button. The Hot button drops down a list of options concerning the field on which it's located. Click an item on the list to make your data entry selection.

A Hot button also appears on listing reports, usually in the ID column. Click on the ID of an animal to make the Hot button appear. Then, when you click the Hot button, a linked form will appear, giving you more detailed information about the animal.

THE CHECK MARK

FIGURE 1-4. THE CHECK MARK.

You can use the checkmark in the mark individual data records. For example, if you want to select a group of calves to treat with a 7-way clostridial vaccine, select **Enter Data > Treatment > Treat Cattle** from the main menu bar; then enter a treatment and select the Calves form. To access the checkmark, position the standard Windows pointer on the left side of the Calf ID field and it will change from an arrow to a checkmark. Then when you click the mouse, Cow Sense will highlight the selected row (record).

THE MENU BAR

Figure 1-5 supplies details on the items and icons associated with the Cow Sense main menu and main tool bar.

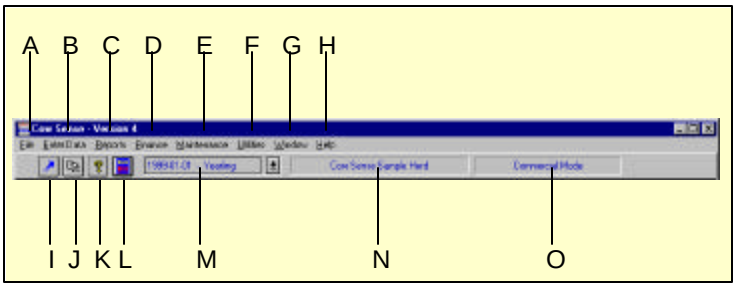


FIGURE 1-5.
THE MAIN MENU AND MAIN TOOL BAR

Using the main menu and the main tool bar

A. The **File** menu contains selections for creating new herd databases, opening existing herd databases, deleting herd databases, closing or redisplaying (or cascading) windows, setting up the printer commands and quitting Cow Sense. *See Chapter 3*.

B. The **Enter Data** menu contains the *Define Group* selection where you customize fields and analysis criteria for your data entry screens. It also contains selections for entering bull, cow, and calf data for setting up and recording treatments (mass and individual) and for printing forms on which to record information in the field (for example, at the working chute during pregnancy evaluation). *See Chapter 4*.

C. The **Reports** menu contains selections for various cow, bull, calf, breeding and herd health treatment reports. In each case, you have the ability to create custom reports. See Chapter 5.

D. The **Finance** menu contains selections for individual and group sale and cost analysis. The Sales option not only allows you to record various cattle sales, but it provides a Sales Record Report. You can create Custom Sale Reports as well. The Cost option provides a template in which to enter various production costs (for example: labor, interest, and grazing) and compute the break-even price of your calves. *See Chapter 6*.

E. The **Maintenance** menu contains selections for calculating and compiling production cycle information regarding calving, weaning and yearling records, replacement stock selection, and disposal information. This menu also contains the Setup option for defining your herd and analytical functions, and establishing data entry criteria, and customizing data fields. Further, you can retrieve information on cow, bull, and calf inventory, and a log of calving, weaning, and yearling updates from this menu. *See Chapter 7*.

F. The **Utilities** menu contains selections for maintaining the integrity of your data and program operations. Under this menu you can back up your herd (very important to do often), restore backups, repair common database problems, and export and/or import data to or from other program files. *See Chapter 8*.

G. The **Window** menu lists all open windows on your Cow Sense desktop, allows you to cascade windows, and provides the toggle for turning on and off the Data Entry Mode. *See Chapter 9*.

H. The **Help** menu contains the Cow Sense on-line help document. *See Chapter 9*.

I. The **Arrow** icon lets you put away all the open windows on your Cow Sense desktop.

J. The **Cascade** icon layers your windows in a cascading stack so that you can see the title bar and left margin of each open window.

K. The **Question Mark** icon launches the Cow Sense on-line help document.

L. The **Calculator** icon opens up the Microsoft Windows calculator.

M. When you click the Hot button in the **Production Cycle Selector** box, Cow Sense will display a drop-down list form which you can call up a production cycle cohort for all production cycles you have created for the open herd—past, present and future. This gives you access to all records you have stored in Cow Sense.

N. This box tells you which herd you currently have open.

O. This box tells you what mode you're using (EZ-75, Lite, Commercial or Purebred).

SUPPORT

At Midwest MicroSystems, we strive to make Cow Sense products easy to use, yet capable of providing advanced analysis and superior management information. While the documentation we provide gives detailed explanations of program features and capabilities, we realize that there are times when you need extra technical assistance by support personnel.

When you purchase Cow Sense, you also purchase a set amount of support. Review the current Midwest MicroSystems customer support policy to determine the support options available to you. Beyond the initial support provided by Midwest MicroSystems, you may purchase additional support as you need it. Contact the Midwest MicroSystems support center for technical support options and pricing.

To receive support:

1. Check the *Quick Start Guide, User's Guide,* or Help first.
2. Send e-mail to support@midwestmicro.com.
3. Call Midwest MicroSystems support center at (877) 500-8834.
4. Point your Internet browser to http://www.midwestmicro.com to download maintenance releases or read the Cow Sense support forum.

Please have your Cow Sense registration number handy when you call for support. Your registration number is displayed at **Maintenance > Administration > Setup**.

You can also use the Midwest MicroSystems **MicroFTP** feature to send a herd file electronically to Midwest MicroSystems to have technicians evaluate your herd in light of certain problems. Refer to Chapter 9 for more information on sending herd files electronically to Midwest MicroSystems for support.

UPGRADES

The Cow Sense Trial Edition does not expire, and you may activate it at any time to Cow Sense EZ-75, Lite, Commercial or Purebred modes. You may also upgrade any Cow Sense mode to a higher level simply by requesting a new activation key. As a registered Cow Sense user, Midwest MicroSystems will notify you regarding future upgrades as they become available. For further upgrade information, call your licensed Midwest

MicroSystems reseller or call Midwest MicroSystems at 800-584-0040. You may also send e-mail inquiries to sales@midwestmicro.com.

Also, Midwest MicroSystems posts periodic maintenance updates and intermediate version releases at its web site at http://ww.midwestmicro.com. Some releases are free and some are available for a fee. Visit the site often to make sure you keep the most up-to-date version of Cow Sense running on your operation.

ABOUT THE SOFTWARE AUTHORS

Jim Lowe ranched in the Nebraska Sandhills from 1980 to 1995, and began designing computer programs for ranch applications in 1984. Cow Sense grew out of his work with record keeping systems in his own herd and as a consultant for other ranchers. In 1995, Jim dedicated his professional career to building the software business, which is now located in Lincoln, Nebraska. Jim holds a Bachelor's degree from M.I.T., and he was a Bush Fellow in graduate school at the University of Minnesota. Prior to moving to the ranch in 1980, Jim worked in applied research on the Minnesota Work Equity Project. Jim grew up on a crop and cattle feeding operation in south-west Minnesota.

Dave Borchert owns a computer consulting firm in Golden Valley, Minnesota. He has been providing software support to clients throughout Minnesota since 1981. His clients range from medical services to meat processors. Dave holds a Bachelor's degree from Carlton College in Northfield, Minnesota, and he attended graduate school at the University of Minnesota. When Dave isn't at the keyboard, he is usually either hiking the Big Horns or canoeing the Boundary Waters.

Chapter 2: Getting Started

INSTALLING COW SENSE

FILE STRUCTURE

Cow Sense stores most files in the c:\cowsense directory or folder (or the directory you specified in step 5 of the installation procedure). Cow Sense makes four subdirectories or subfolders inside your main c:\cowsense directory. The HERDS subdirectory is where Cow Sense stores your current herd databases. The HERDSBAK subdirectory holds backup herd files that are quick and easy to restore. (*You should also back up to removable media, such as to floppies or Zip disks, and store these media off-site.*) The ACROREAD subdirectory contains Adobe Acrobat files. The SALEMGR subdirectory contains Sale Manager execution files and, if you have Midwest MicroSystems' Sale Manager, it contains Sale Manager data files as well. The remainder of the files in the c:\cowsense directory or folder are execution and report files. They are necessary files for running Cow Sense efficiently and effectively. You should not attempt to alter or remove these files or you will corrupt your Cow Sense program. Cow Sense creates a log file during installation (SETUP.LOG) that documents all the installed or updated files. You will find SETUP.LOG in c:\cowsense, and you can open it with Notepad, WordPad, or any other text editor.

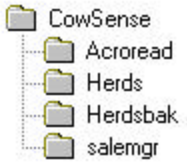


FIGURE 2-1.
THE COW SENSE DIRECTORY TREE.

Because of the nature of the Windows operating system, Cow Sense must also store or update some files in your Windows folder. These files are resources that allow Cow Sense to run and may also be shared with other programs installed on your computer. Cow Sense will back up any system files that it updates during installation and will identify the backup files in SETUP.LOG.

FIGURE 2-2.
THE COW SENSE SETUP WINDOW.

INSTALLATION PROCEDURE

Installing from CD

1. Insert the installation CD into your computer's CD or DVD

drive. Your computer should automatically launch the Cow Sense installation utility (see Figure 2-2). If the Cow Sense Setup window does not load directly, click the Windows **Start** button. Click **Run...** . In the Run window, click the Browse button. Select your CD/DVD drive (for this example, drive E) with the Cow Sense CD loaded. Click the Open button. Select setup.exe, and click the Open button. The Open command window should show e:\setup.exe. Click the OK button, and your computer should launch the Cow Sense installation utility.

2. In the Cow Sense Setup window, choose **Install Cow Sense!** An Install Cow Sense window will appear. Click the OK button.
3. In the Cow Sense Setup window, read the License Agreement. Click the I Agree button if you wish to proceed.
4. In the Cow Sense Version 4 window, click the Next button.

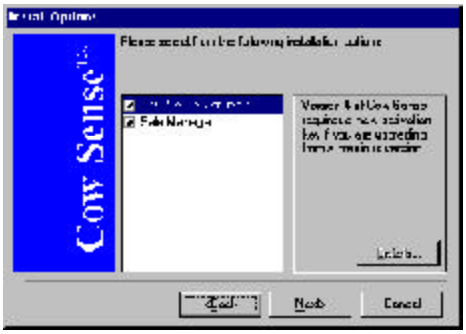


FIGURE 2-3.
THE COW SENSE INSTALL OPTIONS WINDOW.

5. When you reach the Install Options window (see Figure 2-3), you have the opportunity to chose which components you want to install: Cow Sense and/or Sale Manager. You can arrow through the selections for a brief description of each. By default all components are checked to install. If you wish not to install Sale Manager, click on it with your mouse to uncheck it. Be sure you have Cow Sense Version 4 selected. Click the Next button.
6. A Cow Sense Version 4 window will appear telling you in which directory it will install the software. If you are an advanced user or have a unique install requirement (such as partitioned hard drives) you can change the default path (c:\cowsense) by typing a new drive letter and / or folder name in the dialog box; you can also look for a directory by clicking the browse (...) button. Click the Next button to continue.
7. The next window to appear will be the Install Adobe Acrobat Reader? window. You must have Adobe Acrobat Reader in order to read and print downloaded user's guides and supplemental docu-

ments. If you have Acrobat Reader installed already, or if you do not wish to use the on-line documents, click the No button. You can install Acrobat Reader later. You can find Acrobat Reader installation instructions in the Quick Start Guide (select the "View User's Guide" option in the Cow Sense Set Up window). If you want to install Acrobat Reader, click the Yes button.

8. If you did not install Acrobat Reader, or after you have finished the Acrobat Reader installation process, Cow Sense will begin installing on your computer. After all components are installed, a Cow Sense Registration window will appear listing your serial number. If you are updating, this box will also display your name and ranch name from the previous version. If not, you can add this information later. Click the Save button to complete the installation.
9. You must restart your computer for the installation process to finish

When Cow Sense is finished installing, it will create a program window that contains your Cow Sense icons. It will place the folder for access on the Start menu under the Programs directory. Refer to Windows documentation to place a shortcut on your desktop or in a toolbar.

Installing from floppy disks

1. Insert the installation disk #1 into your floppy disk drive (usually drive A).
2. Click the Windows **Start** button.
3. Click **Run...** .
4. Type a:\setup in the Open box and click the OK button or press the ENTER key.
5. When you reach the Install Options window, you have the opportunity to chose which components you want to install: Cow Sense and/or Sale Manager. You can arrow through the selections for a brief description of each. By default all components are checked to install. If you wish not to install Sale Manager, click on it with your mouse to uncheck it. Be sure you have Cow Sense Version 4 selected. Click the Next button.
6. A Cow Sense Version 4 window will appear telling you in which directory it will install the software. If you are an advanced user or have a unique install requirement (such as partitioned hard drives) you can change the default path (c:\cowsense) by typing a new drive

letter and / or folder name in the dialog box; you can also look for a directory by clicking the browse (...) button. Click the Next button to continue.

7. The next window to appear will be the Install Adobe Acrobat Reader? window. You must have Adobe Acrobat Reader in order to read and print the downloaded user's guides and supplemental documents. If you have Acrobat Reader installed already, or if you do not wish to use the on-line documents, click the No button. You can install Acrobat Reader later. You can find Acrobat Reader installation instructions in the Quick Start Guide (select the "View User's Guide" option in the Cow Sense Set Up window). If you want to install Acrobat Reader, click the Yes button.
8. If you did not install Acrobat Reader, or after you have finished the Acrobat Reader installation process, Cow Sense will begin installing on your computer, prompting you for subsequent installation disks. After all components are installed, a Cow Sense Registration window will appear listing your serial number. If you are updating, this box will also display your name and ranch name from the previous version. If not, you can add this information later. Click the Save button to complete the installation.
9. You must restart your computer for the installation process to finish

When Cow Sense is finished installing, it will create a program window that contains your Cow Sense icons. It will place the folder for access on the Start menu under the Programs directory. Refer to Windows documentation to place a shortcut on your on your desktop or in a toolbar.

Other Installation Options

Your Cow Sense CD comes with several other selections besides the Install Cow Sense option.

Slide Show Presentations

Cow Sense comes with two slide show presentations, "Cowboys and Computers" and "The Beef Business by Dr. Harlan Richie". You can view both by clicking on them in the menu; They will show via an included Microsoft PowerPoint reader.

Viewing CD-Enabled Documents

You can view and print the Cow Sense User's Guide, Quick Start Guide and Sample Reports directly from the installation CD without installing

Acrobat Reader. You can access these documents by clicking on their titles in the Cow Sense Setup window that activates when you launch the CD.

Uninstalling

You can use the Windows Uninstall utility to uninstall most Cow Sense files. To find the utility, click the Windows **Start** button. Click **Settings > Control Panel**. Double click **Add/Remove Programs**. Under the Install/Uninstall tab, scroll and select Cow Sense from the software list. Click the Add/Remove button Click the Yes button to proceed. You may also uninstall Cow Sense manually, but before deleting any files, copy SETUP.LOG to a temporary directory for reference. To uninstall Cow Sense, simply use Windows Explorer to send the Cow Sense program folder (or directory) and all the subdirectories and files inside of it to the Recycle bin; Cow Sense may share the resource files installed in c:\windows\system with other programs, so use caution if you remove them. Restore the backed up versions listed in SETUP.LOG.

TIP: FOR HANDY REFERENCE, CLICK ON THE "VIEW QUICK START GUIDE" FROM THE INSTALLATION CD, AND PRINT THIS DOCUMENT TO HAVE AT YOUR FINGERTIPS DURING INSTALLATION AND START UP.

LICENSING

When you receive your Trial Edition of Cow Sense, you are limited in the number of cows you can enter, but you can fully examine the different operation modes available (EZ-75, Lite, Commercial and Purebred). If you purchase Cow Sense, and once you decide which mode suits you best, you must obtain an activation "key" number from the licensed Midwest MicroSystems reseller who sold you the program or from Midwest MicroSystems in order to unlock the full capabilities of your software. You'll enter the key number in the **Maintenance > Administration > Setup** menu in Cow Sense. See the *Setting Up Herds* section of this chapter for more information about entering your key.

STARTING COW SENSE

1. Click the **Start** button.
2. Click Programs.
3. Click the program folder called Cow Sense.
4. Click the Cow Sense icon (see Figure 2-4).
5. Cow Sense will display a copyright notice and then the Cow Sense title screen. Click Continue and the Cow Sense shell will appear on your display.

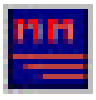


FIGURE 2-4.
THE COW SENSE START ICON.

SETTING UP HERDS

TIP: YOU CAN PUT THE MIDWEST MICROSYSTEMS ICON ON YOUR DESKTOP OR IN A TOOL BAR. REFER TO YOUR MICROSOFT WINDOWS DOCUMENTATION TO LEARN HOW.

Setting up your herd or herds is the first step to successfully operating Cow Sense. Once you're inside Cow Sense, you'll use the main menu and tool bars to operate the program.

Notice that the first time you run Cow Sense the herd name in the tool bar will say "Cow Sense Sample Herd". Once you set up your own herd (or herds), the name of the current herd with which you're working will appear there instead (see Figure 2-5).

FIGURE 2-5. THE COW SENSE MAIN MENU BAR. THE CURRENT HERD NAME IS IN THE MIDDLE WINDOW BOX, CALLED "COW SENSE SAMPLE HERD".

ENABLE COW SENSE

The copy of Cow Sense you received is a full, working system, but it has a "lock" on it that identifies it as a Trial Edition and limits the amount of information you can enter. Once you decide to purchase Cow Sense, you can obtain an activation "key" from the licensed Midwest MicroSystems reseller who sold you the program, or from Midwest MicroSystems. You may obtain a key in one of two ways:

- If you purchase Cow Sense from a reseller, that reseller can supply you with a activation key, which he receives from Midwest Micro-Systems. Contact your reseller after you purchase the program in order to receive the key. Your reseller will ask you for your Cow Sense serial number and registration number.
- If you purchase Cow Sense directly from Midwest MicroSystems, you may receive a key after your payment is processed (credit card orders assure a faster alternative to receiving your key than check orders). Either write to Midwest MicroSystems at 4701 Innovation Drive, Lincoln NE 68521 or at sales@midwestmicro.com, or call Midwest MicroSystems at 800-584-0040. Provide the service representative the serial number and registration number in your program in order to receive the key.

The serial and registration numbers are located on the Setup window under **Maintenance > Administration > Setup** (see Figure 2-6).

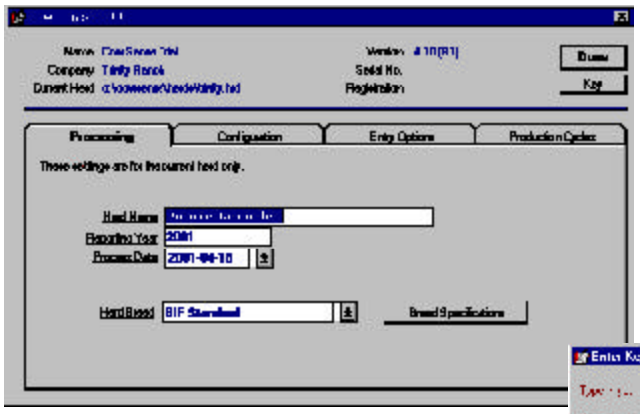


FIGURE 2-6.
THE COW SENSE SET UP WINDOW. CLICK ON THE KEY BUTTON TO ENTER THE KEY NUMBER THAT WILL UNLOCK COW SENSE AND REMOVE TRIAL EDITION'S THE 5-COW LIMITATION.

FIGURE 2-7.
THE ENTER KEY WINDOW.

To unlock the Trial Edition and enable your selected operating mode, click **Maintenance > Administration > Setup** from the main menu bar. In the Cow Sense Setup window, click the Key button. Type the activation key provided by Midwest MicroSystems in the data entry box (see Figure 2-7). Click the Save button. Cow Sense will tell you to restart the program for the activation key to take effect. From this point on you'll have complete access to the operating mode of Cow Sense you purchased.

CREATE A HERD

To begin setting up a herd file, click **File > New Herd** from the main menu bar. The Create A New Herd window will appear (see Figure 2-8). It will list the name and company you typed in when you installed Cow Sense.

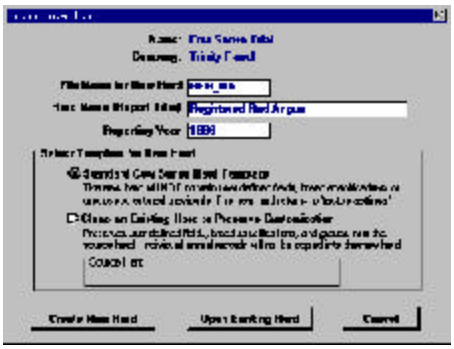


FIGURE 2-8.
THE CREATE NEW HERD WINDOW.

NOTE: IF YOU ARE SETTING UP A PUREBRED HERD YOU MAY WANT TO CONSIDER USING THE PREMIUM INTERFACE COMPONENT (PIC) TO EXCHANGE INFORMATION ELECTRONICALLY WITH A BREED ASSOCIATION. IF YOU USE THE PIC, FIRST CHECK TO BE SURE YOUR BREED IS LISTED. THEN SETUP BREED SPECIFICATIONS ACCORDING TO THE PIC DOCUMENTATION.

In order to set up a new herd, you need to type the file name for the herd, a herd title for reports, and the reporting year in which you want to start recording information.

You have two template options when you select **File > New Herd** from the main menu bar. You can use the Standard Cow Sense Herd Template, which will not contain personally-defined fields, breed specifications, or groups you set up previously (if you're upgrading), or you can Clone an Existing Herd to Preserve Customization. *If you are setting up a herd for the first time, you will use the Standard Cow Sense Herd Template option.*

If you select the latter option to clone a customized existing herd, Cow Sense will display a Select Herd to Clone window (see Figure 2-9), and will default to the c:\cowsense\herds directory. To change directories—if you've stored your herds in a different directory, which is inadvisable—use standard Windows directory tree protocol by double clicking the c:\ icon (c:\ ) in the Folders listing; continue to click on the appropriate sub folders until you find the herd you wish to open.

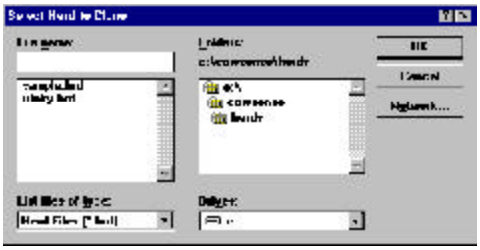


FIGURE 2-9.
THE SELECT HERD TO CLONE WINDOW.

Select the herd you wish to clone and click the OK button. Cow Sense will verify your selection, and after you click the OK button Cow Sense will return to the Create New Herd window and list the herd you selected in the Source Herd box.

TIP: IF YOU SELECT THE CLONE AN EXISTING HERD… OPTION IN THE CREATE NEW HERD WINDOW, YOU WILL FIND THAT ALL THE SETTINGS UNDER **ENTER DATA > DEFINE GROUPS** REFLECT THE SETTINGS YOU SET UP IN THE HERD YOU CLONED.

Click the Create New Herd button to continue. Cow Sense will display a Create New Herd confirmation window. Click the OK button to continue. Then Cow Sense will display the Beginning New Herd window. Click the OK button. Afterward, Cow Sense will display the Select Herd Operation Mode window if you have either the Commercial or Purebred modes (see Figure 2-10).

Any operating mode can create herds in a lower mode. If you have Purebred, you will have a choice of Lite, Commercial or Purebred. If you have Commercial, you will have a choice of Commercial or Lite. And if you have the Lite or EZ-75 mode, the window will not appear.

FIGURE 2-10.
THE SELECT HERD OPERATION MODE WINDOW.

SETUP OPTION

To set up your herd, click **Maintenance > Administration > Setup** on the main menu bar. The Cow Sense Set Up window will list the current version, the administrator and company names, the current herd and data path, your serial number, and your unique registration number—all information you entered when you installed Cow Sense. You cannot alter this information in Setup.

NOTE: THE OPTIONS UNDER THE MAINTENANCE DROP-DOWN MENU ARE HERD-SPECIFIC. IN OTHER WORDS, IF YOU SETUP AND MAINTAIN MORE THAN ONE HERD IN COW SENSE, YOU CAN SET THE MAINTENANCE OPTIONS DIFFERENTLY FOR EACH HERD.

Processing Options

In the Processing form (under the *Processing* tab), Cow Sense carries over the information for Herd Name, Reporting Year, and Process Date from the information you entered to start a new herd. You can override that information in this form (see Figure 2-11).

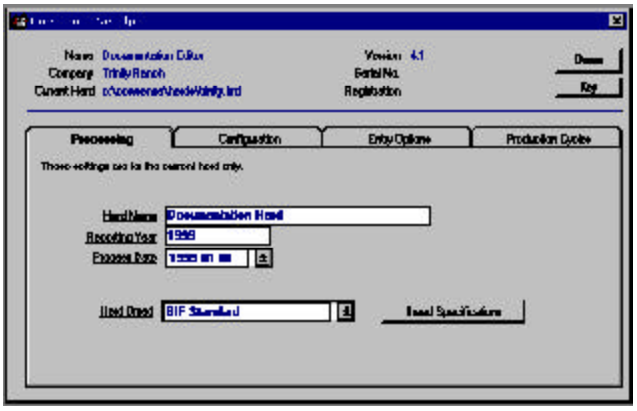


FIGURE 2-11.
THE COW SENSE SET UP PROCESSING FORM.

The Herd Name is the title that you want to appear on all printed reports. Cow Sense also provides this name to you for confirmation when you select **File > Open Herd** from the main menu bar. Each herd you create retains its own title.

TIP: YOU SHOULD LEAVE THE PROCESS DATE BLANK WHEN YOU'RE ESTABLISHING A HERD DATABASE BECAUSE COW SENSE WILL PROMPT YOU FOR A DATE WHEN YOU ESTABLISH A NEW PRODUCTION CYCLE USING THE **MAINTENANCE > NEW CYCLE > RUN NEW CYCLE** OPTION.

The Reporting Year is the current reporting year. The year will appear along with the report title on your current reports and when you open an existing herd. Cow Sense automatically increments the reporting year each time you create a new cycle with the **Maintenance > New Cycle > Run New Cycle** option. You can override that date in the New Cycle Reference Date window (see Chapter 7), but you should leave the Process Date blank when you're establishing a herd database because Cow Sense will prompt you for a date when you establish a new production cycle using the **Maintenance > New Cycle > Run New Cycle** option. *You have a 270-day window from this date in which you can enter calf data (60 days prior to and 210 after).*

Finally, the Breed Standard box allows you to select criteria for computing performance measures. You may choose Beef Improvement Federation (BIF) standards or specific breed standards as defined by breed associations. If you are using Lite or Commercial Cow Sense, you will only have a BIF standard and the ability to create custom standards from a BIF template. You cannot change the BIF or breed standards, but you can add custom standards based on modifications of those values. You can then use your custom standards to calculate performance measures in your herd.

Refer to the section entitled Processing in Chapter 7 to learn how to set up custom breed standards.

When you're finished in the Processing form, click the Done button or click the *Configuration* or *Entry Options* tabs to make or confirm changes in those windows.

Configuration Options

In the Configuration form (see Figure 2-12) you can adjust the way you sort and enter data, and set the operation mode (Lite, Commercial, or Purebred).

Sorting Box

You can sort your herd three different ways in Cow Sense, depending on your identification system.

- *Numeric*. This option gives you a *true numeric sort*—you don't have to use leading zeros (for example, 0001). That means you can enter

identification numbers as 1, 2, 3…10, 12, 13…100, 120, 130…and it will sort them that way, instead of sorting them as 1, 10, 100, 12, 120, 13, 130, 2, 3. If your identification system includes both numeric and alpha character identification, then Cow Sense will separate them and sort numeric IDs numerically and alpha character IDs alphanumerically.

- *Leading Year.* This option lets you put a single year digit ahead of the ID that denotes the year of birth. Using Leading Year, Cow Sense sorts first by that digit, then numerically by ID.
- *Alphabetic.* This option lets you put alpha characters in your identification numbers (for example, 03487RA). You don't have to use alpha characters in your identification numbers if you use this sort. You *do* have to use leading zeros, however, if you want any numeric sort capabilities included. Otherwise a number such as 3458 will come after 13458 (but 03458 will come before 13458).

To change the Sorting option, click on the option that best fits your operation. When you're finished in the Configuration form, click the Done button or click the *Processing* or *Entry Options* tabs to make or confirm changes in those windows.

TIP: NEVER PUT SPACES IN IDS. FOR EXAMPLE: A 123 IS *NOT* ALL RIGHT, BUT A123 IS). IF YOU WANT A "SPACE" IN IDS, USE AN *UNDERSCORE* FOR THE SPACE (FOR EXAMPLE, A_123).

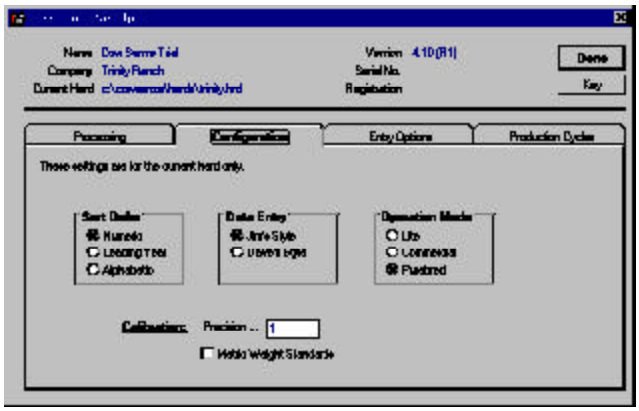


FIGURE 2-12.
THE COW SENSE SET UP CONFIGURATION FORM.

Operation Mode box

If you have Cow Sense EZ-75 or Lite, you won't have an Operation Mode Box. If you have Cow Sense Commercial, you'll have two choices in this box:

- Lite
- Commercial

If you have Cow Sense Purebred, you'll have three choices in this box:

- Lite
- Commercial
- Purebred

These options allow you to set the appropriate operation mode for a given herd. This is particularly useful if you are using Cow Sense to keep records on more than one herd. To change the kind of herd you're setting up in either Cow Sense Commercial or Cow Sense Purebred, click the option that best describes the herd.

Calibration Box

This box lets you define to what decimal place you want to record numeric data. You type the number as an example. Therefore, if you want to carry numerals to two decimal places, you should type *1.00* as an example; if you don't want to carry decimals at all, you should type *1* as your example. This is most useful if you use metric weights and measures.

Metric Weights

Finally, in the Configuration form, you have an option of using Imperial or metric weights and measures. The default selection is Imperial. If you wish to use the metric system, click on the Metric Weight Standard box and confirm your choice by typing *metric* in the proceeding confirmation window.

When you're finished in the Configuration form, click the Done button or click the *Processing* or *Entry Options* tabs to make or confirm changes in those forms.

Entry Options

The Entry Options form (see Figure 2-13) provides choices to establish certain data entry triggers and validations. The options available to you depend on the mode of Cow Sense you have. Cow Sense Commercial and EZ-75 provides all the choices available in Purebred, except the Registration option under Require Unique ID Throughout Herd. Cow Sense Lite provides all the choices available in Commercial except Commercial Tattoo under Display on Data Entry Forms and Tattoo under Require Unique ID

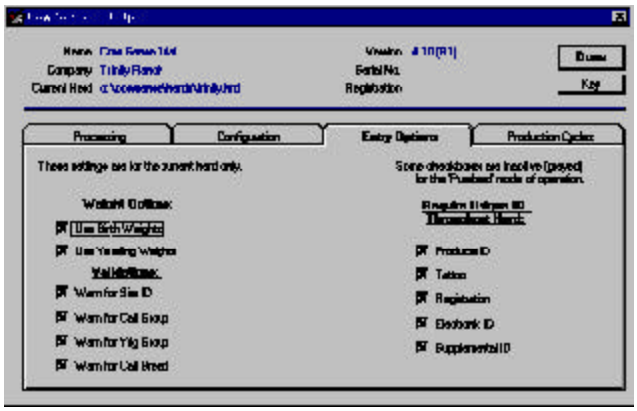


FIGURE 2-13.
THE COW SENSE SET UP ENTRY OPTIONS TAB WINDOW.

Throughout Herd. Cow Sense Lite does not provide options for using birth or yearling weights. Cow Sense Purebred gives you the following choices:

Weight Options. If you have one or both of boxes checked, Cow Sense will prompt you to enter values for birth and yearling weights. You must check the Use Birth Weights box in order to active the Calf: Birth Weights Report (see Chapter 5). You must check the Use Weaning Weights box in order to access the Enter Calves [Yearling] window (see Chapter 4), and in order to activate the Calf: Yearling Weights Report (see Chapter 5).

- Use Birth Weights
- Use Yearling Weights

Validations. If you check any validations, Cow Sense will warn you when you haven't entered data in a field checked for validation.

- Warn for Sire ID
- Warn for Calf Group
- Warn for Yearling Group
- Warn for Calf Breed

Display on Data Entry Forms. The fields you select will appear in the appropriate Enter Data window(s).

- Commercial Tattoo
- Electronic ID
- Supplemental ID
- Castration Date

Require Unique ID. If you check any of these options you must enter a unique ID or tattoo for each animal (for example, you can't use the same ID or tattoo for a calf that you use for its dam). If you don't check these boxes, animals in different contemporary groups can share the same ID or tattoo. In other words, a calf can share a dam's ID. Regardless of whether or not a box is checked, however, animals in contemporary groups can never share the same ID. In other words, two cows in the same herd or two bulls in the same herd or two calves in the same production cycle cannot share the same ID.

- Producer ID
- Tattoo
- Registration
- Electronic ID
- Supplemental ID

When you're finished in the Entry Option form, click the Done button or click the Processing, Configuration or Production Cycles tabs to make or confirm changes in those forms.

Production Cycles

The Production Cycles form displays a list of production cycles that exist for the open herd. When you set up a herd initially, Cow Sense will not contain production cycle data. Refer to the Production Cycle section of Chapter 7 for more information about this form.

PREPARING TO ENTER DATA

NOTE: IF YOU USE THE PREMIUM INTERFACE COMPONENT (PIC), YOU WILL NEED TO DEFINE SOME GROUP FIELDS TO INTERFACE WITH CERTAIN BREEDS. REFER TO THE PIC DOCUMENTATION FOR SPECIFIC INSTRUCTIONS ON USING GROUP FIELDS IN CONJUNCTION WITH THE PIC.

When you finish running the Setup option from the **Maintenance > Administration** main menu, you're ready to define groups. *Groups are optional*. Although Cow Sense does not require groups, they are a powerful tool in managing your herd. Groups give you selection criteria that enhance the capability of Cow Sense for reporting and analysis.

For Define Group instructions, see Chapter 4. Chapter 4 also covers data entry in Cow Sense. It works best to define groups before changing breed standards, and before entering cow or bull data. Group names appear on drop-down lists in the Enter Data windows. Nevertheless, you may define groups and assign animals at any time.

You will probably also want to add at least some custom data fields to your system *before* you begin data entry. The best way to determine what fields you want is to experiment with Cow Sense by adding a few cow and calf records, and a bull record or two. Then after you get the feel for the Enter Data windows, you can see what EPD, Supplemental, Breed, Carcass and Feedlot data fields you want to engage or add to your Cow Sense program. You can use the Cow Sense Trial mode to accomplish this exercise. See **Maintenance > Administration > Customize Data Fields** in Chapter 7 for complete instructions.

You must enter all cow and bull data before you enter calf data. Cow Sense uses the cow and bull information to prepare files for calf records, so that information must be in place first. This method will save you time later.

Chapter 3: The File Menu

Cow Sense Lite, Commercial and Purebred easily maintains records for multiple herds. For example, you may want to maintain separate herds for spring and fall cows or for commercial and purebred cows. You do not have to pay additional license fees for keeping multiple herds when you are using a single installation of Cow Sense.

OPEN HERD

When Cow Sense starts, it automatically opens the herd you had open when you were last in the program. (In Trial mode, Cow Sense automatically opens the Sample Herd.) The current herd title is reported in the menu bar. Use the Open Herd command to open a different herd.

To select a different herd, click **File > Open Herd** from the main menu bar. Cow Sense will display the Open Herd window (see Figure 3-1). To select a different herd in the default directory (c:\cowsense \herds), double click on the herd you want listed in the File Name box (or click the herd and then click the OK button on the right side of the window). To change directories—if you've stored your herds in a different directory, which is inadvisable—use standard Windows directory tree protocol by double clicking the c:\ icon (c:\ ) in the Folders listing; continue to click on the appropriate sub folders until you find the herd you wish to open.

Once you select the herd by double clicking or by clicking the OK button, Cow Sense will display a verification window asking you if the herd it lists is the one you want to open. If you click the No button, Cow Sense will return to the Open Herd window. If you click the Yes button, Cow Sense will display the newly opened herd in the icon bar at the center-top of your Cow Sense screen and close the Open Herd window.

FIGURE 3-1.
THE OPEN HERD WINDOW.

NOTE: YOU CAN KEEP MULTIPLE HERDS IN COW SENSE, BUT IF YOU MOVE COWS FROM HERD TO HERD, YOU WILL FIND IT EASIER TO KEEP ALL COWS IN ONE HERD AND DIFFERENTIATE AMONG THOSE COWS USING THE COW GROUP FIELDS (SEE CHAPTER 4, ENTER DATA > DEFINE GROUPS). IF YOU NEED TO KEEP COWS IN SEPARATE HERDS, BUT YOU ALSO NEED THE FLEXIBILITY TO MOVE COWS BETWEEN HERDS, THEN YOU SHOULD CONSIDER COW MOOVER, WHICH IS AVAILABLE FOR PURCHASE SEPARATELY FROM COW SENSE. SEE DOCUMENTATION ON COW MOOVER IN CHAPTER 8.

NEW HERD

Use the New Herd command to create new herd files. If you are a Cow Sense Lite, Commercial or Purebred user, you may want to do this if you run both a fall and a spring herd, or if you have a purebred herd and a commercial herd, for example. Keep in mind, however, when you create different herds, the databases become unique to themselves, which limits your ability to compare information in the different herds (you can make cross-herd comparisons by exporting data to other analysis tools such as Excel or Lotus). If you want to compare cattle within Cow Sense, use the group designations within a herd (See the Define Groups section of Chapter 4 for more information).

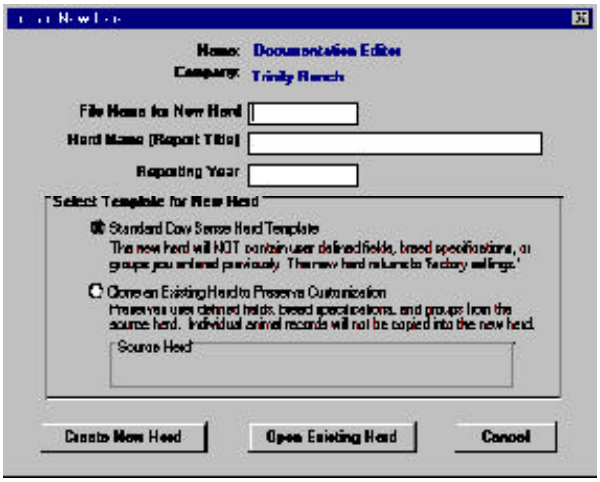


FIGURE 3-2. THE CREATE NEW HERD WINDOW.

To create a new herd, click **File > New Herd** from the main menu bar. The Create A New Herd window will appear (see Figure 3-2). It will list the name and company you typed in when you installed Cow Sense. In order to set up a new herd, you need to type an eight character (or less) file name for the herd, a herd title for reports, and the reporting year in which you want to start recording information.

You have two template options. You can use the Standard Cow Sense Herd Template, which will not contain personally-defined fields, breed specifications, or groups you set up previously (if you're upgrading), or you can Clone an Existing Herd to Preserve Customization. *If you are setting up a herd for the first time, you will use the Standard Cow Sense Herd Template option.*

TIP: IF YOU SELECT THE CLONE AN EXISTING HERD… OPTION IN THE CREATE NEW HERD WINDOW, YOU WILL FIND THAT ALL THE SETTINGS UNDER **ENTER DATA > DEFINE GROUPS** REFLECT THE SETTINGS YOU SET UP IN THE HERD YOU CLONED.

If you select the latter option, to clone a customized existing herd, Cow Sense will display a Select Herd to Clone window (see Figure 3-3), and will default to the c:\cowsense\herds directory. To change directories—if you've stored your herds in a different directory, which is inadvisable—use

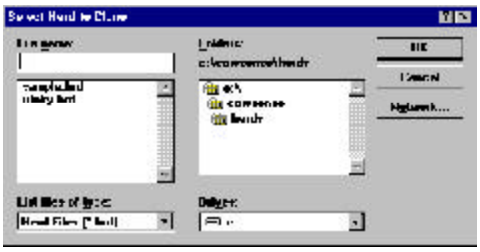


FIGURE 3-3.
THE SELECT HERD TO CLONE WINDOW.

standard Windows directory tree protocol by double clicking the c:\ icon (c:\ ) in the Folders listing; continue to click on the appropriate sub folders until you find the herd you wish to open.

Select the herd you wish to clone and click the OK button. Cow Sense will verify your selection, and after you click the OK button Cow Sense will return to the Create New Herd window and list the herd you selected in the Source Herd box.

Click the Create New Herd button to continue. Cow Sense will display a Create New Herd confirmation window. Click the OK button to continue. Then Cow Sense will display the Beginning New Herd window. Click the OK button.

Afterward Cow Sense will display the Select Herd Operation Mode window if you have either the Commercial or Purebred modes (see Figure 3-4). If you have the Purebred mode, you will have a choice of Lite, Commercial, or Purebred. If you have the Commercial mode, you will have a choice of Commercial or Lite. And if you have the EZ-75 or Lite mode, the window will not appear.

FIGURE 3-4.
THE SELECT HERD OPERATION MODE WINDOW.

Before you begin entering data in your new herd, you should establish some analysis criteria and perform a few administrative duties. Refer to Chapter 2 for more detailed information in establishing a new herd database.

DELETE HERD

Rarely will you want to delete a current herd, but you may, especially if you want to create some test herds to explore different features of Cow Sense.

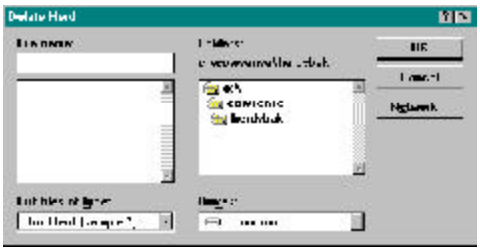


FIGURE 3-5.
THE DELETE HERD WINDOW.

To delete a herd, click **File > Delete Herd** from the main menu bar. A Delete Herd dialog will appear, which is a standard Windows directory dialog box (see Figure 3-5).

The default directory when you bring up the window is c:\cowsense\herdsbak, which is the directory on your hard drive where herd backups reside. This path is listed under Folders. To change directories use standard Windows directory tree protocol by double clicking the c:\ icon (c:\ ) in the Folders listing; continue to click on the appropriate sub folders until you find the herd you wish to delete.

Also inside the Delete Herd window, you will see a File Name box, where you select the name of the herd you want to delete. Cow Sense will default to the current herd, listed as This Herd (name of herd.*) in the List files of type box. *You cannot delete the current herd*. To see all files in the current directory, click the Hot button in the List files of type: box and then click All Files (*.*). Double click on the herd you wish to delete, or click the file to select the herd and then click the OK button. Cow Sense will display a Confirm Delete box.

FIGURE 3-6.
THE CONFIRM DELETE WINDOW.

Click the No button to return to the Delete Herd window. Click the Cancel button to abort the Delete Herd option. Click the Yes button to proceed deleting all the files associated with that herd. Cow Sense will display another warning box for you to confirm the operation. Click the Yes button to continue. Click the OK button in the File Deleted window to finish.

PRINTER SETUP

You may find it necessary to adjust printer settings or change printers. For example, if you have a fax modem, you can fax reports directly out of Cow Sense by choosing your fax modem as the default printer. To select a different printer or to modify the settings on a current printer, click **File >**

Printer Setup from the main menu bar, and Cow Sense will display a standard Windows Print Setup window (see Figure 3-7).

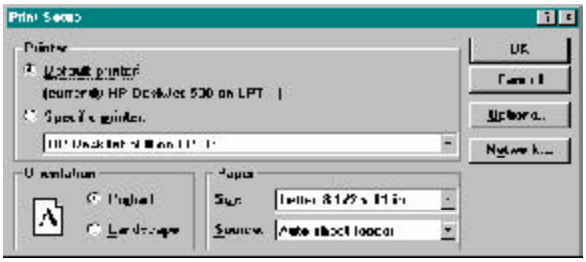


FIGURE 3-7.
THE PRINT SETTINGS WINDOW.

Under Printer, Cow Sense will have the current Default printer button activated and it will list the default printer you specified for Windows (first time) or the printer you selected the last time you used Cow Sense. To select another printer, click the Hot button under the Specific printer: radio button. Cow Sense will list all currently available printers. Click the printer you wish to use.

Define whether you want your printout to be portrait (vertical page) or landscape (horizontal page) in the Orientation box. For instance, you may want to select Landscape if you have a custom report with several columns or if you want to print several columns of the Treatment Items list. See Chapters 4 and 5.

In the Paper box you can select paper size and paper source; these options will vary, depending on your printer. You can define other settings, which will vary based on your printer, by clicking the Options button. If your printer is on a network, consult your network administrator for help regarding the Network button.

Cow Sense will maintain the printer settings you chose until you change them under this option, even if you change herds or restart the program. The printer settings will be most useful for custom reports. The standard reports in Cow Sense are set up for printing to letter-sized paper in portrait orientation, but field forms are landscaped. You do not have to change the orientation of field forms manually.

LAUNCH SALE MANAGER

If you have Sale Manager loaded in your Cow Sense directory, Cow Sense will automatically open Sale Manager when you click **File > Launch Sale Manager** from the main menu bar. Sale Manager will launch whether you have a trial version or a full working version. Contact Midwest Micro-Systems to learn more about this sale management program.

QUIT COW SENSE

The **Quit Cow Sense** command shuts down the current session of Cow Sense. To quit using Cow Sense, click **File > Quit Cow Sense** from the main menu bar. You can also quit Cow Sense by clicking the **X** icon in the upper right-hand corner of your Cow Sense shell.