This is a guide to help you view information about your flock on the new ‘php’ members’ interface for BASCO

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If you have problems you can contact the Suffolk Sheep Society Office, Monday to Friday between 9am and 5pm on 028 25632342 or email enquiries@suffolksheep.org
1. Register for Basco

These instructions explain how to register for the Basco system to allow you to birth notify and register your animals and make use of other facilities only available to registered users.

You must be a member of a relevant breed society such as Suffolk Sheep, Texel Sheep or Limousin Cattle and have a Direct Debit account.

To register with the system navigate to: [http://www.basco.org/](http://www.basco.org/)

At the top of the page you will see an option to login to Basco.

Click on this to get the following page:

To register, click the link that says “You can register for free here!”

This will take you to the registration form:

Fill in the form details with your First Name, Last Name, Email Address and your chosen Password.
NOTE that the email address you enter must match the email address that you have notified to your breed societies. If you are a member of more than one breed society that uses Basco then ensure that each society has been notified of the same address so that all of your flocks and herds are available from one login screen.

Click “register”. The following screen will appear.

![Registration Screen](image)

The system will send an activation email to your email address similar to the one below:

From: BASCO Support  
To: farmer@yahoo.co.uk  
Sent: Tuesday, 26 February 2013, 18:06  
Subject: BASCO Member Frontend - Registration

You have registered with BASCO! This account will automatically have 1 Basco Accounts associated with it.

To complete the activation process, please click on the link below, or cut and paste it into your browser and hit the activate button.

[URL Link](http://basco.org/user/registration/confirmation/activationCode/e8a954b3d33fb0041ab1820be48de0)

If you did not authorise this registration please contact BASCO Member Frontend Administrator
This was issued from 92.17.8.74

As requested in the email, **click on the url** highlighted in blue or copy and paste it into your browser. You will be directed to the activation screen.
Click on the “**activate**” button to complete the process.
You can now **log in** using the email address and password you previously entered.
2. Forgotten your Password

If you have forgotten your password, select “login”.

Under “Forgotten Your Password” click the link that says “here”.

The following screen will be displayed allowing you to reset your password.

Enter your email address and click “request”.

The following screen will appear.
The system will send a reset instruction email to your email address similar to the one below:

**BASCO**

Resetting your password is easy

Please click on the link below or copy and paste it into your browser

http://basco.org/user/manage/updatepassword/code/c1c0f2b96db1a705733fa6f135ead226

Thank you
Basco Support Team

If you did not authorise this password request please contact BASCO Support Team
This was issued from 217.41.9.205

As requested in the email, click on the url highlighted in blue or copy and paste it into your browser.

You will be directed to the Reset Password screen. **Enter the new password** and enter it again in the box below.

Click on the **"reset"** button to complete the process.

You can now login using your email address and new password.

A further email will be despatched to your email address informing you that your password has been updated and you can now **login**.
3. View My Flocks or Herds

Go to www.basco.org and login. You will see “My Page” with a list of your flocks.

Your flocks and herds appear on this page if the email address you have registered with Basco matches the email address held by the society for your flocks and herds. If you can’t see the flock or herd that you want to view then contact the relevant society. If your email address changes then contact all the societies you have joined so that they can update the records they hold for you.
4. View Sheep Records

From “my page” click view to see a list of sheep in your flock:

This is your Flock List

LIST ORDER - You will see your flock list showing a list of sheep in your flock in fbn (Flock Book Number) order. The arrows beneath each column header allow you to change the order of the records. E.g., to change to date registered order (earliest date first), click on the up arrow (ascending order) beneath the “registered” column.

CHANGE PAGE - You can change pages by clicking the page number or by clicking “Next” or “Previous”. Use the scroll bars at the right hand side of the screen or use the mouse wheel to move the pages up or down.

FILTERS - At the top of the page you can filter the list by clicking the boxes. E.g., if you just want to view live rams then tick the “males” and “live” boxes and click: Note: The filtering options allow you to see any sheep records owned by you, whether live, dead or sold but you can’t see sheep bred by you that have been transferred into another flock. To do that you can use the Sheep Search/Breeder Search option.

In Breeder Search you can list sheep bred by you that will include any sheep that you no longer own.

Tip: If you hover, your mouse over an option then you will get help on what the option will do. E.g., if you hover the mouse over the “Show” option then “Filter the list of animals in the flock” will be displayed.
5. View Individual Sheep Details

If you hover, your mouse over a sheep in the list, the sheep will be highlighted:

Click the highlighted record to view its details:

If you scroll down on this screen you can view the animal’s progeny, back pedigree, estimated breeding values, breeder and owner details etc. To go back to the flock list select the back arrow in your browser.
6. View Estimated Breeding Values

To view EBV’s for the flock select estimated breeding values
You can filter the animals to view estimated breeding values, e.g. this example just lists live males:

![Image of the interface showing the estimated breeding values.

You can sort them into a different order, e.g. click on the down arrow (descending order) below the Index column to put them into highest index order. You can click on a record to view the sheep in more detail.

To return to the flock list select flock list
7. View Flock Summary

To see a summary of the live animals in the flock
Select **see summary** from the **flock list screen**
Birth Notifications

8. Add Birth Notifications - Natural or AI

From the flock list screen click birth notify to enter birth notifications:
If you are entering Natural or AI birth notifications then you need to enter your sires on to the service sires page.

If you need to add more sires to this page later on, you can do so from the birth notify screen by selecting service sires.

Searching for rams by name on the sires screen You can enter the ram’s name or Flock Book Number in the search box.

Tip: You don’t need to enter the whole name or number. You could just enter the Prefix part of the name, e.g. “cairness”. You will get a list of all sheep that contain “cairness” somewhere in the name. This will produce a long list so you may need to scroll down to find the ram you want. (The list is in name order starting with blank names). Scroll down to see more matching records. The search will be quicker if you know the ram’s name, e.g. “cairness diamond jubilee”: ... or if you are not sure of the exact name just enter part of it, e.g. “cairness diamond”: All rams containing “cairness” and “diamond” somewhere in the name will be listed. To select the ram you want, click on it to add it to the list of rams used for the season.
Searching for rams by Flock Book Number on the sires screen
You can search using all or part of the flock Book Number. E.g., “33H:13” will list “Cairness” rams born in 2013: .. or you can type in the whole Flock Book Number if you know it.

Keep searching for and adding rams until you have entered all the rams that have sired lambs for the season. Don’t worry if you add a ram by mistake – just click on the remove sire box to the right of the relevant ram.

**Natural and AI Birth Notifications**
After adding rams, click **birth notifications** to birth notify your lambs.

Don’t worry if you have not added all the rams as you can go back to the sires screen from the birth notify screen whenever you want.

You will now see a list of all your ewes over one or more pages. The ewes will be listed in Flock Book Number order. The ewes will only be listed here if they are fully registered.

Start by selecting the service sire from the drop down list:
Then enter the date of birth of the lambs:

Always use the calendar for entering dates. Click Prev. if you need to go back to a previous month or use the drop down menu and select month, then, **click on the date.**

**Note:** Please enter the correct date of birth even if this is in December of the previous year. Eg a lamb born 26\textsuperscript{th} Dec 14 will still be part of the 2015 lambing crop.

Next enter the **Method of Service**, either Natural or Artificial Insemination: If you select AI then you must enter the **Service Date** again you need to click on the calendar.

**Note:** If you carried out AI on your flock AI Certificates must be sent to the Society Office ASAP.

Next enter the **number of lambs born** (this figure should include still births)

You will see validation messages highlighted in red explaining the information required to complete the lambing records. These will disappear as you enter the remaining information.

**Tip:** If you start entering lambing data for the wrong ewe, just click clear ewe record to refresh the boxes and then choose the correct ewe.

**Enter the number of live lambs** (the number that are live at point of allocating identification)
In this example three were born but only two survived. Three lambing rows are created but the lamb identity numbers can only be completed for the live lambs. Enter the lamb’s identity number. This is the last 5 numbers of the Ministry Number. Leading zeros will automatically be entered, e.g. if you enter “1001” then “01001” will appear in the box. The Ministry Number and Flock Book Number will appear beneath.

Continue by entering the sex of the lamb and tick the boxes to indicate whether you wish to birth notify and/or register the lamb.

**Tip:** Females should be Birth notified and Registered by the Breeder prior to being sold or introduced into their breeding flock. Rams need to be registered if you use them for breeding, they do need to be birth notified to be sold at a Society Sale.

The remaining information for the lamb (Birth Weight, Lambing Ease and Foster Info.) is of benefit to the Society if completed but is essential if you are contracted directly with the Signet Sheep Breeder Service.

**Birth Weight**
To one decimal place in Kilograms

**Lambing Ease Scores**
1. No assistance
2. Slight assistance by hand
3. Severe assistance
4. Non-surgical veterinary assistance
5. Veterinary assistance, surgery required
6. Elective Caesarean

**Lamb Vigour Score (at 5 minutes after birth)**
0. Extremely active and vigorous lamb, has been or is standing on all 4 feet
1. Very active and vigorous lamb, standing on back legs and knees
2. Active and vigorous lamb, on chest and holding head up
3. Weak lamb, lying flat, able to hold head up
4. Very weak lamb, unable to lift head, little movement

**Sucking Assistance Score**
0. Lamb sucking well without assistance within 1 hour
1. Lamb sucking well without assistance within 2 hour
2. Lamb given sucking assistance / tubed once or twice in first 24 hours after birth
3. Lamb given sucking assistance / tubed more than twice, needing help after 1 day old but able to suck by 3 days old
4. Lamb still needing help to suck when more than 3 days old

**Foster Ewe**
If the lamb has been fostered, tick the “Foster” box and then select the Foster Type from the drop down list.

Select “Registered” if the foster ewe is a pedigree Suffolk. You can then enter the Foster Ewe’s Flock Book Number in the next box and the system will search for it. Select the ewe from the list and it will be entered into the Foster Ewe box.

Select “Unknown Dam” for any commercial ewes.

The **Foster Date** must then be entered. This is the date that the lamb was removed from the birth dam.

Continue entering lambing details until you have entered all the lambs for the ewe. In the example below there are two live lambs and one dead lamb. The sex of the dead lamb defaults to “Castrate” but you can change it. You can also enter the birth weight and Lambing Ease for dead lambs.
You can now enter lambs for the next ewe. All the data you have entered is automatically saved so you can log off and go back to where you left off at any time.

**Submitting Records**

When you have finished entering lambing records you can either, log out and add more lambing records later or you can submit the records for invoicing. If you submit part of the season’s lambing records you can log back in at a later date to submit more. You can submit as many times as you want. Each time you submit a form an invoice is raised for any charges created by that form since you last submitted.

To submit records just click on the **Submit All Records** button at the top or bottom of the screen. All the lambing records on all the pages where you have made entries will be submitted unless there are errors highlighted.

You will get an email showing a summary of the birth notifications and registrations you have entered. You should check this to make sure that the updates you expected, have been carried out. If not, go back and check the birth notification pages to see if there are any errors that need correcting. Errors will be highlighted in red.

Lambing records that have been successfully submitted will be inactive, i.e. you will not be able to make any more amendments to them. If you return to the birth notification screen you will see that records that have been successfully submitted will look like this:
But records that have been submitted unsuccessfully will look like this:

In this example the lamb identity has already been used. To remove the error, type in the correct identity of the lamb or click “clear ewe record” to start again.

If you need to make changes to an entry that you have submitted, then call the Suffolk Office on 028 25632342
9. Embryo Transfer Notifications

From the flock list screen click **birth notify**. Then click **embryo transfer**

You will then see the Embryo Transfer input screen:

This screen allows you to enter the donor ewe and sire just once for every lamb with the same sire and dam.

First enter the **Donor Ewe**. You can enter the whole or partial flock book number. In this example just the flock code and year of birth have been entered: (phw:12). You can then choose the dam from the search list.
When you select the donor ewe, her details will be entered in the fields below. Next enter the Sire used. You can search by name or flock book number. When you select the sire, his details will be entered in the fields below.

Next enter the Recipient Ewe. There are three options:

**Flock Ewe** – a pedigree Suffolk ewe in your flock that already has a Basco record you can look up. To search for a flock ewe, type in the whole or partial flock book number in the same way as you did for the donor ewe and select it from the search list. The ewe’s details will be entered in the boxes below.

**Previously Used Recipient** – a non Suffolk flock ewe that you have previously added to Basco. Click the “Previously Used Recipient” radio button and select the ewe from the drop down list. The Flock Book Number of recipients always starts with your Suffolk Flock Code and “RPT” which just identifies the ewe as a recipient.
**New Recipient** – a non Suffolk flock ewe that you have not yet added to Basco. You should check the “Previously Used Recipient” drop down list before adding new recipients. Click the “New Recipient” radio button. You will see the following:

![Image of New Recipient Interface]

The UK Ministry Number defaults to your own number but you should change this to the UK Ministry Number of the recipient ewe and then type in the recipient ewe identity: The recipient date of birth should be entered. Click in the date of birth box and the calendar will appear. Just click on the down arrow next to the year to quickly choose the recipient’s year of birth. The month can be chosen in the same way. Then select the date. The ewe must be more than 1 year old to be acceptable as a recipient.

**Adding Embryo Lambs**

You can now add multiple embryo lambs for the donor ewe and sire you have entered. Start by entering the lamb identity which is the last 5 numbers of the Ministry Tag Number. Do not use notch numbers. Leading zeros are entered automatically, e.g. if the number is 01027 then just type in 1027. Complete the record by entering the date of birth and sex and if applicable, the birth weight (to one decimal place) and Lambing Ease.

*Note: All ET lambs are automatically Birth Notified*

![Image of Embryo Lamb Interface]

Add the lamb by selecting the **add** button.

You will see the following screen which shows that your lambing record is being processed and is being added to a list at the end of the embryo transfer screen. Wait for the record to finish being processed.
The embryo lamb is then held at the bottom of the embryo transfer screen:

Continue adding lambs in the same way until you have added all the progeny for the same donor ewe and sire combination.

**Tip:** If a new recipient ewe has twins, she will be in the “Previously Used Recipient” drop down list for the second lamb.

If you have added a lamb in error, e.g. with the wrong tag number, then you can delete it and add it again before you submit. At the end of each lambing row you will see a bin icon: Click the icon to delete a lamb.

**Submitting Embryo Lambs**

When you have finished adding lambs for the same donor ewe and sire then click the **submit** button to send the records for invoicing.

You will see the following screen:

Wait for the form to finish processing before returning to add lambs for the next donor Ewe/ Sire combination.

You will see a line at the end of the form that begins with “finished ...” and then you will be returned to the flock list.

Click **birth notify** and then **embryo transfer** to add lambs for the next donor ewe/ sire combination.

When you submit embryo lambs you will get a confirmation email. Check the email to ensure that the records have been added as expected.

Contact the Suffolk Society office on 028 25632342 if you have any queries or problems with any aspect of the new Basco interface.
Census

This would be the equivalent of our paper Autumn Return. Where it differs from the paper version is that it can be submitted repeatedly through out the year. It allows you to keep your flock up to date by enabling you to remove dead or sold sheep, birth notify and register females and birth notify males.

The census screen also allows you to order the current Flockbook and request that your details be included in the Society’s next Yearbook.

**Before submitting any screens in your Census you must complete the Sires list.** This is the information which is used for our Flockbook.

It is essential to submit either your paper Autumn Return or submit the online Census between 1st October and 30th November in order to avoid the Late AR Fee.

By keeping your flock up to date the information on your Birth Notification form and the Sires used details in our Flockbook will be up to date also.

Select the Census option on the Flock List page

To view the Census - select the Census option on the Flock List page

![Census screen](image)
10. Updating Census Sires Page

Select the Sires List option

Enter details of the rams used for your forthcoming lambing season. Tip: You can enter part of the Flock Book number or the name and then select the correct ram from the drop down selection.

If you have not yet registered the ram you will need to send a Ram proforma from the breeder to the office or if he was purchased at one of our main Ram Sales (National, Stirling, Carlisle, Ballymena or Roscrea) then he can be registered over the phone as he was inspected by a vet prior to the sale. If you add the wrong sire in error simply click on the Remove Sire box to the right of the ram’s details.
11. Updating Flock Preferences

If you have not used a registered Suffolk ram with your flock select the Flock Preference option from the Flock List page.

Simply tick the box to confirm no registered Suffolk sires were used.
12. Updating Flock

With in the Census there is a selection of pages to choose.

If updating your whole flock work your way through them all. Each page will give up a list of the sheep that meet that criteria for example the

**Birth Notified Sheep screen** only lists sheep that are Birth Notified

From this screen you can mark sheep as sold or dead or you can register female sheep. Submit Screen when finished to update your flock.

**Note:** All male sheep must me registered through the Society Office. If purchased at one of our Premier Ram Sales, this can be done over the phone or by email. If not then a ram proforma must be completed and signed by the breeder and the purchaser, then posted or emailed to the office.

**Registered Sheep Screen** only lists Registered Male and Female Sheep
From this screen you can mark sheep as sold or dead. When either option is picked you will be asked for a reason for disposal. Submit Screen when finished to update your flock.

**Non Birth Notified Sheep** only lists sheep which are neither Birth Notified nor Registered.

From this screen you can mark sheep as dead or sold. You can also Birth Notify Male sheep and Birth Notify and Register Female sheep. Submit Screen when finished to update your flock.

**Non Flock Recipient Ewes** only lists ewes which have been used as a recipient ewe for Embryo Transfer work.

From this screen you can mark sheep dead or sold. Submit Screen when finished to update your flock.
13. Ordering Flock Book
The current Flock Book can be ordered through the census form. Just tick the appropriate box at the top of the census form. Once you have ticked this box and submitted that page of your census the option will be removed and will not be available again until 1st October.

14. Entry to the Breeders Directory
To have your detailed entered in the Breeders Directory Section of our Society Yearbook, tick the Breeders Directory Box at the top of any of the census screens. This option is only available from the 1st October to the end of February and is relevant to the next edition of the book.

15. Reports and Downloads
The following downloads are currently available from the flock list screen:

Census PDF - Click on census pdf to see a list of all your live lambs in flock book number order. The report can be printed or saved.

EBV Excel - Click on ebv excel to download a spreadsheet of EBV traits for your sheep.

Click your browser back button to return to the flock list.

Click your browser back button to return to the flock.