

The Cavy Register for Windows Deluxe Edition Supplement Version 15

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The Cavy Register for Windows

Deluxe Edition Supplement

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Chore Scheduling

Introduction to TaskMaster

TaskMaster (TM for short) is a chore scheduling program that is included within the Cavy Register for Windows, Deluxe Version. It uses your existing litter data to remind you of the various phases and tasks associated with breeding your animals. Once you have entered a date paired/bred into the litter data for the sow, it then will automatically remind you when to expect the litter, rebreed, and remove the litter. You can also add other breeding and non-breeding related chores of your own, and any chores that have been entered into the medical records section can also be made to appear on your TM list.

To work with TaskMaster, just click on the menu choice **TaskMaster...** at the top of your Summary Screen. This will bring up the TaskMaster Chore List Screen for ALL breeds, regardless of the breed currently displayed on the Summary Screen (you can change to showing chores for only the currently selected breed if you wish, by clicking on the **Filter Chores** icon). You will do most of your TM work on this screen. On the left side of the screen is a calendar. On the right is the task list. This list displays the tasks that are scheduled to be completed on the date selected on the calendar. Each time that you start TaskMaster, this screen will appear with today's date selected. Across the top of the window is a toolbar with various controls for adjusting how the chore list is displayed, and other functions. Each of these buttons, the functions they perform and the screens that they display will be described in more detail below, after we cover some other important information.




The Calendar


The calendar is used to choose a date. The box with the date circled in red represents today. Each time that you start the program, the date cursor will be positioned on the present date. You may select a different date by moving the cursor.



In addition to providing a convenient way to select the date for which you want to see chores, the calendar also provides a lot of useful information, including:


- 1) the phases of the moon (new, first quarter, full, last quarter):






2) Religious holidays of various faiths:   

3) Secular holidays:  (plus special icons for many holidays)

3) Vacations and family events:  

4) Shows: 

5) Chores and reminders:   

6) Plus many more.

In every case, if you are unsure what a symbol means, hover your mouse pointer over the symbol and a small box will pop up and identify the symbol's meaning.

To move the cursor to a different day that is within the present month, just click on the desired date. To change months, click on the left- or right-facing single triangle symbols that are adjacent to the month name. Clicking on the left triangle will take you back one month per click. Clicking on the right triangle will take you forward one month per click. Changing years is accomplished in an identical manner using the double triangle symbols.

Use the **Configure Calendar** icon in the toolbar to adjust what is displayed in the calendar boxes

The Chore List

The list on the right side of the screen displays all of the chores for the selected date(s). If there are more chores than can be seen at one time, a scroll bar will appear at the right side of the list. Dragging the scroll bar will display the remaining list entries. Double-clicking on a chore on the list will mark it as completed, and allow you to enter specific details about that particular chore. Use the **Filter Chores** icon to control the information displayed on the list. You can choose to see

- 1) just the currently selected breed or all breeds,
- 2) Today's chores only or all uncompleted chores ('outstanding chores')
- 3) Today's completed chores.

Description and Operation

Specifying the Chore Schedule. You can separately specify the breeding cycle times and chore dates for each breed. If you do not customize the chore data, the program defaults to the following:

- Day 00 Pair or Breed
- Day 60 Split
- Day 70 Litter due
- Day 91 Remove litter
- Day 121 Rebreed

To change these dates, make sure you are in the breed that you want to change, (remember, the program stores this information separately for each breed, so you must start on the screen for the breed that you want to change) and then go to the TaskMaster screen. At the top of the TM screen, click on the toolbar choice **Edit Breed Profile**, This will bring up the Chore Planning Screen. From here you can select any of the breeding-related tasks, and edit it. Just fill in the number of days after the breed date that you want to be reminded of an event, and the program will do the rest. If you do not palpate your animals, or do not want the program to remind you to rebreed your animals, then edit that chore and uncheck the **Enabled** box. To leave this screen and save your changes, click **Done**. To leave without saving any changes you have made, click the **Cancel** button.

By clicking the **Add New...** button you can also add your own custom chores to the breeding cycle for every sow, and these chores can be different for each breed.

Note that for chores that occur after the litter is born, you can specify

when they occur either as the number days after breeding, or the number of days after kindling. If you chose to specify the chore as a certain number of days after kindling, the program will provide an estimated date for that chore, until kindling actually occurs. Estimated chore dates are indicated by a tilde (~), the mathematical symbol for “approximately”. After an actual kindling date has been entered, the program will recalculate the chore date, and show it without the tilde.

By clicking the **Adjust Table** icon on the TaskMaster Chore List Screen, you can select how the animals themselves are listed on the Chore List. They can be shown by any combination of breed, name, ear number and/ or cage number.

How to Use the TaskMaster Screen. To mark a task as done, just double-click on it. When a task has been marked as done, it disappears from your list, unless you have checked Completed Chores under the Filter Chores icon, in which case the chores that were completed on the selected day will show, with a small green checkmark on the task icon. Tasks not yet done have no check mark beside them. Any changes made on this screen will appear in your litter data, and any changes made in your litter data will appear here. Once you leave this screen, any tasks marked as done will NOT appear on this screen again, but a permanent record is kept with the litter information, and can always be viewed and edited there. So if you discover you’ve made a mistake AFTER leaving this screen, you will have to go to the litter data screen for the sow with the error, and make the correction there.

Printing your Chore Sheets. Just click on the **Print Chores** icon on the TaskMaster Chore List Screen. The Task Printout Screen will appear. Use the left calendar to specify the first date that you want to print and use the right calendar to specify the last date that you want to print.

Note: To make the calendar box disappear after making a selection, just move your mouse pointer off of the box.

If you check the “**Click to show all outstanding chores**” box, all of the uncompleted chores from days prior to the date selected on the right calendar will be printed on the first page of your chore list. If this box is not selected, these old chores will not be printed. You can select to print all chores on a single page, or each day’s chores on a separate page. Once you have made your selections, click on the **Print** icon to start printing. You should always print a week or less at a time, because the program adds new chores to the list based on the chores that you have completed, so if you print too far in advance, not all chores will be listed.

Use the **Settings** button to select a printer, adjust paper orientation, paper size, line spacing, and font size.

Adding Non-breeding Related Chores.

TaskMaster allows you to set up your own chores, and be reminded to do them as often as you like, from once every, to daily. On the TaskMaster Chore List Screen, click on the **Edit Non-Breed Chores** button. This will bring up the Non-Breeding Chore Setup Screen.

To add a new chore, proceed as follows:

Click **Add New....** This brings up the Non-Breeding Chore Master Add/Edit Screen. Describe the task on this screen.

Checking **Keep Permanently** means that the program will add the completion of this task to the animal's permanent, otherwise, it will disappear from the animal's records after it is completed.

Checking **Medical Chore** means that this chore will be treated as a special, medical-related item. Not only will reminders appear on TaskMaster, they will also appear on the Summary Screen.

Checking **Print in Medical History** means that the program will print this item in a printed copy of the animal's medical history. If not checked, it will appear on the screen, but not in a printout.

Non-Cavy Chores. Choose this for chores that are totally unrelated to cavies, such as "Pay Electric Bill"

Cavy-Related Chores. You can add chores for particular cavies that are not related to a breeding cycle by selecting **Cavy-Related** in the **Applies To** box. You then can choose to have that chore apply to all animals, only the females, only the males, or just selected individual, specific cavies.

If you select **Specific Animals**, the program then presents a list of all of your active animals, and you can pick them one at a time to be added to this chore.

Click **Done**, when you are finished with defining this task.

You now can click **Add New....** again if you wish, until you have added as many basic chores as you would like. Click **Done** to exit and return to the TaskMaster Screen.

TaskMaster Mobile Edition (TMME) for Android

If you have an Android mobile device of recent vintage, and are using a wireless network at home, you can also download your chores from the PC to the mobile device, take it to the barn, enter all your chores, come back to the house, and sync to the Cavy Register. All your chores are now automatically updated, as is your litter data and weight records. Visit <http://evsoft.us/tmme.shtml> for full details.

The Master Breeding List

In addition to the TaskMaster listing of chores that is provided by date, the program also provides a Master Breeding List, which can be viewed for the currently selected breed or all breeds. By default, this listing shows all sows that are currently bred, and the status of their current litter. Under user control, you can change it to display all litters in the past 6 months, or all litters in the past year. This data is viewed from the Summary Screen, by selecting the menu choice titled **Master Breeding List...**, at the top of the screen, or by clicking on the Master Breeding List button on the TaskMaster Chore List Screen.

You can move the columns to be in whatever order you like by dragging the column header to the desired position. You also can change information displayed by using the **Customize Table** icon. Printing is handled in the same fashion as it is for the TaskMaster chore sheets.

This feature is available on the Summary Screen, under the Print icon, primarily for selling pet animals. Select the animal(s) you wish to print, then click **Print, Birth Certificates**. The certificate gives the animal's name, ear number, date of birth, the name and ear number of the parents and the name of the caviary. It does not provide contact information.

The Judge's Notebook

Introduction to the Judge's Notebook

Judges can use the software to keep track of their bidding records. The program records the date that offers were received, whether or not a bid was submitted, whether the bid was accepted, and all of the expenses and mileage information associated with attending a show. The Judge's Notebook is accessed from the Summary Screen via an icon labeled **Judge's Data**. The Judge's Notebook screen provides a summary of all the individual shows that you have already entered into the program, much like the Summary Screen lists all of the caviaries that you've entered

into the program. The **Mileage** and **Expenses** icons will each take you to a screen where you can view a summary of your mileage and expenses for the year.

Getting Started

To add a show, click the **Add Entry** button. This brings up the Edit Show page. On the top half of the page add the name and location of the show, and its date(s). You can also specify travel dates if they begin before the show and/or end after the show. The bottom half of the screen allows you to separately enter more than one club at one show, in case you supply separate bids for more than one show at the same location for the same weekend. If you have previously dealt with this club, just select the name from the Club box, otherwise, click **Add...** and fill in the club details. If you prepare separate bids for more than one club/show, each show will have a separate sub-show tab in the lower box.

Adding/Editing Data—The Sub-Show Tab

This tab allows you to keep track of each show for which you have received an offer to bid, whether you decided to bid, and the details of your bid. Click the **Edit Bid Status...** button to enter your bid data. This brings up the Edit Bid form, discussed below. Data entry is straightforward and intuitive. Each show must have a name and a start date. Due to space limitations, the program may abbreviate the show, as needed, by using those letters in the show name which you capitalized. It is therefore important that you do not type a long show name all in capital letters. It is best if each show name contains between 2 and 6 capital letters.

Adding/Editing Data—The Edit Bid Page

All of the data entry on this form is pretty self-explanatory, except perhaps for the **Show Quality** entry. When you complete each show, you can enter an A+, B, C, D or F evaluation for that show. The program then looks at all the shows you have judged for each club and averages those results to provide an A through F rating for the club.

Adding/Editing Data—The Expenses Page

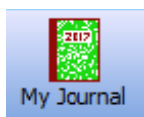
Click the **Edit Expenses...** button to reach this screen. For each day of the show, including any additional days that you have specified as travel days, the program provides a column for you to enter the expenses for that day.

At the bottom of the Show Expenses page, the program provides a summary of all your expenses for the show, both by the day and total for the show. To view/print totals for the year, or other period, return to the Judge's Notebook screen and click the **Expenses** button.

Adding/Editing Data—The Mileage Page

The Mileage Data page is similar in format to the Show Expenses page, providing you with rows to enter mileage information. The page begins as empty. Click the **Add New** button to create each row as you need it. Note that you do NOT have to enter the mileage each day. You can just enter the start mileage at the beginning of the trip, and the end mileage at the end of the trip, and the program will calculate the total mileage driven.

As with the financial data, To view/print totals for the year, or other period, return to the Judge's Notebook screen and click the **Mileage** button.



My Journal

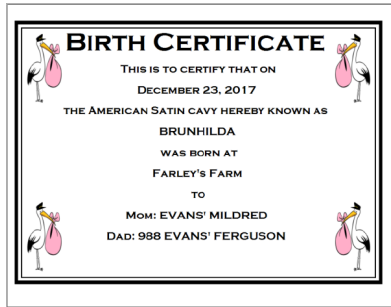
The program offers a searchable diary or journal. You can use it to keep track of anything that you would like. It can be set up to display one day per page or one week page. The 7 day display can begin on any day of the week. By default, the week begins on Sunday. These settings are under the Setup menu on the My Journal page. For each entry you can assign markings to each entry, from 0 to 5 stars, and /or one or more colors (red, orange, green, blue or violet). These markings have no specific meaning to the program, they are for your own use and you can define them to mean whatever you like, or you can ignore them completely. Some folks use the stars to signify importance, the more stars, the more important the entry. As for the colors, some folks set up a system, for example, red entries might be medical notes, blue for breeding notes, and so on. Here is a small sample of the upper left corner of a 7 day page:



Red and green colors have been selected and it has been assigned a 3 star rating. The text that you enter would appear in the yellow box, which extends across the page further to the right than you can see here.

Using the **Search** feature at the top of the journal page, you can search for any combination of stars, colors and text, and the program will show you all the entries that match those search criteria.

Birth Certificates



This feature is available on the Summary Screen, under the Print icon, primarily for selling pet animals. Select the animal(s) you wish to print, then click **Print, Birth Certificates**. The certificate gives the animal's name, ear number, date of birth, the name and ear number of the parents and the name of the caviary. It does not provide contact information. If you print your pedigrees in black and white, the birth certificate also prints in black and white. If you print your pedigrees in color, the birth certificate prints in color, with the stork carrying a pink bundle for a female and a blue bundle for a male.

Storing your Data in the Cloud

Introduction

Your program has the ability to automatically store your data in the Cloud, in a Microsoft OneDrive account. When it does this, it stores a copy of your data on your machine, but then also copies that file to your OneDrive cloud account. This is NOT an instantaneous process, but it DOES eliminate the need to make backups and also allows you to access the data from several computers if you wish, but you should not try to edit the data on two machines at the same time. Only add or edit data from one machine at a time, then let Microsoft copy that data to the cloud and back to the other machine before making changes on the other machine. If you do not have a huge number of files in your OneDrive account, this will usually happen quite quickly. So, for example, you can enter new data on your home or office computer, then go to the barn, and your updated data should have already arrived by the time you get there. Also note that you should NOT enter data changes and then immediately shut off the computer if you are planning on looking at that data on another machine, always wait until OneDrive indicates that it is up-to-date before powering off (if you only have data on one machine, this is not an issue, you can shut off right away).

Set up OneDrive First

You must already have set up your OneDrive account before you begin this process. If you are planning on sharing the data on multiple computers, they must all point to the same OneDrive account.. If you need assistance doing this, please consult Microsoft's OneDrive help.

Connecting the Register program to OneDrive

(In the description below, the key with the Windows logo in it, generally called the Start key, is located two keys to the left of the spacebar). Please note that this is NOT the start *button* that is an image usually located in the lower left corner of your screen!!

- 1) On the computer that has the latest data start up the Register program.
- 2) On the Summary Screen, click on **File, Data Management, Store Data in OneDrive**. The program should transfer your data to the OneDrive account and then terminate.
- 3) Go into the File Explorer (hold down the Start key, give the letter **e** a quick tap, then release the Start key)
- 4) Locate the folders that are shown under OneDrive

- 5) Find the **Cavy Register Data** folder. Make sure that it either says **Available offline** in the Availability column (in Windows 8), or has a green circle with a white checkmark in it that is superimposed on the icon (in Windows 10). If it does not (and it probably won't), right-click on it and change the availability until you see what is described in the previous sentence.
- 6) Now start up the program again on the first computer. It should find your data.

If you are only using one computer, you're done, otherwise, continue with step 7.

- 7) Go to the other computer(s) and go into the File Explorer (as described in step 3, above).
- 8) Look for what folders are shown under OneDrive
- 9) If you see the Cavy Register Data folder (which is unlikely) go to step 10
-- otherwise --
Right-click on the OneDrive icon and select **Choose OneDrive folders to sync** and check the Cavy Register Data folder. Then *wait* for the folder to link.
- 10) Start the Cavy Register program on the second computer.
- 11) On the Summary Screen, click on **File, Data Management, Store Data in OneDrive**. The program will say it has found a file in OneDrive, do you want to use it? Click **Yes**.
- 12) The program will now end. Restart it and you are good to go!

A Few Cautions

- To repeat something I said in the introduction, when departing from a computer on which you have just made changes, do NOT shut it off right away as OneDrive may not yet have updated the copy of the data that is in the cloud. Leave the computer running for at least 5 minutes, or right-click on the OneDrive icon in the Systray make sure that it has finished syncing the RegisterV14.ACCDB file AFTER you made the most recent changes.
- If leaving a computer running, it is best to leave that computer with either the Cavy Register turned off, or so it is displaying the Summary Screen.
- When starting up the Cavy Register, it will ask to confirm that the data it sees is the latest. Be sure that the date and time look right, otherwise you may need to tell the program to wait until OneDrive updates on this machine. If the computer had been running for some time before you started the Cavy Register, the data should be current, but if you just turned it on, and have recently made changes on the other computer, it may take a bit to get the changes down

from the cloud.

- Do NOT put a lot of other files in OneDrive, otherwise you slow down its performance and it may take longer to update.