

The Cavy Register for Windows

**25th Anniversary
Version**

Upgrade Addendum

Copyright 2013

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Program Installation

1. Download and run the file **SetupC.exe**, located at <http://evsoft.us/version25th.shtml#SOFTWARE>.
2. The installation program should progress smoothly to completion. However, during the final phase of program installation, we install the Microsoft Access Database Engine. The Microsoft Installer will ask you a question, and await your answer, but sometimes it is not smart enough to put that window on TOP of our installer window. As a result, the installation process seems to stop just before the end. If this should happen to you, just move our window aside, and you should see the Microsoft window behind it. Once the Microsoft install is complete, you should get the **Finished** button to click on our install. Click it and you're done.
3. Before running the program, install your registration file from <http://evsoft.us/files/pfiles.shtml> in accordance with the email instructions that came with your upgrade purchase.
4. The first time you start the program it will attempt to locate your old data, convert it to the format needed for the new version. During this process, if the data convertor detects any problems with your data, it will list those errors. Make note of any errors, as you may want to correct them once the conversion is complete. This conversion process can take anywhere from 10 minutes to 1 hour, depending on the quantity of data you had in the old version. When the conversion is complete your data from the earlier version should now be present, and you are ready to use the new software.

Getting Started

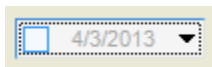
This all-new version of the software has many additional features, and we'll get to them in the next few pages. But it also has a new interface, that we hope, once you get used to it, will make it even easier to use. In order to smooth this transition, please take a few moments to read these important paragraphs that describe changes in the way you use the program.

Selecting Animal(s)

We now select animals just like any other modern Windows program. To select a single animal do just as you have always done: click on the animal. It will become highlighted on the screen. To select a group of animals that are adjacent on the list: click on the first animal, then hold down the **Shift** key, and click on the last animal. They all will become selected. To select more than one animal, but select them one at a time: click on the first animal, then depress the Control key (**Ctrl**) and click on each individual animal. There is more on this subject in the section on preparing a show entry, below.

Entering Dates

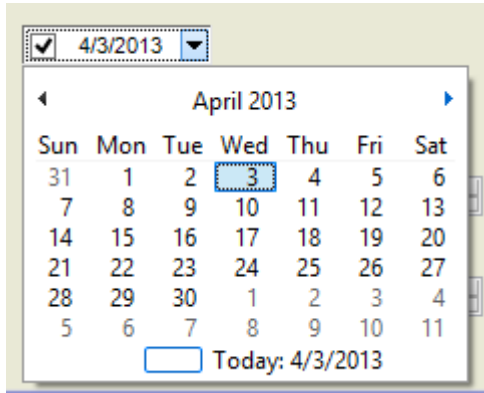
To enter dates we supply a calendar control. You can still just type in the date if you want by clicking the check box, then clicking in the box, but the calendar makes it easier. Here's a picture of one as it first appears on the page:



If a date has already been entered in the box, the checkbox on the left will be checked. To remove a previously entered date, uncheck the box on the left—it then will be grayed out as shown in the example above.

To select the current date, just click the checkbox. To change the date, click on the dropdown button, which will open the calendar. When the calendar is first opened, it looks like the image at the top of the next page (depending upon your version of Windows, the appearance may be slightly different). You can pick any day in the currently selected month by clicking on the date. To move forward or back one month at a time, click on the left or right arrows.

To directly select any month from this year click on the month name. A list of months will appear, that allows you to select any month from the currently selected year. In some versions of Windows there will be left and right arrows

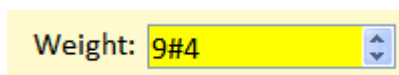


on the month selection list. To change years one at a time, click the left or right arrows. In other versions of Windows, click on the year shown on the calendar itself, and 'scroll up' and 'scroll down' buttons will appear that let you move forward and back one year at a time.

The only exception to all of this is the date entry box for winnings— because you often don't know the full date for a win shown on a pedigree, we just let you type the date in. When you don't know the day of the month, just enter a question mark, so for example, in US format, if you only know the winning was in October 2012, enter 10/?/2012. If you don't know the date at all, then just type a question mark.

Entering Weights

If you live in the US, the program will expect you to use the English system based on pounds and ounces. If you live in any other country, it will be set up in metric units (either grams or kilograms, kilograms is the default). In the US, it defaults to ounces, but you can change it to pounds and ounces, decimal pounds kilograms or grams. Please note, and this is important, DO NOT try to enter pounds and ounces using a decimal point between the two. Yes ARBA does it because their old clunky database couldn't do it any other way, but this is wrong, it is confusing, and it can lead to errors. For metric, ounce and decimal pound users, the data entry is obvious, but for English, 'Pounds and Ounces', users, let me explain a bit more. Here's what the box looks like:



Start by typing the pounds portion of the weight. To separate between pounds

and ounces, you can type the pound sign (#), which is sometimes called the 'hash' symbol. You have to hold down the Shift key and depress 3. Which can get to be a pain when you are entering a bunch of weights. So we added a special key to make it easier — use the forward slash (/) key — that's the one on the same key with the question mark. That way you don't need to use the Shift key. Think of it as the left side of the pound symbol. After typing the / then just type the number of ounces you wish to enter.

You will notice that there are little up/down arrows to the right of the box, you can use them to make small adjustments in the weight. I wouldn't recommend using them to get from 5 pounds to 15 pounds, you'd be clicking all day, but if you want to change the weight by an ounce or two, that's an easy way to do it. To change the pounds portion quickly, just double-click it and then type the new number.

Entering Numbers

Entering numbers is pretty straightforward, just type them into the box. We also provide those little up/down arrows on the right side of the box, and you can use them to increment the numbers up or down.

New Features

General Printing

Printing has been improved throughout the program. Now you get a preview screen for each printout, and you control the print settings from there. Each screen remembers the printer you last used, so you can select one printer for your pedigrees, a different printer for inventories, and so on. Because it takes some time to setup the preview screen, you will notice a slight delay when you call up the various print screens. This is normal. There will be more discussion on printing, below.

The Summary Screen

- We've tried to reduce the size of the menus, so that you don't have to dig to find the features that you want. This means more icons on the screen. On older, smaller, less expensive screens, not all the icons will fit, so you may have to click on the little drop-down triangle, located over on the right side of the toolbar, shown below where the big, crude arrow is



pointing, to see the rest of the icons.

- You now can select the items you want to appear on the Summary list. Just click on the **Customize Table** button. You will see a list of all the possible choices. Click the left icon on the list to include it on the screen, click the right icon to include it on your inventory printouts. You can put the columns in any order. Just drag the column header to where you want the column to be and release the mouse button.

- The dinky little column down the left side that used to have the asterisk in it has been replaced with a column with icons. Now, when you ask to highlight animals with a certain characteristic (by clicking **Display, Highlight Particular Animals**), the program can show more than one highlighting at a time.
- All columns now auto-size to fit the data. The only exception may be the Comments field, because it can very long.

The Pedigree Screen

Controlling the displayed information is now performed directly on the screen:

- Click on the **Adj. Display** icon to select between ;
 - 1.the standard view, with males in blue, females in red.
 - 2.Colored by variety.
 - 3.Registration problems — any red boxes are animals that will prevent the root animal from being registered, with the reason shown in the lower right corner of the box
 - 4.Line Breeding Coefficient: coefficient shown in each box, unique animals are grayed out
 - 5.Inbreeding Coefficient: coefficient shown for root animal, ancestors that appear in both the maternal and paternal trees are shown in color, all others are grayed out.
- Right-click on the animal to:
 - 1.Change the color of the box on the screen
 - 2.Highlight its occurrence(s) on the pedigree
 - 3.View that animal's pedigree.

Pedigree Printing

- Pedigrees can now be printed either singly, from the Pedigree Screen, or in batches, from the Summary Screen. To print in batches, just select the animals, then click the Print icon and select **Pedigrees**.

- Printing single pedigrees from the Pedigree screen is pretty much as you are used to, just click the **Adj. & Print Peds** icon.
- You no longer select between breeding certificates, pedigrees or mini-pedigrees while on the Pedigree Screen. That is now done on the Pedigree Printout Setup Screen. You now have 5 choices for the type of pedigree:
 - 1.Pre-sale Pedigree— with blank lines in the upper left corner for you to manually fill in the buyer info
 - 2.Post-sale Pedigree— you input the buyers name and address, and the program prints it on the pedigree.
 - 3.Non-sale Pedigree—the upper left corner is totally blank
 - 4.Multi-Mini Pedigree– prints up to 4 pedigrees on a single page.
 - 5.Breeding Certificate— the upper left corner says “This boar (or sow, as appropriate) bred to, with blank lines for you to fill in.
 - 6.Photo Pedigree—the standard family portrait pedigree that we introduced a few years ago
- Note that the single mini-pedigree is not on the list! That’s because now the program prints the pedigrees to fit on the size paper you specify. So if you select 4x6 as the paper size, you get a mini-pedigree.
- Under the **Format** option we have added the ability to suppress your street address from your pedigree printouts.

Litters

- The graph is now easier to read. It still is not printable, but hope to add that soon.
- You can select the columns to view and print, as on the Summary Screen.
- When selecting the sire, just start typing in the box, the program will show you possible matches, then you can just use the mouse to select the correct animal.
- It is always best to have the sire’s pedigree already in the program before you start entering litter data. But, if you do not have the sire entered into the program (yet) the program now gives you a way to keep track

of the animal until you get its pedigree. Just select **Unknown Sire** and fill in the appropriate boxes.

- Data entry is similar to before. If you own the Deluxe Edition program, you will see the predicted dates for your chores next to the spaces where you will input the actual dates.

Winnings

- We've added FFA and 4-H wins. At least we've added the ones we know. Please let me know if we need to add more.
- Columns are not selectable, but you can sort on any column (either ascending or descending) by clicking on it.
- Column positions can be re-ordered by dragging.

Show Entries

- To begin the show entry process, click on **Active** on the control bar, and select **Prepare Show Entry**. As always, the screen changes to a peach color
- Now select your animals from this breed, using the method described on page 2.
- Right-click on the list to specify if the animals are to be shown in Open/Youth They will become marked in the left column. Repeat the process for Fur, Meat Pen marking each group, as needed. Repeat that process for each breed until all the animals are selected. Then click the **Print** icon and select **Show Entries & Remark Card Labels**.
- Now proceed as you have done in the past to print both entries and labels

New Deluxe Edition Features

TaskMaster

TaskMaster has been totally revamped. Here are the high points. Hopefully it's pretty intuitive.

- The calendar has been expanded in size and content. Each day can display up to 7 different types of information
 1. In the top left corner is the date
 2. Next to it is the phase of the moon
 3. In the top right corner is the weather forecast—sunny, cloudy, etc.
 4. The middle left marks holidays
 5. The center of the middle row marks shows
 6. The middle right is the forecasted high/low temperature for the day
 7. The bottom row describes chores for that day
- Under the Configure Calendar icon you can select which holidays to show, secular, Christian, Jewish or Islamic; and you can add your events of your own choosing.
- Configuring the table and editing the breeding profile are consistent with what you are accustomed to, just split between two screens for clarity.
- What IS different is that, under the **Edit Breed Profile** button, you now can add as many breeding-related chores of your own design that you would like, and they can occur AFTER the wean date, if you wish.
- Non-breeding related chores are similar to before.

Master Breeding List

The MBL follows the format of most of the tables in the program. At the present time the columns are in a fixed position, but you can select the columns that you wish to have displayed, and you can sort on any one column, ascending or descending, by clicking on it.

Features added in previous versions

Since you currently own an earlier version of our software, here are other features that we've added over the years that are also included in this new version. Just start reading below, beginning with the version number *after* the version that you are presently using.

Added or improved in Version 8:

- **Store a picture with every animal.** Just go to the Detail Screen for the animal, click on **Picture**, and then click on the **Add Picture** button. Then, when you print a pedigree, that animal's picture can be included on the printout. While viewing the pedigree, just click on **Adjust Printout**, and select **Use Animal's Photo, if Available**. If a picture is stored for that animal, it will be used. If no picture is available, the program will then print whatever image is selected as a logo on the Pedigree Printout Setup Screen.
- **View a family portrait.** While on the Pedigree Screen, click on the **Adj. Display** icon, and select **Display photos instead of data**. The program will show you a photo pedigree, using the photos that you have on file. To identify each animal, just hover the mouse pointer over that animal, and its name and ear number will appear.
- **Separate email address & web address for each breeder** . If you have entered this information in the version you are currently using, it will apply to the first breeder on the breeder list, and you will have to enter the information for any other breeders. You can edit this data *by first selecting the desired breeder on the breeder selection screen*, and then going to the Summary Screen and clicking on **Options, Update Personal Data, Update Web & Email Info...**
- **Legs information can now be viewed on the Summary Screen.**
- **SpeedFill changes.** Now use the equal sign instead of the Alt or slash key. Use =**B** to enter the currently selected **B**reeder's full name. And =**C** will fill in the **C**aviary name. You can also define your own SpeedFill text. To view/edit the choices, click on **Options, Update Personal Data, View/Edit SpeedFill...**
- **Print a blank show entry form.**
- **Custom data can now be entered on the litter expansion screen.**

- **Automated winnings entry.** When entering winnings, the program now remembers which show you are working on, and prompts you with judge's names, based on a list of judges that have previously judged your animals. If you see you have the same judge on the list more than once, with slight variations in how you have spelled his/her name, you can clean that up. On the Summary Screen, click on **Display, View/Edit Judge List**.
- **Double show entries.** In some parts of the country there is a show entry form that is used to enter double shows on a single page. The program will now create that special kind of show entry.
- **The program now records Date of Death (DOD), and calculates lifespan.**
- **Added four user-defined fields to the litter data,** so you can track data that we haven't thought of. These fields are set by clicking on the wrench icon on the Litter Data Display Screen. We also added 5 more FCR fields.
- **Automatic movement to the archives.** The program can now automatically move animals to whatever archive you want when they die, when they're sold, or if they are in the background of a pedigree. The program still defaults to putting everyone in Archive 1, but you can change that by clicking on **Options, Archive Settings....**
- **Dam Summary.** You now can view a summary of all litter data for all active dams. Just click on **Display, View Dam Summary....**
- (Deluxe Only). Medications entered on the Medical Records Screen can now be viewed/updated in TaskMaster. To activate, click on **Options, Chore Scheduling Settings, Show Medical Chores in TM.**

Added or improved in Version 9:

- **Password the program**, so that only people who know the password can use it. Just click on **Options, Startup, Require a password....** Be sure to pick a password that you will remember. If you forget your password, you won't be able to get into the program!
- **Name the active and archive areas.** These names can be unique for each breed. Click on **Options, Active/Archive** settings.
- **The number of active and archive areas can now be set by the user.** For each breed you can have up to 3 active areas and 6 archives .
- **Membership numbers now appear on all show entry forms.**
- **Tip of the day.** We've added a 'tip of the day' box that reminds you of about 50 program features that many users do not know exist. This box can be shut off if you find it to be annoying.
- **Check for free updates.** Just click on **Options, Automatic Update Notification...** to activate this feature. If you have DSL or a cable modem, you may want to set this feature to check daily. If you are on dialup, with a slow connection, you may want to leave this set to **Never**. You can always have the program check by clicking on **Display, Check for Updates....**
- **Portrait pedigrees can now be printed in the custom formats.**
- **Buyer info can be printed as a list.**
- **Actual DOB can now be viewed on the Summary Screen.**
- **Sire and Dam information can be viewed on the Summary Screen.**
- **You now can have mixed case in the name field.** Various options are available:
 - Always Capitalize: This is the format that you are accustomed to — regardless of how you type it, the entire name becomes capitalized: (example: MACDONALD'S OB26)
 - Always Mixed Case: the capitalization of the animal's name is left exactly as you typed it (so, if you got the cap's lock key on by mistake, it would appear as "mACdONALD" S ob26).

- Speedfill Mixed Case ONLY:** In this case, if your last name was MacDonald, the program would capitalize the animal's name as MacDonald's OB26, regardless of how you typed it, but when you entered McIntire, it would capitalize the entire word, because it is not YOUR last name.
- You can now view the pedigree of a hypothetical pairing.** Just select one male and one female on the Summary Screen. Then click on the **View Pedigree** icon.
- Sire Summary Screen added.** Functions identically to the existing Dam Summary Screen.
- Emailable show entries.** When you create a show entry, the program creates a web page that you can email, and lets you email it directly from the program. It also creates a file of the web page. These are stored in a folder called My Email Show Entries, inside your My Documents folder.
- The program can now import pedigrees that were created using the postage stamp icon.**
- The program remembers the names and locations of previous shows,** so when you are preparing a show entry for a show that you entered previously, it can auto-fill that information for you.
- Expanded search.** You can search for animals by their Grand Champion number, and you can search for a partial match — so, for example, you can ask the program to show you a list of all animals whose ear number begins with one or more particular letters and/or numbers of your choosing.
- Highlight specific animals.** On the Summary Screen, you can now ask the program to highlight females with litter data or those animals that have photos. Just click on **Display, Highlight Particular Animals** to activate this feature.
- You now can right-click on a cavy on the summary screen to select it, and double-click on it to view its pedigree. Click on **Options, Double-click Setting** to change the double-click feature to view a litters, view winnings, etc.

Added or improved in Version 10:

- Miniature pedigrees.** You now can print miniature pedigrees. These pedigrees fit on 4x6 paper, so you can print them either on index cards or photo paper. Because the printing is so tiny, in order to get good results, you must use a printer capable of creating high quality images. If printing in color, we recommend a photo quality printer and photographic paper. If printing in black and white, then a laser printer on regular index cards will work just fine. The miniature pedigrees will exactly match the format of your full-sized pedigrees.
- Add all wins for a show from one screen.** We have added a new screen, reached by clicking on the **View Wins** icon, and then selecting **Add Results from Recent Shows**. This allows all show results to be entered from a single screen. On this screen, you will see a list of all recent shows for which you have prepared a show entry since getting version 10 or later of the software. You can select a show, and then enter all your data, including sweepstakes points, for each show. The winnings will be added to each cavy, as usual, and the sweepstakes points will be added to your annual totals.
- From the **View Wins** icon, there also is another new choice, **View Sweepstakes Points**, which allows you to view your current point tally, and to add points for shows for which you do not enter points via the screen mentioned in the previous paragraph.
- Tracking for sale animals.** You can now enter a sale price for those animals that you want to sell. Then, on the Summary Screen, click on **Display, View For Sale Animals**, and the program will then show you a list of only those animals that are for sale. You can then click on the **Print** icon, and if you print an inventory, the program will list only those animals that are for sale, along with their sale price. As with all inventory printouts, you can click on the **Adjust Page Settings** button to control what other columns you would like printed on your sale list.
- For sale cards.** In addition to printing the sale list, you can print For Sale cards for the individual animals. Just view the Sale List, then select the animals for which you want to print cards and click on the **Print** icon, select **For Sale Labels/Cards**, and click the **Print** button.
- Automatic classification by weight.** The program now knows the weight classes for all breeds. It automatically identifies underweight and overweight animals, and bumps up your animals to a higher weight class if

the breed standard for that breed allows bump ups. You can control this feature for each animal by using a set of controls that appear next to the Class box on each animal's Detail Screen.

- New folder locations.** When the program saves exported pedigrees and email show entries, it now places them in subfolders entitled My Pedigrees and My Show Entries, under the user's *own* My Documents folder — you no longer have to find the other My Documents folder on the c: drive.
- Recordkeeping for judges.** (Dlx only) We have now added a feature called the Judge's Notebook, which provides judges with a place to record their show bids, income and expenses. If there's enough space on the toolbar, you can access this feature by clicking on a new icon labelled Judge's Data. If there's not enough room for that icon to appear, then you can access this feature by clicking on **Display, View Judges Record Book**. Data entry is straightforward, and you can print annual summaries for tax purposes.
- More inventory choices.** You now have the ability to print each animal's weight on your inventory listings, as well as other info.
- Merge two animals.** This feature is handy if you accidentally put the same animal into your program twice. It can be accessed from the Find Cavy screen. Search for the identical cavies, then click the Merge 2 Cavies button, and the program will step you through the process.
- Breeding date calculator.** This is for folks who want to have animals ready for a particular show or holiday. Click on **Display, Breeding Date Calculator**, enter the date you want to have animals of a particular age, and what age you want them to be, and the program will tell you when to breed.
- Weight charts.** Plot weights for each animal. Data is entered at the bottom of the Detail Screen, and is totally independent of the weight field that shows on your pedigrees and show entries.
- Display fonts are adjustable.** If your screen is set higher than 800x600, you can now enlarge the display font on the most-used screens. Click on **Options, Program Font Size**.. Depending upon your monitor setting, you will have either one or two more font choices. The larger your monitor, the larger the number of choices.

Added or improved in Version 11:

Print full 15 photo 'family portrait' pedigree. You can customize your pedigree to either have each picture matted and framed, or they can be printed exactly as shown on the screen.

Print business cards. These are printed from same screen that you use to print show entries, cage cards, etc. Please read the program's built-in help for complete details on how to design your cards.

Print cage cards on separate 3x5 and 4x6 file cards. You can now print on individual cards, if your printer allows it. Most photo printers like to print 4x6 cards, no problem. You must manually set your printer to print cards before using this feature in the program.

Print litter data on cage cards. When printing on any card that is more than 2.9" tall, the program will allow you to print litter info for the sow.

New ancestry search features. If you click on a single animal, and then click the View Kin icon, you can have the program highlight in yellow all animals on the active screen that have a common ancestor with the selected animal. You can also click on two animals, and via the **View Kin** icon, have the program display two pedigrees simultaneously and highlight the animals that are common between the two pedigrees.

Weight chart improvements. When plotting dates, you now can plot either from the animal's DOB or from the date of the first weighing. You still enter all weights with the day they were taken, but you can ask the program to show you the weights by either date taken or by the animal's age. And, if you're entering a bunch of weights at once, you can set up the program to automatically bring up the weight entry screen for the selected animal when you double-click on that animal on the Summary Screen. Just click on **Options, Double-click Settings**. Weight charts can also now be printed, either singly or in bunches, from the same screen where you print cage cards, etc.

Select/edit litter and winning entries by double-clicking on them. Now, instead of clicking on the entry and then clicking on the **Edit** icon, just double-click on the litter or winning that you want to edit.

Define default color to be entered when entering new animals. If you have mostly animals of one color, you can tell the program to automatically fill in that color for you. It'll still bring up the Variety Menu screen, but you can just

push tab and keep going as long as you like the pre-filled variety. To specify the variety, click on **Options, Specify a Default Variety...**

Widen spacing on printouts. You can now double- and triple-space inventory and MBL printouts.

Create triple show entry. ‘Nuff said, we’ve added triple shows to the show entry routine.

(Dlx only) Customize Master Breeding List. You now can select the fields that you want to have appear on the MBL.

(Dlx only) Show chores for only the currently-selected breed. Now, when viewing chores, there is a new check box, **View This Breed Only**. Check it to only see the chores for the currently selected breed.

Added or improved in Version 12:

Expanded the Points field for European customers. Our offshore customers can now enter fractional points.

Print Receipts/Bills of Sale. You can select animals just as you would for a show entry, then click the **Print** icon. Select **Bill of Sale**. Follow the steps on the right side of the screen, and the program will print a completed Bill of Sale. You can add line items to the receipt for items other than your animals, and when you prepare a bill of sale, the program will check to see if you have already sold animals to the same buyer in the past week, and, if so, will add those sales to the receipt, if you wish.

Date-stamped backups. You now can make multiple backups to the same device, and it will keep them separate by date. Click on **Options, Backup Settings, Save each backup to its own folder**.

Printed Pedigrees are improved. Pedigrees now show the date of birth for every animal, and positioning and size of the data is more accurate.

Simplified and expanded the ability to sort and search through your data. Above the Summary List we have placed a new control called the Summary List Control Panel. It allows you to easily select between all your animal displays such as active, archive, sold, and so on, and gives you complete

freedom of choice in how you would like to sort your data. Click on any underlined item to view your choices. Exported pedigrees now match the style of your printed pedigree more closely. Exported pedigrees now will try to more closely match the style of your printed pedigree, but we still can't include an image on the exported pedigree—that will be in the next version.

Exported pedigrees now print on one page without user intervention.

When exporting pedigrees, you can suppress importable data. If you are sending a pedigree just for someone to decide if they want to buy the animal, now not only can you suppress some of the displayed information, but you can prevent them from importing the data into their program.

Pedigree export/import will now work with all email programs. We've spent a LOT of time trying to come up with a scheme that will work with all email programs, and we think we've finally got it!

More active and archive areas. You now can have up to 4 active areas and 9 archive areas.

Undelete animals. Now when you delete animals they go to a Recycle Bin inside the Register program, and they will remain there for some time. This gives you the opportunity to retrieve animals that were deleted by mistake.

Segregate data by breeder. For 4-H families, where each breeder needs their own records, you now can assign animals and expenses to a particular breeder, and the program will track that information separately for each breeder, or, at the click of a button, show the combined data. To activate, click on **Options, Personal Settings, Segregate Data by Breeder.**

SpeedFill now uses the = sign. We've done away with using the slash, because some folks use it in names, and we've done away with using the Alt key because some anti-spyware programs thought we were key-logging.

Check for Updates and **Display System Information** menu choices have been moved from under **Display** to under **Help.**