Guide for Suffolk
Pedeweb ‘on line’ flock book
User Guide for Suffolk Sheep Society

Pedeweb is an interactive ‘on line’ flock or herd book. It contains all the information you would normally find in a published flock or herd book with easy search functions, and it gives you the added advantage of being able to make application to change the entry for your own flock or herd.

To Access Pedeweb

Go to the breed society web site and click on the link to the ‘on line flock or herd book’

The first screen is called Animal Search and allows you to search for any animal in the database.

Type your own flock or herd number in the owner box and click on ‘search’ for a full list of animals in your registered ownership.

Type M in the sex box to reduce the list to males, type a number in the tag box to reduce the list still further.

Now click on ‘Search for Animals’

The more information you type into this screen the FEWER animals you will find. Less is more on search screens.

(Please do not use the browser back button at any time when using Pedeweb)
Below is an example:-

A list of the animals which fit your search description will be displayed. Click on any one of them to see more information – anything in blue is a link and will display more information if clicked on.

Below is a detailed view of the animal chosen.

**Barrachan Olympic Lad - 145461**

Registration No: 145461  
Tag No: UK058322/00182  
Registration Type: Main Register  
Breeder: 04546 - Ms M McEwen  
Owner: 04546 - Ms M McEwen  
Sex: M  
Number Born: 14/04/2012  
Date of Birth: 14/04/2012  
Sire: 141222 - Harbell Ram [UK056346/00020]  
Dam: L99034 - Leggate Ewe [73252/2245]  
Description:  
Sex: Alive  
Born: 4-Horn  
M/F: -  
Date Born: 20/08/2012  
Volume no.: 36  
Pedigree

Click on 'pedigree' for a four-generation pedigree

Below is a four-generation pedigree for the animal you have selected.
Click on 'progeny' for a list of progeny. Below is a list of progeny for the animal you have selected.

**Barrachan Olympic Lad - 145461**

<table>
<thead>
<tr>
<th>Reg No</th>
<th>Name</th>
<th>Sex</th>
<th>Date of Birth</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>145461</td>
<td>Barrachan (UK058322/00610)</td>
<td>F</td>
<td>23/04/2013</td>
<td>04546 Alive</td>
</tr>
<tr>
<td>145462</td>
<td>Barrachan (UK058322/00611)</td>
<td>F</td>
<td>23/04/2013</td>
<td>04546 Alive</td>
</tr>
<tr>
<td>145463</td>
<td>Barrachan (UK058322/00612)</td>
<td>F</td>
<td>19/04/2013</td>
<td>05313 Alive</td>
</tr>
<tr>
<td>145464</td>
<td>Barrachan (UK058322/00660)</td>
<td>M</td>
<td>03/04/2013</td>
<td>04546 Alive</td>
</tr>
<tr>
<td>145465</td>
<td>Barrachan Blizzard (UK058322/00149)</td>
<td>P</td>
<td>03/04/2013</td>
<td>04546 Alive</td>
</tr>
<tr>
<td>145466</td>
<td>Barrachan F (UK058322/00060)</td>
<td>M</td>
<td>03/04/2013</td>
<td>04546 Alive</td>
</tr>
<tr>
<td>145467</td>
<td>Barrachan (UK058322/00190)</td>
<td>M</td>
<td>28/03/2013</td>
<td>04546 Alive</td>
</tr>
<tr>
<td>145468</td>
<td>Barrachan (UK058322/00191)</td>
<td>M</td>
<td>28/03/2013</td>
<td>04546 Alive</td>
</tr>
<tr>
<td>145469</td>
<td>Barrachan (UK058322/00192)</td>
<td>M</td>
<td>28/03/2013</td>
<td>04546 Alive</td>
</tr>
<tr>
<td>145470</td>
<td>Barrachan (UK058322/00193)</td>
<td>M</td>
<td>28/03/2013</td>
<td>04546 Alive</td>
</tr>
<tr>
<td>145471</td>
<td>Barrachan (UK058322/00183)</td>
<td>F</td>
<td>18/03/2013</td>
<td>04546 Alive</td>
</tr>
<tr>
<td>145472</td>
<td>Barrachan (UK058322/00184)</td>
<td>F</td>
<td>18/03/2013</td>
<td>04546 Alive</td>
</tr>
</tbody>
</table>

Anything in blue is a link, so you can select an animal in a pedigree or progeny list to go and view its pedigree or progeny and so on.
Finding members

You can find members by clicking on the link to Member Search.

Select a region, or type the person's surname, or flock or herd name. The more you type the fewer records will be displayed.

Tick members with animals to exclude members who do not own animals from the list displayed. Then click on ‘Search for Members’.

Above is a list of all members that met your search criteria.

This may include a link to their own web site and confirmation that their flock is part of a health scheme, eg MV accredited for sheep. To update your own records please go to ‘Manage your Flock/herd’ or contact the Suffolk office.
Manage Your Flock or Herd

The ‘on line’ flock or herd book is updated regularly and is a quick an efficient way to report births, deaths and sales.

To access the ‘manage your flock/herd’ section, Click on 'Manage your flock/herd'

Type in your membership number, this is your flockcode and your password. If you have mislaid this or would like to change the password, please email the registry. Finally confirm your email address and click on continue

A list of menu options (listed below) will be displayed and if you have not cleared it there may also be a shopping basket.

The shopping basket is a tally of transactions. It is not linked to the society accounts. To clear your shopping basket, please click on ‘proceed to check out’, and print the remittance slip offered.
The main menu options in ‘Manage your Flock/Herd’ are:

1. Apply for Registration
2. Death/slaughter
3. Castration
4. Transfer of ownership
5. Identification of Animals for Sale
6. View / Change contact details

1. **Apply for registration** - The birth screen only works if the mothers are in your registered ownership. If they have not yet been transferred into the database please contact the society office.

The system should already know the first part of your flock/herd number and your flock/herd name.

Complete one ‘form’ for each offspring
Type in the individual tag number (this should be the last 5 digits of EID)
The date of birth, sex, individual name.
Select NS for natural service (AI for artificial insemination or ET for embryo transfer) from the drop down list

**Sire** – click on the down arrow alongside sire for a list of males in your ownership which you have used before, and click on the correct one if it is in that list.

If the male you need is not listed, click on the words ‘search for sire’. A new screen with a ‘form’ will be displayed. Type in some information about the male you are looking for. Remember the more you type the fewer animals will be displayed, so try just part of the name or the tag number and click on ‘search for animal’ for a list of males that include that information. If the male is now dead you may need to widen the search and click ‘dead’

**Zulu**

Type in part of the name or number and click on ‘Search for Animals’ to reduce the list

Click on the correct male in the list offered
That takes you back to the birth screen with the sire filled in. He will now be in the drop down list for the next application.

**Dam** – click on the down arrow alongside dam for a list of all the females in your registered ownership. You can only use this birth screen for offspring whose mothers are in your registered ownership.

To reduce the list click on the words ‘search for dam’ and use the ‘form’ to find individual animals in exactly the same way as described for males. Remember the more you type the fewer animals will be displayed.

**Number Born** – type 1 for a single, 2 for twins, 3 for triplets etc

**Registration type** – select the correct registration type

**Click on add to application list** and repeat the process for the next lamb/kid/cria/foal/calf

When you have finished the batch, tick the declaration, click on submit application to breed society. If you have a lot to do it is a good idea to submit in batches of 10 or 20, just in case you have a power surge, or get called away to the phone. If the system, or your computer does ‘time...
out’ – when you log back in you will find the list you have created will be displayed, waiting to be submitted.

After each submit you have the option to print off a summary of the applications you have just done.

Finally click on return to ‘manage your flock/herd’ where you will find a ‘shopping basket’ with a summary of the fees due. **Normal Society registration fees apply.**

Click on ‘Proceed to Check Out’.

### 2. Deaths/slaughter (no charge)

This is where you should record all your animals sold for meat or fallen stock. A list of animals in your registered ownership will be displayed. Click on any of the column headings to sort into order. Tick any which are no longer alive and click on ‘submit death(s) to Breed Society’.
3. Transfers
Please notify the Society Registry of all sales so that the animals can be transferred into the correct flock/herd in the database.
Select ‘Transfers’ from the ‘manage your own flock’ menu. A list of animals in your registered ownership will be displayed. Click on any of the column headings to sort into order. Use the form at the top to reduce the list, for example type M into the sex box to display only males.

Tick those animals, which have been sold.

Click on enter buyers details and type on their full name and address into the form offered.

Click on return to transfer window, finally click on submit.
4. Flag Animals for Sale / Hire / AI
If you wish to flag animals available for Sale / Hire / or for which you have AI available, click on the menu option and type S, H or A into box alongside the relevant animal.

You can edit this at any time.

Once the registry have been notified of the sale of an animal, it will automatically disappear from this list.

5. Survey
In order to keep the society database up to date we may carry out a survey from time to time. This can be completed in ‘manage your flock’

If you choose to complete your survey on line click on ‘complete survey now’.
A list of all the animals the system thinks you own will be displayed.

Every animal MUST have a tick in one of the three boxes before the system will allow you to ‘submit’. The easiest way to do this is to click on ‘tick all animals as alive’ then work through the list and change the ones you have sold or are dead, as you go along.

When you are happy with the list click on submit. That will take you to a summary screen:

If you click on submit, the dead animals will be flagged as dead, the sold animals will not longer appear in your flock and can be ‘claimed’ by the new owners via the registry office.

For help or advice please email the Society Secretary at enquiries@suffolksheep.org