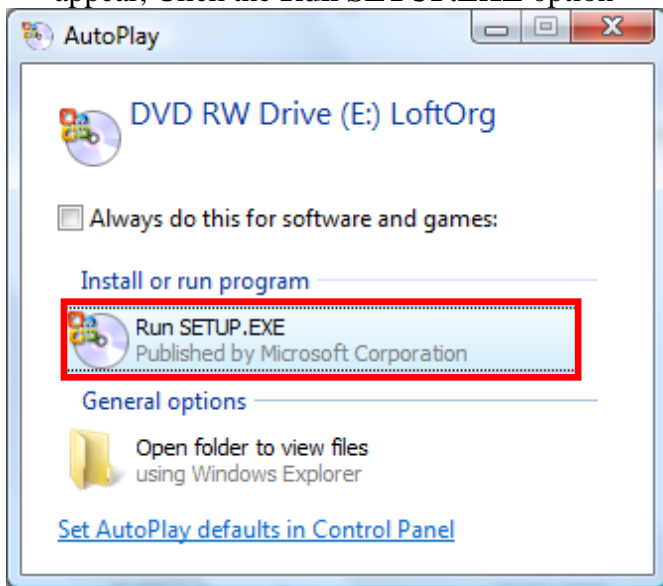


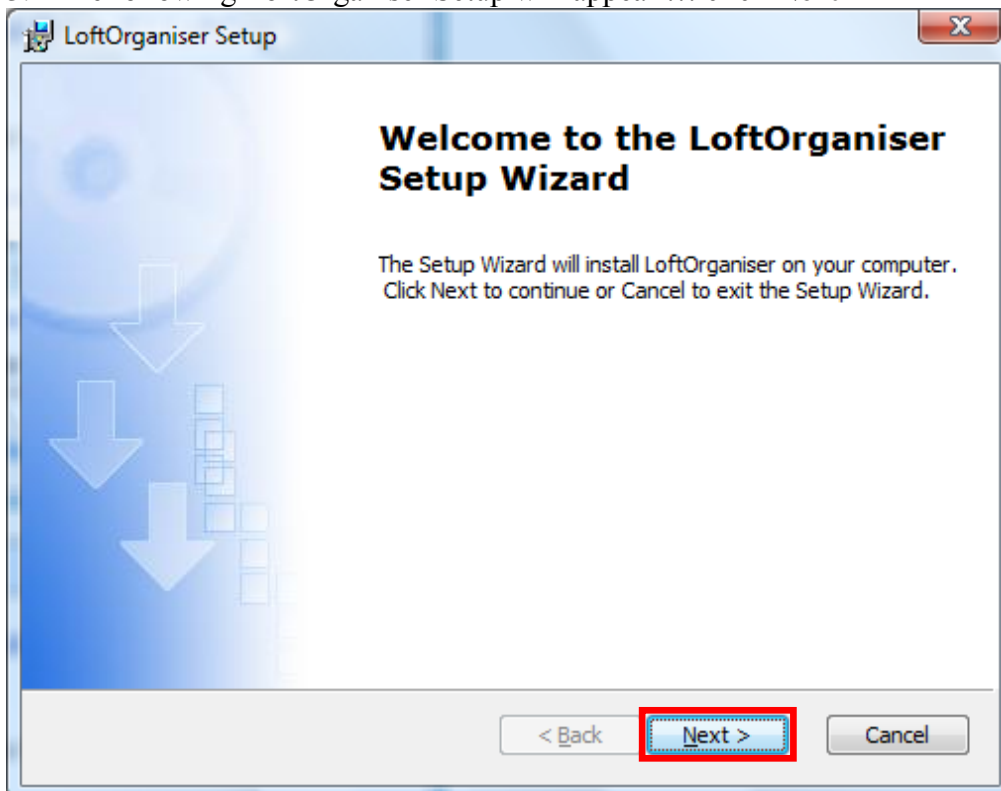
Installing LoftOrganiser from CD

1. Place the installation CD in your CD-ROM drive. After a short time the following pop-up screen should appear, Click the **Run SETUP.EXE** option

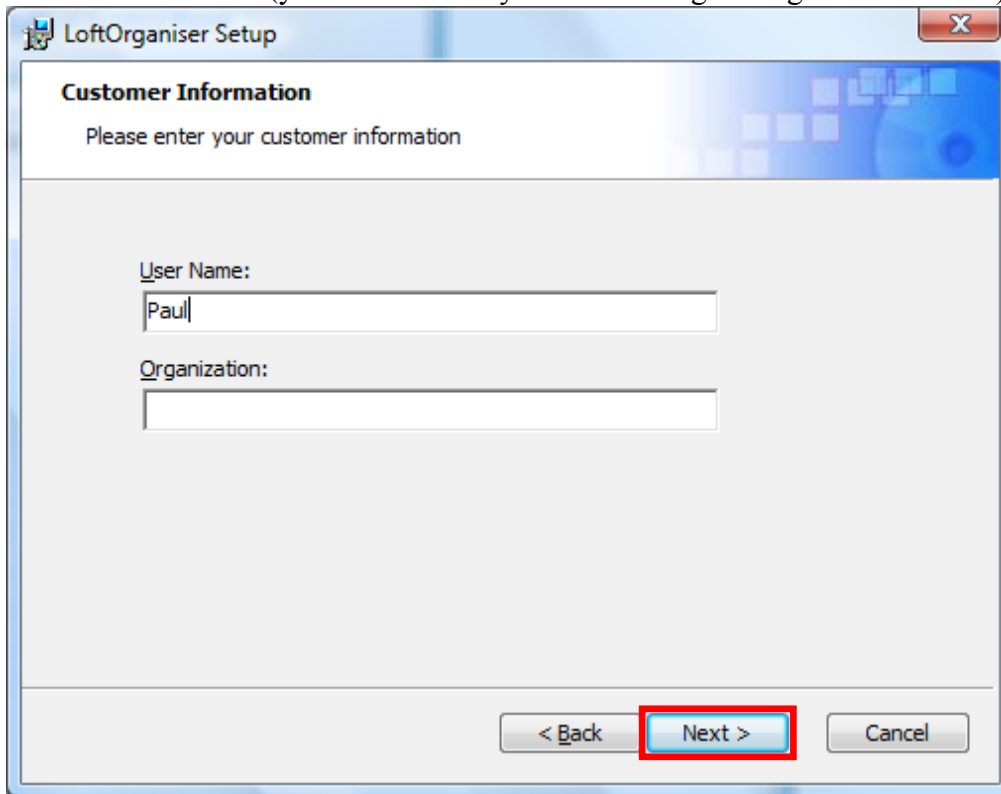


2. If Windows VISTA is installed on your computer the following message could appear
“A program requires your permission to continue”
... click **CONTINUE**

3. The following LoftOrganiser Setup will appear ... click **Next**

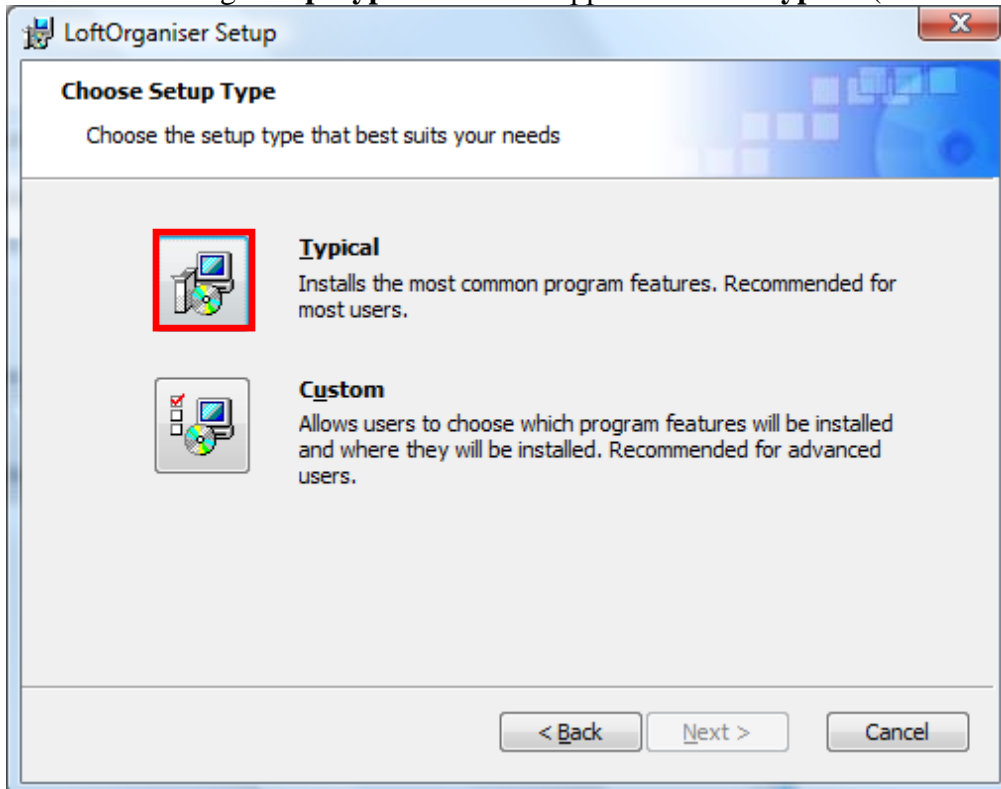


4. The following **Customer Information** screen will appear ... enter your own name in the **User Name** field then click **Next** (you needn't worry about entering an Organisation name)



The screenshot shows a window titled "LoftOrganiser Setup" with a sub-header "Customer Information". Below the sub-header is the instruction "Please enter your customer information". There are two text input fields: "User Name:" with the text "Paul" entered, and "Organization:" which is empty. At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a red rectangular box.

5. The following **Setup Type** screen will appear ... click **Typical** (do not select **Custom**!)

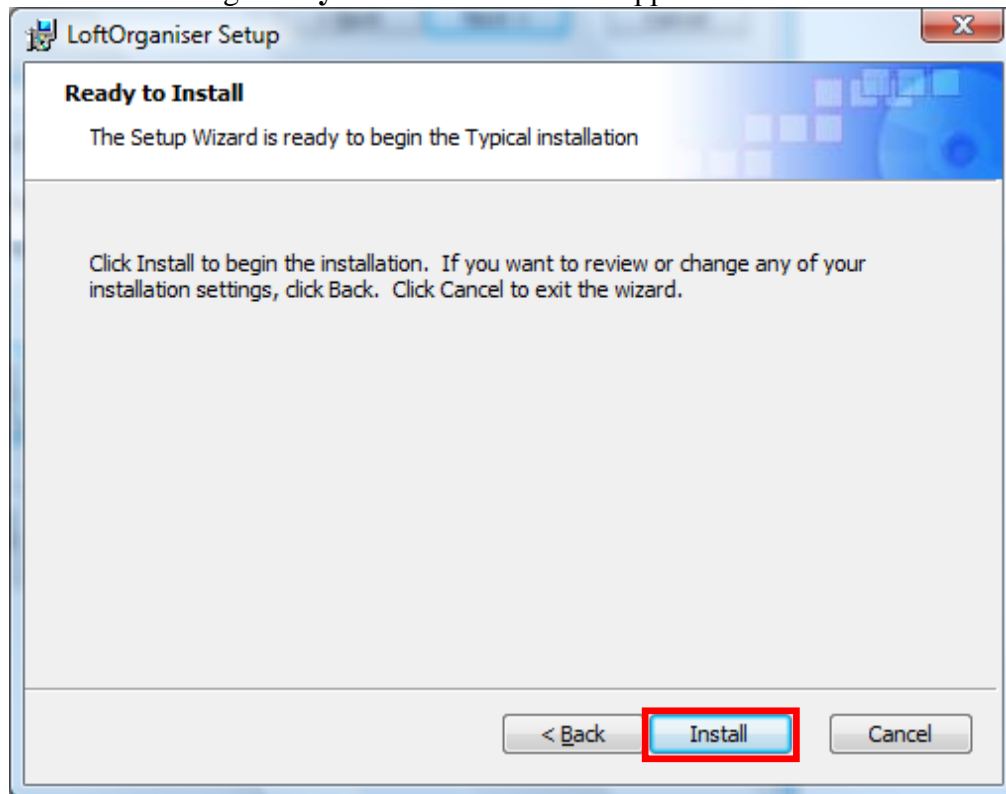


The screenshot shows a window titled "LoftOrganiser Setup" with a sub-header "Choose Setup Type". Below the sub-header is the instruction "Choose the setup type that best suits your needs". There are two options listed:

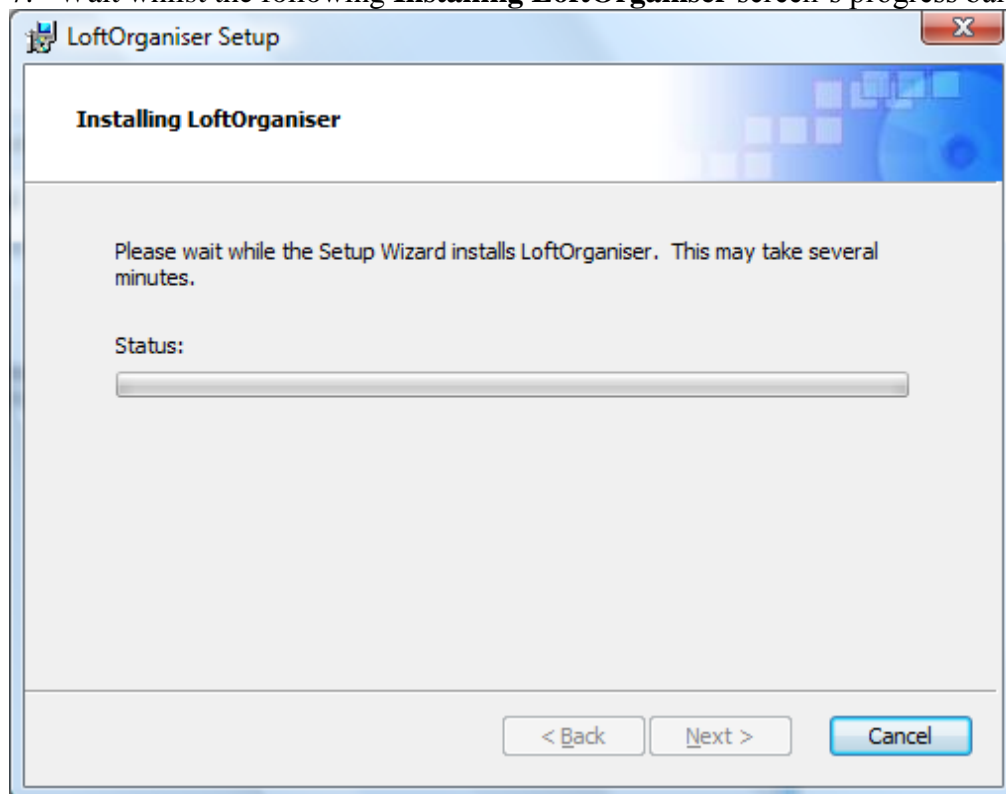
- Typical**: Installs the most common program features. Recommended for most users. The icon for this option is highlighted with a red rectangular box.
- Custom**: Allows users to choose which program features will be installed and where they will be installed. Recommended for advanced users.

At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

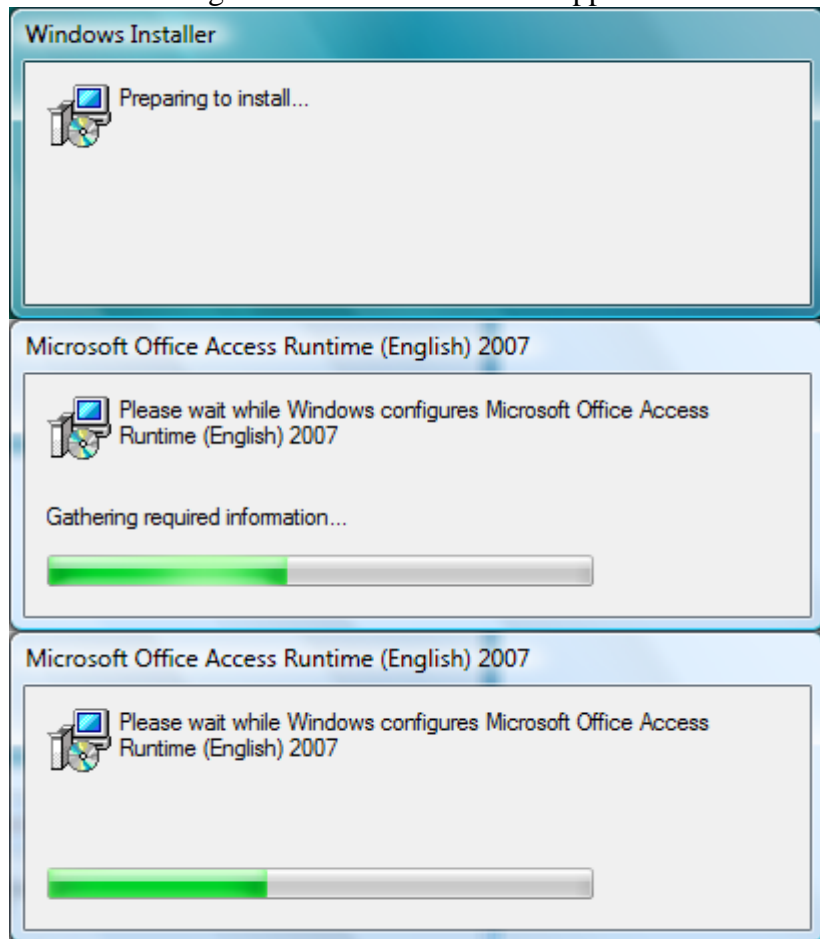
6. The following **Ready to Install** screen will appear ... click **Install**



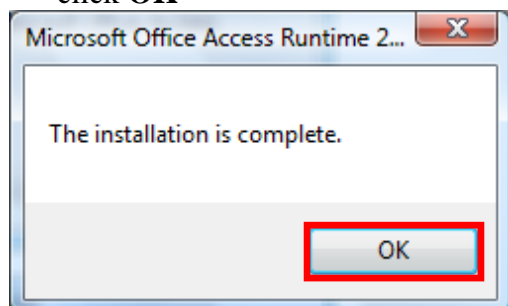
7. Wait whilst the following **Installing LoftOrganiser** screen's progress bar fills up ...



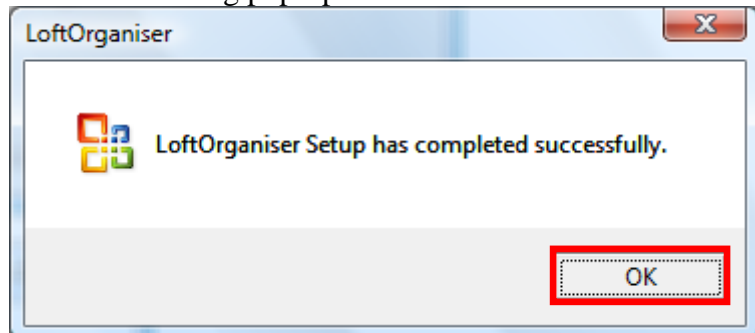
8. Then wait again whilst several screens appear in succession as **Access Runtime (English) 2007** is installed



9. The following pop-up screen will confirm that **Access Runtime 2007** has been successfully installed ... click **OK**



10. The following pop-up screen will confirm that **LoftOrganiser** has been successfully installed ... click **OK**



11. Congratulations! You're all done! A desktop shortcut named LoftOrg should appear on your 'Desktop' ... double-click it to start LoftOrganiser. Should any questions arise e-mail poleary72@hotmail.com

LoftOrganiser ... the King of Pedigrees

User Guide to Getting Started

LoftOrganiser will do just about everything you can imagine in and around your Loft: -

- ❖ Pigeon Management – One ‘card’ per pigeon; pairs and squeaker management; choice of eleven pedigrees; photograph storage; family montages; descendants tracking; pigeon listings by loft location/family/status; etc
- ❖ Racing Management – A complete racing kit with all your Clubs; Pools Structures; Race Points and Distances; Races; Entries; Arrivals; Velocities; prizes; etc
- ❖ Sales Management – Customer records; sales invoicing; auctions and sales listings; etc
- ❖ Health and Veterinary management – Create authentic Vaccination Lists and record the last two vaccination dates for each pigeon; record all other Veterinary treatments applied to your Pigeons; etc
- ❖ Personal/Loft Diary
- ❖ One-Loft Race management
 - (only for ‘One-Loft’ venues)

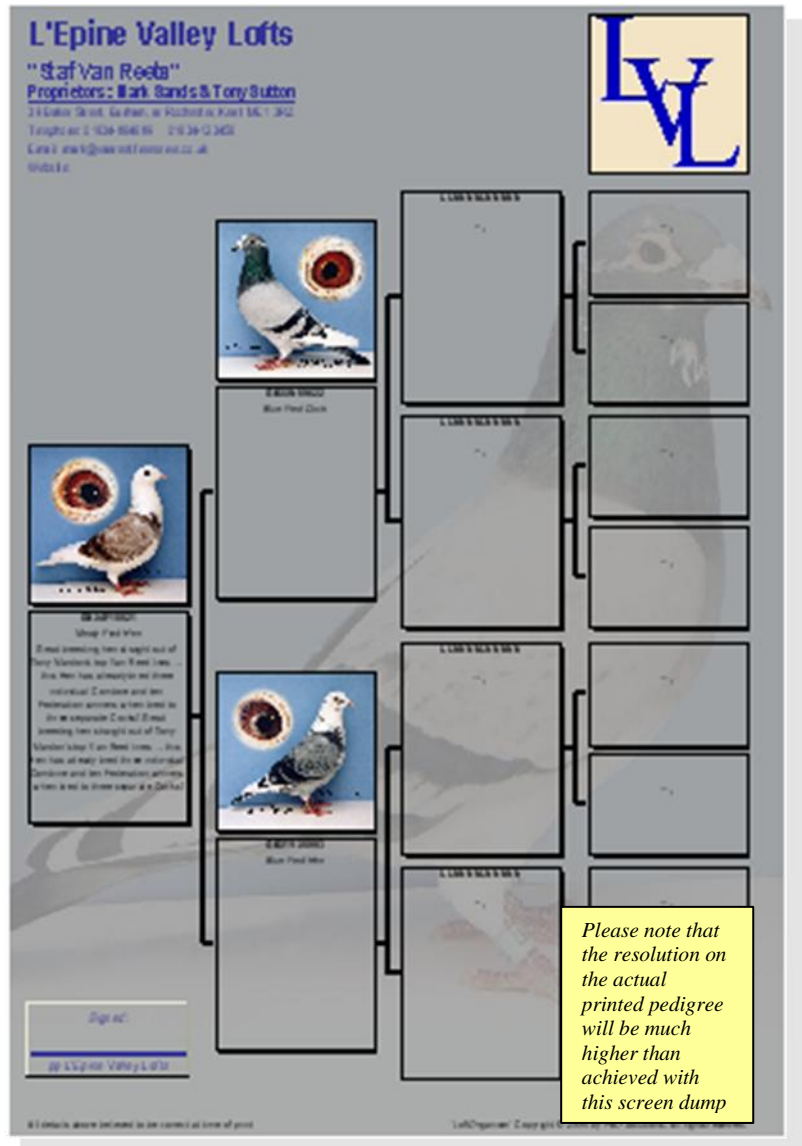
But if it's high-quality pedigrees that you're primarily looking to achieve from LoftOrganiser then you really need look no further. Take a look at this professional pedigree created for one of our customers ... it has:-

- an embedded watermark of their top stock
- their logo
- photographs stored for the Pigeon and its Sire and Dam are printed
- pedigree produced by simple click of a button!

Before launching yourself headlong into LoftOrganiser you do need to devote some considerable time telling LoftOrganiser firstly about yourself and, more importantly, all of your pigeons and their origin. The amount of time that this will take will depend entirely on how many pigeons you keep and/or how much historical information you wish to enter.

The approach that we recommend is as follows: -

- ❖ General Maintenance
 - Go to the *Main Menu* screen, and left-click the *General Maintenance* button.
 - Click the *Licence Details* button and complete the form. Complete as many fields as you can (you should enter a **Loft/Business Name** of your own choosing – and you can change this name at any time) and also paste in a Logo if you have one. Completing this form fully and correctly is extremely important, as information entered in this form is utilised in the printing of pigeons' pedigrees and sales invoices.
 - After each address line enter a *comma* as this helps format the information printed out on the pedigree



LoftOrganiser Licence Details	
Loft/Business Name	L'Epine Valley Lofts
Phrase for inclusion on printed pedigree	Staf Van Reets
Christian Name	
Surname	Mark Sands & Tony Sutton
Address1	39 Baker Street,
Address2	Burham,
Address3	Nr. Rochester,
Address4	Kent
Address5	
Postal Code	ME1 3RZ
Telephone	01634-864689
Mobile Phone	01634-683196
Fax1	*****
Email address	marksands@vanreet.fr
WebSite	
Loft Business Logo	
VAT Rate	17.50%

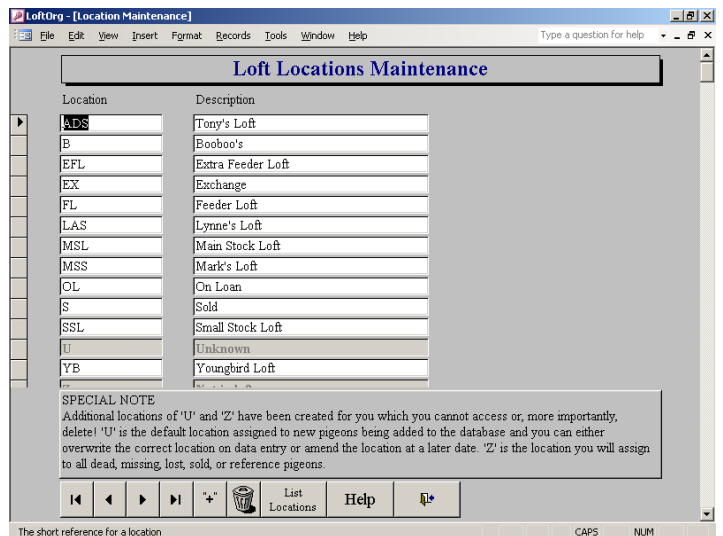
- Exit the *Licence Details* form

❖ Pigeon Management

➤ Return to the *Main Menu* screen, and left-click the *Pigeon Management* button, then left-click the *Maintenance* button. This will reveal more “Buttons”, each of which you should tackle: -

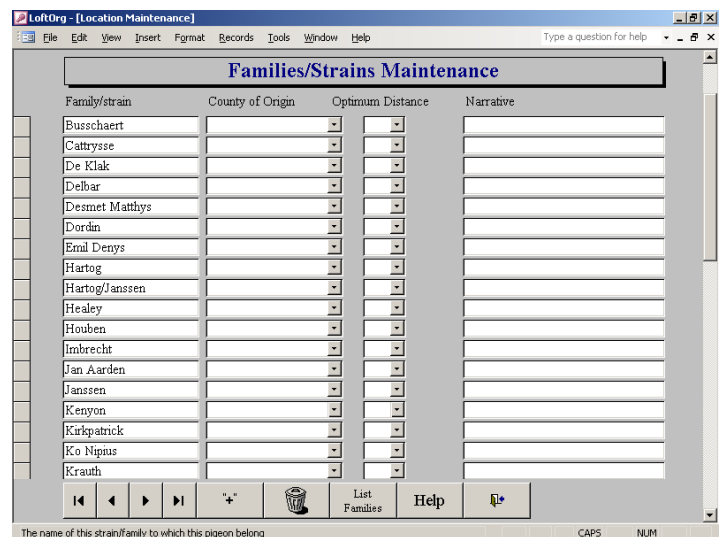
- Left-click the *Loft Locations* button

- Create all of the Loft Locations that you wish to separately identify. For example, you have one loft with 4 sections - it is suggested that you name these as A1, A2, A3, and A4. If you have a second loft, say a stock loft, with one section plus an aviary name these Loft Locations as B1 & B2. Continue naming all required Locations in the same fashion.
- When adding new pigeons in *Pigeon Management*, you will be asked where each pigeon is located. Having entered all of your Loft Locations, you will be able to do this without any trouble.
- LoftOrganiser will always preserve the Loft Locations of
 - ◆ ‘U’ (when adding new pigeons this is the default location assigned) and
 - ◆ ‘Z’ (which will remain reserved for any pigeon recorded in LoftOrganiser which is not actually present in your lofts e.g. *Reference Pigeons*, *Sold Pigeons*, *Lost Pigeons*, *Dead Pigeons*, etc.)
- Exit the *Loft Locations* form



- Left-click the *Families / Strains* button

- Complete the *Families/Strains Maintenance* form. You will find that LoftOrganiser already has many popular families/strains pre-defined. You will only need to add new families/strains as appropriate.
- When adding new pigeons in *Pigeon Management*, you will be asked to select the family of each pigeon. Having defined all of your families in this form, you will be able to do this without any trouble.
- LoftOrganiser will always preserve the Family of ‘Unknown’ (when adding new pigeons this is the default Family assigned)
- Exit the *Families and Strains* form



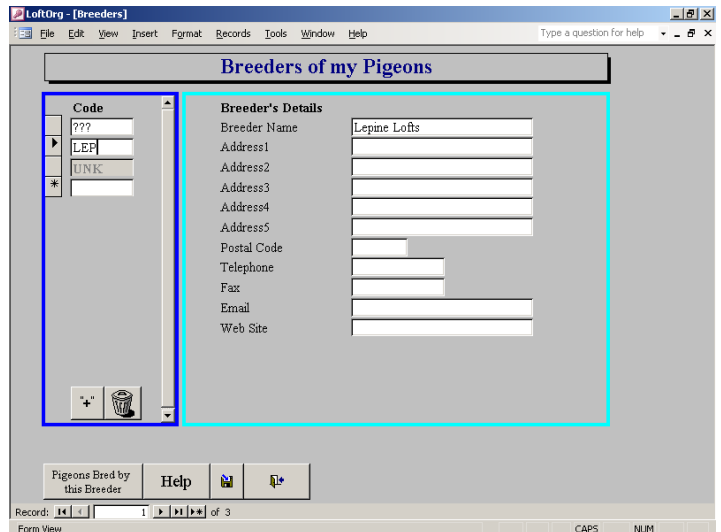
- Left-click the *Feather Colours* button

- Complete the *Feather Colours Maintenance* form. You will find that LoftOrganiser has many feather colours pre-defined. However you may find you need to add a new feather colour from time-to-time.
- When adding new pigeons in *Pigeon Management*, you will be asked to select the Feather Colour of each pigeon. Having defined all of your Feather Colours in this form, you will be able to do this without any trouble.
- Exit the *Feather Colours* form

- Left-click the *Eye Colours* button

- Same process as for *Feather Colours* above ... very few users actually use this functionality

- Left-click the *Breeders* button
 - Complete the *Breeders* form. Essentially this form is used is where to record the name & address details of the people/studs who have bred your team of pigeons.
 - When adding new pigeons in *Pigeon Management*, you will be asked to select the Breeder of each Pigeon. Having entered all breeders of your pigeons, you will be able to do this without trouble.
 - LoftOrganiser will always preserve the Breeder code of “UNK” as this is the default assignation when adding new pigeons.
 - Exit the *Breeders* form



❖ Adding Pigeons into LoftOrganiser

- Return to the *Main Menu* and left-click the *Pigeon Management* button.
 - Now left-click the *View / Maintain Pigeons* button then left-click the *Add NEW Pigeon(s)* button. The blank form which now appears is the **ONLY** place where you can add new pigeons.

- Then, in turn, enter the details of all Pigeons currently alive in your lofts be they racers, stock, or retired pigeons. Complete all fields wherever possible.
 - ◆ Fields with defaulted data e.g. *Blue*; *Cock*; must be completed
 - ◆ We recommend that when typing ring numbers into the *Ring #*, *Sire*, and *Dam* fields that you NEVER use blank spaces within the ring number nor at the start or end of the ring number as this MAY obstruct the successful generation of a pedigree.
 - ◆ We also recommend that any YEAR reference within a ring are expanded to the full four-digit format as most pigeon listings are alphanumeric sorted and you will get the strange effect of year 2000+ pigeons appearing before 199X pigeons. There ... you have been warned!
 - ◆ Many of the other fields can be populated from drop-down lists which you have interacted with above e.g. *Feather Colour*; *Strain*; *Breeder*; *Location*.
 - ◆ There are other predefined and locked drop-down lists such as *Sex* and *Status* which are easy to use.
 - ◆ There are drop-down lists attached to *Sire* and *Dam* however until you use the *Pairs Management* utility these lists will be unpopulated and you will need to type the full ring numbers manually.
 - ◆ Type Long Details into the appropriate box and copy these comments into Short Details

- ◆ Click the 'Add Another Pigeon' button to save the current record and add further pigeons.

- Staying with the *Add New Pigeons* form, enter details of Pigeons previously housed in your lofts (old stock birds and racers) that remain in your current pigeons' ancestry.
- Finally, continue using the *Add New Pigeons* form and enter details of all other reference pigeons (from the original pedigrees supplied to you by their breeders/vendors) that will ultimately appear in the printed pedigrees of your own team of pigeons.
- Hereafter should you wish to view and/or amend details of any or all pigeons, or even delete pigeons entered in error, this can only be achieved within the *View / Maintain Pigeons* utility

➤ Return to the *Main Menu* and left-click the *Pigeon Management* button.

- Now left-click the *View / Maintain Pigeons*.

- Having previously entered all available details about living, lost, dead, and reference pigeons you are now in a position to view the details of any recorded pigeon and to produce full pedigrees of any pigeon currently living in your lofts, and indeed past racers and favourites.

- Select the pigeon(s) you wish to review by using any of the five available options ... by *Status*, by *Location*, by *Family*, by *Breeder*, or by *Ring Number*. Then click the **View Data Cards** button.

- Using whichever drop-down list you choose will bring up the full information card for each pigeon within your selection criteria.

- You can view and/or edit any of the information displayed and produce reports such as Pedigrees. Any pigeons entered in error can also be deleted by clicking the 'Dustbin' icon at the bottom of the page.

- Please note that to prevent accidental changes you will NOT be able to change a *Ring #* in this section.

❖ Printing a Pedigree

➤ LoftOrganiser gives you the choice of printing 2/3/4 generation pedigrees in portrait or landscape mode ... some incorporating colour photographs and/or colour backgrounds ... and some just plain black and white ... you choose the format that suits you best!

➤ Once a pigeon has been added you can access its full record in the **View/Maintain Pigeons** utility and access the Pedigree reports via the **Pedigree Selector** button (see opposite).

➤ All pedigrees will print your *Loft Logo*, if you have stored one within your **Licence Details**, in the top-right corner!

➤ The various pedigree report options gives you the ability to print a portrait pedigree (with or without photographs) of the Pigeon and/or pictures of its Sire and/or Dam.

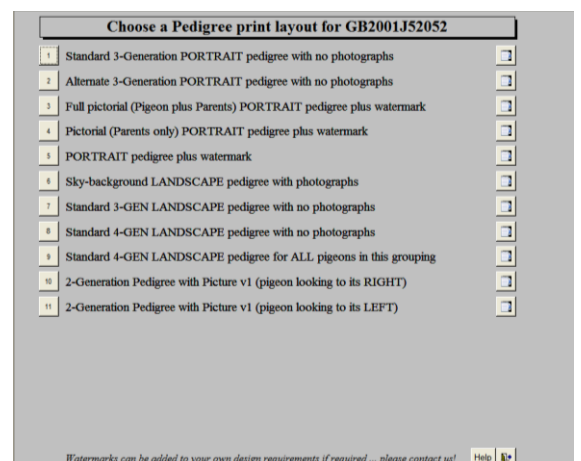
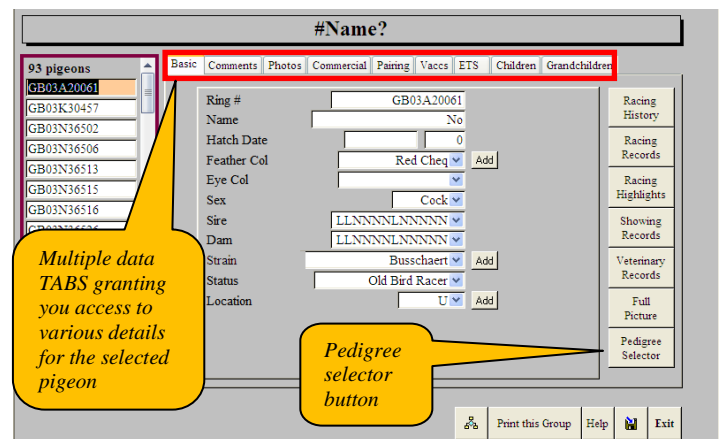
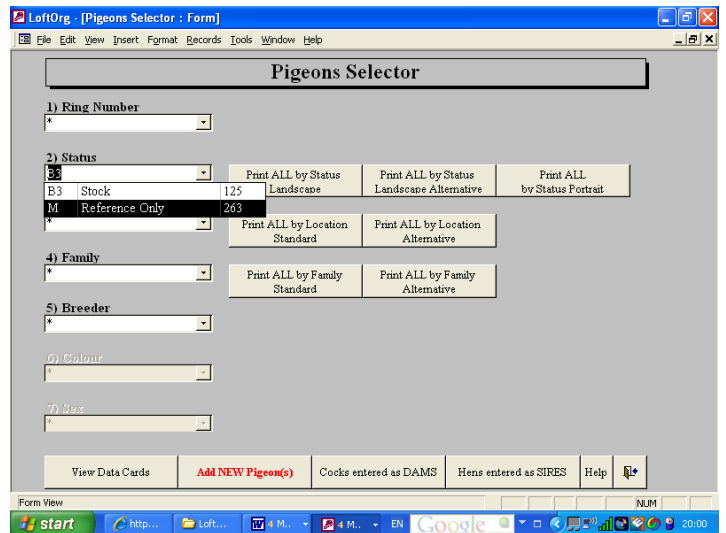
➤ A special 'watermark' can also be designed for you and embedded within this report ... please ask us for more details.

➤ *Portrait* and *Landscape* reports are available

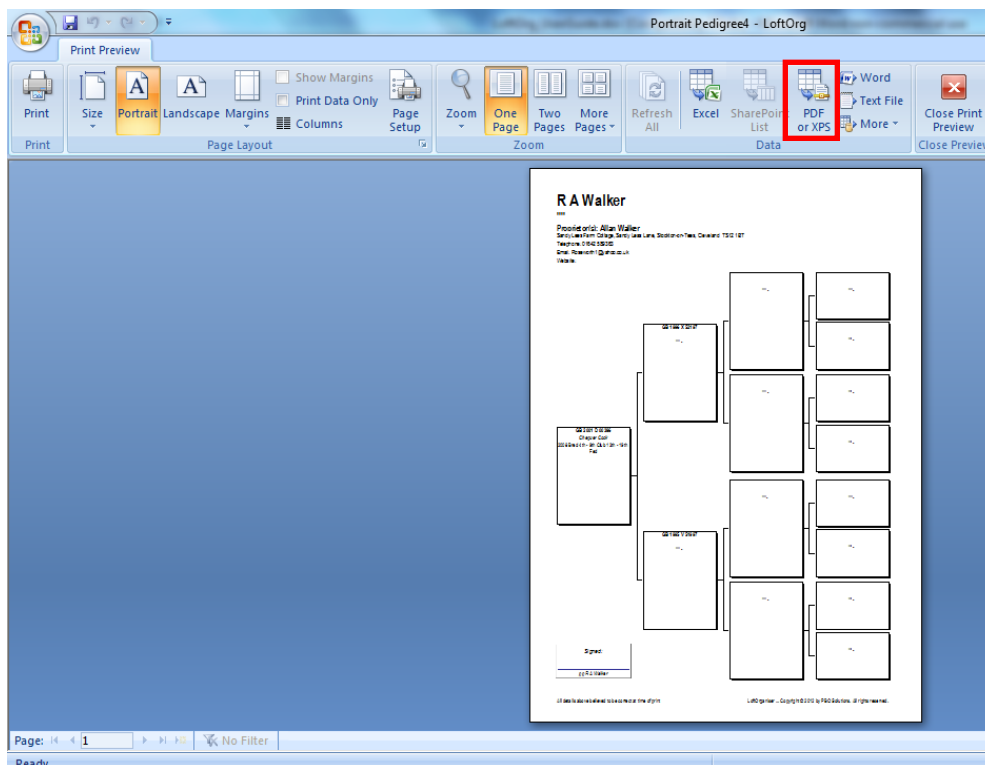
➤ Why not try all the available formats and find the one that best fits your requirements?!

➤ PDF's

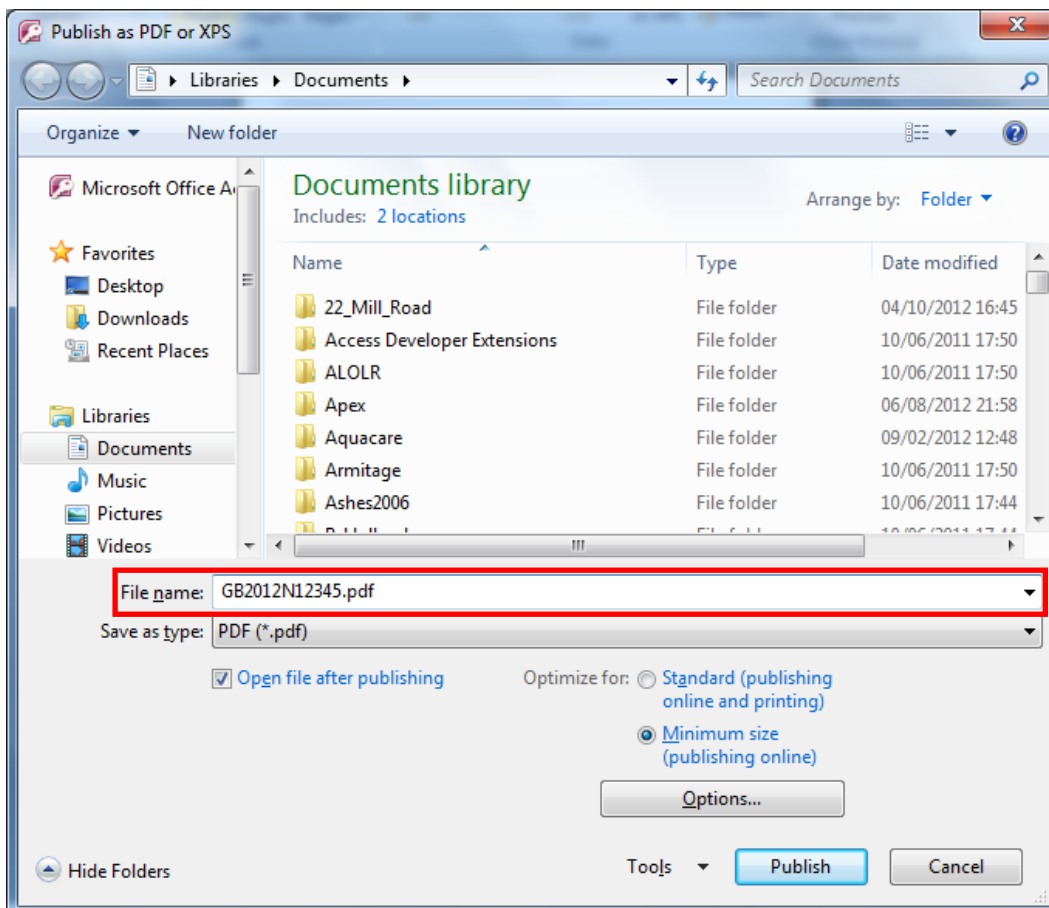
- In addition to being able to select your choice of pedigree format, and print using your local or network printer, you can now SAVE pedigrees to your hard disk or memory stick so that you can:-



- Take pedigrees with you and print wherever you are!
- E-mail them to customers and friends alike
- Publish them on a Website
- To generate and save a PDF pedigree:-
 - Generate and preview the Pedigree
 - Instead of clicking the **Print** icon, click the **PDF or XPS** icon



- You will now be prompted for the location and name of your PDF pedigree



- Click **Publish** and you're done!

❖ Racing Information

➤ Return to the *Main Menu* and left-click the *Racing Management* button. You need to attend to the following areas: -

- Left-click the *Clubs* button
 - The Clubs form is where you enter address and memberships details of all of the Clubs to which you are affiliated.
 - You can enter as many Clubs as are required ... but be sure and classify each Club correctly using the '*Club Type*' drop-down list.
 - Complete all fields. This is important because when you come to make entries in the *Race Register*, information about your Clubs will already need to be in place.
 - Also, your Club race entry/marking sheets will utilise some or all of this information.
 - Exit the *Clubs* form
- Left-click the *Race Points and Distances* button
 - You have opened a form where you can enter all Race Points and Flying Distances to your lofts, as advised to you by the RPRa or other relevant governing body or Union.
 - Complete all fields except the Kilometres and Sixtieths fields (these will calculate automatically based on the information entered in the Miles and Yards fields).
 - Exit the *Race Points and Distances* form
 - Please note that your *Union Code* plus *Latitude* and *Longitude* co-ordinates are entered and stored in the *Licence Details* form dealt with earlier in these notes.
 - Exit the *Race Points and Distances* form

LoftOrg - [Location Maintenance]

My Pigeon Clubs

Club Code: BBC

British Barcelona Club

Secretary: Jim Hooper

Address1: 42 Fernier Avenue

Address2: Fairwater

Address3: Cardiff

Address4: South Glamorgan

Address5:

Postal Code:

Telephone: (02920) 567302

Fax: (02920) 562637

Email: jim@britishbarcelonaclub.co.uk

Web Site Address: www.britishbarcelonaclub.co.uk

Club Type: National

My Membership Code: 596 My Membership Section: A

Lib-Line Phone: (09063) 656860

Verification Phone Line: (02920) 228418 Time Limit: 60

Print Help

Form View NUM

LoftOrg - [Race Points & Distances]

Race Points and Distances

Code	Race Point Name	Country	Route	Miles	Yards	Kilometres	Sixtieths
1010	Arbroath	Scotland	North	399	1234	643.257	4220840
1016	Banff	Scotland	North	472	1231	760.736	49917060
1059	Fraserburgh	Scotland	North	474	617	763.393	50091420
1121	Nottingham	England	North	145	1687	234.897	15413220
1130	Perth	Scotland	North	395	938	636.549	41768280
1133	Plymouth	England	West	142	582	229.059	15030120
1152	Seaton	England	West	90	1557	146.265	9597420
1163	Stonehaven	Scotland	North	425	1151	685.024	44949660
1209	Risherg	England	East	66	1176	110.513	7251480
1273	Wadebridge	England	West	171	1291	276.378	18135960
1280	Dunbar	Scotland	North	361	373	581.314	38143980
1282	Wincanton	England	West	63	631	101.866	6690660
1304	Wetherby	England	North	213	719	343.448	22535940
1328	Rennes	France	South	192	1676	310.527	20375760
1336	Thurso	Scotland	North	544	1045	876.439	57509100
1337	Exeter	England	West	113	219	182.056	11945940
1351	Vire	France	South	139	782	224.414	14725320
1356	Northallerton	England	North	242	854	390.242	25066440
1416	Ripon	England	North	227	130	365.440	23979600
1447	Capfen	Holland	East	322	1487	519.568	34092420
1448	Nantes (old)	France	South	250	1469	403.679	26483140
1452	Luxembourg	Luxembourg	East	319	416	513.761	33711340
1454	Whitley Bay	England	North	291	527	468.801	30761220
1461	Weymouth	England	West	65	668	105.218	6904880
1485	Berwick	Scotland	North	341	1216	549.898	36082560
1487	Sarilly	France	South	147	60	236.628	15526800
1501	Warwick	England	North	101	1114	163.562	10732440
1506	Reposare	France	South	470	1190	677.813	44473440

Enter the RPRa code for this Racepoint

NUM

You have now completed the essential maintenance and initial pigeon introductions required by LoftOrganiser and all functionality will now be available to you. You will be able to generate Pedigrees in many different styles, print various listings of pigeons, manage your breeding pairs, create and complete Pigeon Races, generate complete racing histories for each and every one of your pigeons, and so much more!

❖ Creating and Managing a Race

➤ The steps required to create and manage a race are as follows

- Add Race by first clicking the **Add Race(s)** button then completing the short form which then appears
 - Enter a unique **Race Reference** e.g. 2009/01; 2009/02; etc
 - Selecting **Race Type** e.g. Old Bird
 - Selecting a **Racepoint** from the drop-down list
 - Selecting a **Club** from the drop-down list
 - Entering the anticipated **Liberation Date**

- Add further races as required before closing the form and returning to the Race Manager which will now have been updated to include any new races added

- Complete Race Structure when the Race Manager screen re-appears

- Add the **Entry Fee** for each pigeon
- Add any **Clock Fee** payable
- Enter any **Hours of Darkness** applicable for the duration of the race
- Enter the **Liberation Time** when known
- Enter the **Wind/Weather** at liberation when known
- Select the **Pools Set** to be used in conjunction with this race

- Entries and Pools

- Select the **Ring Number** of each entry from the drop-down list

- ◆ The list is context-sensitive i.e. if you have indicated in the Race Manager that the race is for Young Birds then the list will comprise exclusively of pigeons classified as **Young Bird Racers** in the Pigeon Management section.

- ◆ Pigeons with an existing **Racing Status** of 'A' in any other current or past race will be excluded from this list. Until this **Racing Status** is updated (see how to do this in the Arrivals section below) to a code other than 'A' then such pigeons will not be offered for entry into any other race

- Optionally, you can record the **Entry Condition** of each pigeon. This information will not be printed out on any race entry sheet you take to your local club, but may be important information for you when analysing your results later in the season as a pattern may emerge for individual pigeons or your loft as a whole.

- ◆ If, for example, a pigeon is sitting eggs or feeding youngsters you can (optionally) record the number of **Days** the pigeon has been in that mode

The screenshot shows the 'Race Manager' form with the following fields:

- Season: 2006
- Race Reference: 2006/05
- Race Type: Young Bird
- Race Convoyer: Add KPF
- Race Point: Add West Bay
- Flying Distance: 76 miles 1119 yards
- Lib. Date: 03/09/2006
- Lib. Time: [empty]
- Wind/Weather: [empty]
- Entry Fee: 0.65
- Clock Fee: 0.00
- Pools: FHRPC
- Loft: 0, Club: 0, Federation: 0
- Hours of Darkness: Day 1 Start/End, Day 2 Start/End, Day 3 Start/End, Day 4 Start/End, Day 5 Start/End, Day 6 Start/End, Day 7 Start/End
- Race Comments: [empty text area]

The screenshot shows the 'Add New Race(s)' form with the following table of existing races:

Season	Race Ref	Race Type	Racepoint	Club	Lib Date	
2006	2006/01	Old Bird	2661	BICC	20/08/2006	Delete Record
2006	9999/99	Old Bird	2232	Messac (BICC)		Delete Record

Below the table is a list of racepoints for selection:

- 2332 Messac (BICC)
- 5029 Messac
- 1732 Messac (old)
- 1656 Montlucon
- 5031 Nantes
- 1448 Nantes (old)
- 1356 Northalton
- 1121 Nottingham
- 2039 Palamos
- 1621 Pau
- 2278 Pau (BICC)
- 1660 Perpignan
- 2279 Perpignan (BICC)
- 1130 Peilh
- 1507 Picaucville
- 1133 Plymouth
- 2300 Pontorson
- 4087 Poole
- 4090 Ramsgate
- 1328 Rennes
- 1416 Ripon
- 1591 Rome
- 1509 Santes
- 1821 San Sebastian
- 2311 Saran

The screenshot shows the 'Race Entries' form with the following details:

- Race Reference: 2006/05
- Race Date: 03/09/2006
- Race Type: Young Bird
- Race Point Code: 4127
- Race Point Name: West Bay
- Club: KPF

Ring Number	Entry Condition	Days	Marking Club	Status
GB2006K37906	Sitting Eggs	0	FHRPC	A
GB2006N00816		0	FHRPC	A
GB2006N00819	Flying to Perch	0	FHRPC	A
GB2006N00841		0	FHRPC	A
GB2006N00848		0	FHRPC	A
GB2006N16108	Celibacy	0	FHRPC	A
GB2006N16114		0	FHRPC	A
GB2006N16115		0	FHRPC	A
GB2006N16120		0	FHRPC	A
GB2006N16137		0	FHRPC	A

- Select the **Marking Club** for each entry from the drop-down list

- ◆ Only Clubs which have been flagged with a **Club Type** of 'Club' in the **My Pigeon Racing and Showing Clubs** section will appear in this list.
- ◆ This is especially if important if you are someone who sends pigeons to the **SAME** race in two or more different local clubs, as defining your **Marking Club** here will enable separate entry sheets to be printed for each club!

- Pools Entry (please see later notes)

- Close this form and return to the **Race Manager**

- You can print four different types of **Race Entry** form all of which are suitable for presenting at marking at your local club but each have slightly different content. They will all be headed up with your Name & Address details plus your Loft Code and Lat/Long Co-Ordinates, Race Point and Flying Distance. The detail section lists all Ring Numbers, Colours, and Sexes with Cocks first followed by Hens in alphanumeric order.

- ◆ **Club1** ... portrait layout with club officials able to record Outside and Inside Rubber codes; Arrival Time; and Velocity.
- ◆ **Club2** ... portrait layout with club officials able to record Outside and Inside Rubber codes; and for you to manually mark your Club Pools against each pigeon
- ◆ **Club3** ... landscape layout with club officials able to record Outside and Inside Rubber codes; and for you to manually mark your Club, Federation, and Combine Pools against each pigeon
- ◆ **Club4** ... portrait layout with club officials able to record Outside and Inside Rubber codes; and if you have used the in-built Pools Entry feature the pool codes will be printed against each pigeon and the total cost of these Pools built into your race entry summary.

- Additionally you can print out what we call a **Loft Sheet** which is intended for you to use in your loft on race days to manually record arrival times. This printout will show the **Family/Strain** (e.g. Janssen; Busschaert) of each pigeon and the **Entry Condition** of each pigeon if you have recorded this information when making your race entries.

- Arrivals and Velocities

- Click the **Arrivals** button

- Each **Ring Number** entered in the race will appear down the left-hand side of the screen

- Click into the pigeon whose arrival data you wish to update

- ◆ Click open the **Racing Status** drop-down list

- Change the **Racing Status** to **B** if the pigeon has actually been clocked

- For ALL of your other entries you **MUST** change the **Racing Status** to code **B-G** at the end of the race and certainly **BEFORE** you next wish to enter these pigeons into another race. If you leave any pigeon with a **Racing Status** of **A** it will be locked into that race and not be available for entry in any other race!

- ◆ Enter the **Time of Arrival**

- **Flying Time** and **Velocity** will be calculated the moment you click into any other field.

- ◆ Unless the pigeon has arrived on a day other than the liberation date leave the **Racing Day** as 1.

The screenshot shows a software window titled 'LoftOrg - [Location Maintenance]'. The main content area is titled 'My Pigeon Racing and Showing Clubs'. On the left, there is a list of club codes: ALL, BBC, BICC, CSCFC, DDHS, EGC, FHRPC (highlighted), H2B, KPF, LB, LSECC, MVHS, NC, and a search field. The right side shows details for the 'Five Heads Racing Pigeon Club', including Secretary (Steven LaFevre), Address (9 Old Barn Crescent, Hambledon, Hampshire), Telephone (02392) 632220, and other fields. A red box highlights the 'Club Type' dropdown menu, which is currently set to 'Club'. At the bottom, there are 'Print' and 'Help' buttons.

The screenshot shows a software window titled 'LoftOrg - [Arrivals : Form]'. The main content area is titled 'Race Arrivals from West Bay with the KPF on 03/09/2006 (12:00)'. On the left, there is a list of Ring Numbers: GB2006K37906 (highlighted), GB2006N00816, GB2006N00819, GB2006N00841, GB2006N00848, GB2006N16108, GB2006N16114, GB2006N16115, GB2006N16120, GB2006N16137, GB2006N84003, GB2006R20629, and GB2006R20630. The right side shows details for the selected pigeon: Colour (Blue), Sex (Hen), Distance Miles (76), Distance Yards (1119), Liberation Date (03/09/2006), Liberation Time (12:00:00), Racing Status (B, highlighted), Time of Arrival (13:43:15), Racing Day (1), Flying Time (01:43:15), Velocity (yph) (1,306.33), Velocity (mpm) (1,194.51), Velocity (mph) (44.53), and Velocity (kmph) (71.67). On the far right, there is a table for 'Position' and 'Prize' for various categories like Loft, Club, Federation, Comb/Amal, Section, Open, and Pools. A red box highlights the 'Racing Status' dropdown and the 'Time of Arrival' field.

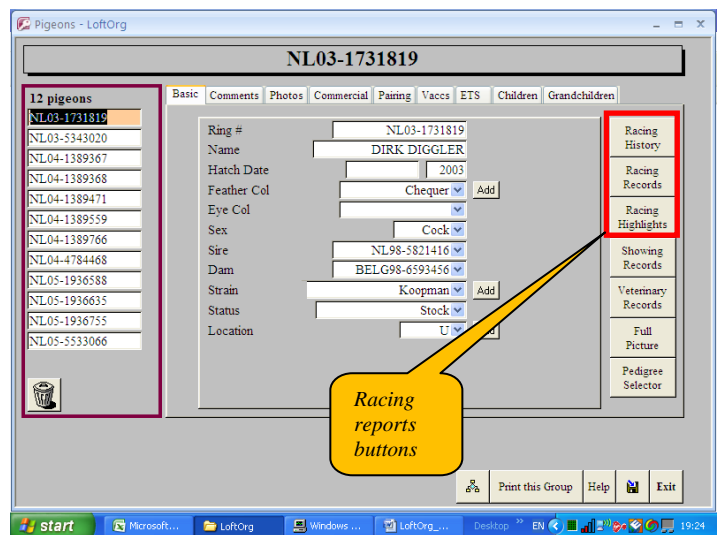
- If you are recording a Day 2 or Day 3 pigeon in a long distance race then correct flying times and velocities will not be calculated unless you have completed the **Hours of Darkness** in the Race Manager section.
- ◆ You don't necessarily have to record a *Time of Arrival* and/or *Racing Day* for any un-clocked pigeons but you never know how useful this information may be to you later in the season when analysing you whole loft's performances.
- ◆ Enter any positions won in
 - **Position – Loft** ... this will be calculated automatically for you based on arrival times!
 - **Position – Club** ... what position did this pigeon take in your Club result
 - **Position – Federation** ... what position did this pigeon take in your Federation result
 - **Position – Combine/Amal** ... what position did this pigeon take in your Combine/Amal result
 - **Position – Section** ... what position did this pigeon take in your Section result
 - **Position – Open** ... what position did this pigeon take in your Open result
- ◆ Similarly enter any cash **Pools** and **Prizes** won in the appropriate fields

▪ Print Result

- Click the **Result** button to print a list of your race arrivals in descending velocity order

➤ Whilst arrivals and velocities are created and grouped by race it is possible to access the complete racing history for an individual pigeon from its own data card

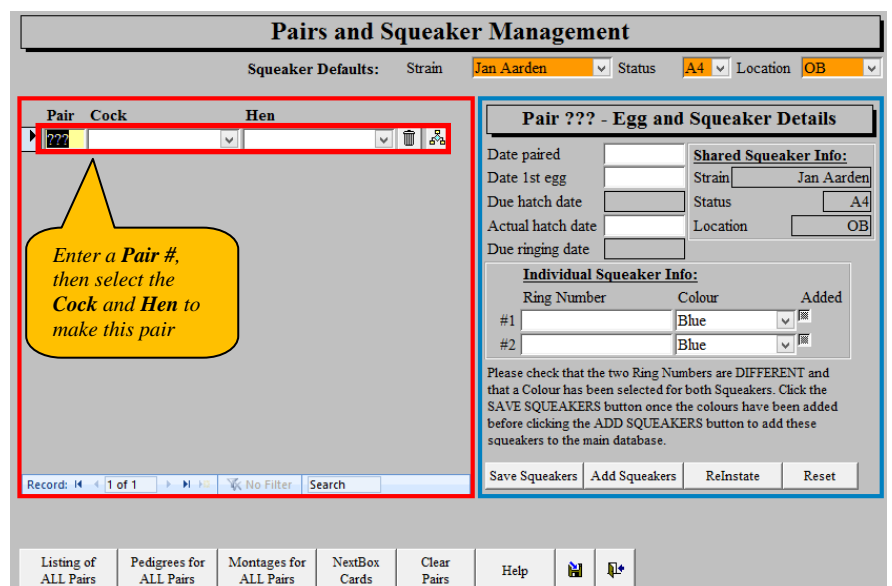
- This allows you to analyse performances of your pigeons over an extended period of time
- Click the **Racing History** button to create a listing of all races entered by this pigeon
- Click the **Racing Records** button to access each individual race record for this pigeon
 - For key/exceptional performances tick the **Include this result in Highlights Report?** check-box
 - Click the **Racing Highlights** button to access the racing highlights for this pigeon



❖ **Pairings and Squeaker Management**

➤ From the *Main Menu* left-click the *Pigeon Management* button then click *View / Maintain Pairs*

- Here you can store details of an unlimited number of breeding pairs.
- Assign a unique *Pair* number
 - We recommend starting with **01** and ascending upwards in increments of 1 so 01, 02, 03, etc
- Start by selecting a **Cock** for **Pair 01**. The *Cock* drop-down list will **ONLY** offer you **Cocks** that are alive and well in your lofts. Select the cock you require for this pairing.



- Next select the **Hen** for **Pair 01** that this **Cock** is paired to. The *Hen* drop-down list will **ONLY** offer you **Hens** that are alive and well in your lofts. Select the hen you require for this pairing.
- Add/create additional Pairings as required ...

- Adding **Squeakers** ...

- You can optionally store the *Date Paired*, *Date of First Egg*, and *Hatch Date* and also the *Ring Number* and *Colour* of each Squeaker produced by this pair.
- Once you wean the Squeakers off click the *Add Squeakers* button and these squeakers will be automatically added to the pigeon database ... *please note that for this function to work COLOURS must be assigned to each squeaker.*
- To clear the Pairing and Squeaker Details fields and prepare this Pair for its next round of eggs click the *Reset* button.

- To change a pairing it is probably cleanest to delete the original pairing and start the new pairing from scratch. Delete a pair by clicking/highlighting the grey square to the immediate left of the *Pair* and press the delete button on your keyboard.
- To delete all Pairs at the end of a Breeding Season click the *Clear All Pairs* button at the bottom of the screen.

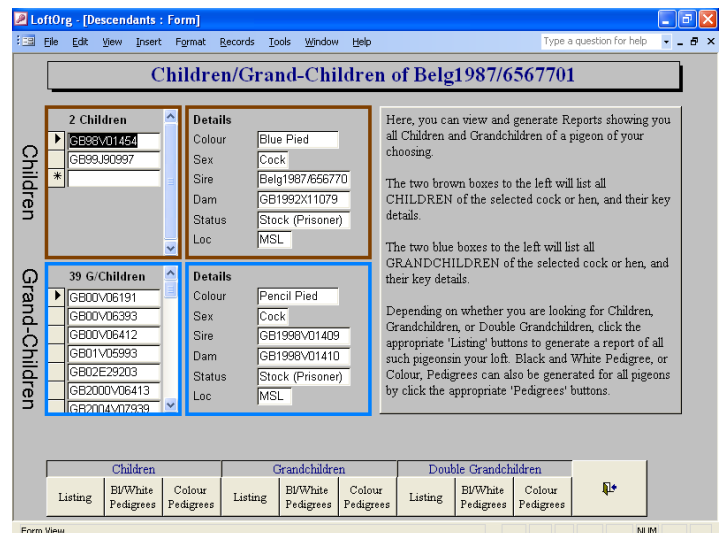
- ❖ **Descendants Tracking**

- Return to the *Main Menu* and left-click the *Pigeon Management* button.

- Now left-click the *View / Maintain Pigeons*.
- Having previously entered all available details about living, lost, dead, and reference pigeons you are now in a position to view the details of any recorded pigeon and to produce full pedigrees of any pigeon currently living in your lofts, and indeed past racers and favourites.
- Select the pigeon(s) you wish to review by using any of the four available options ... by *Status*, by *Location*, by *Family*, or by *Ring Number*.

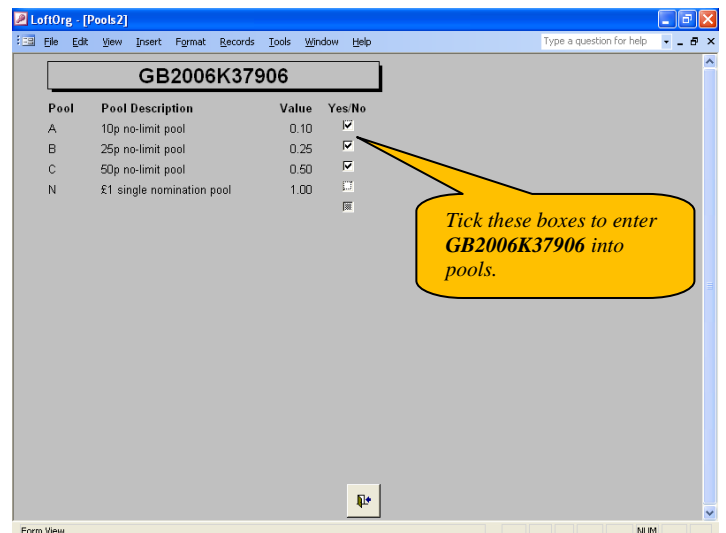
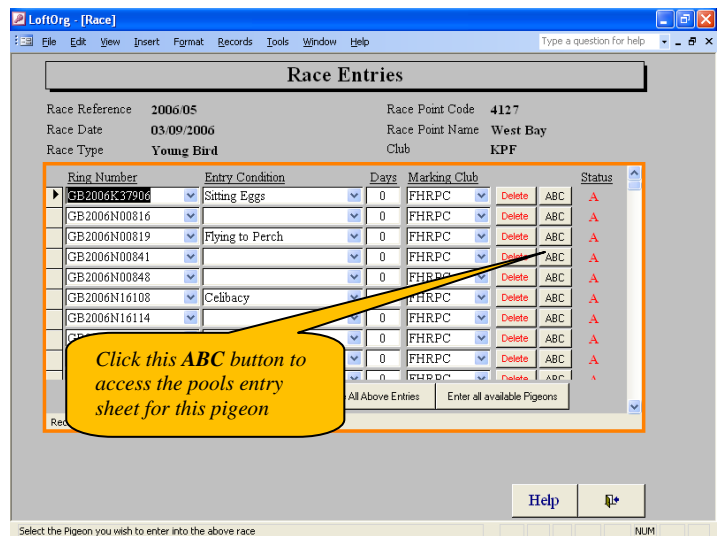
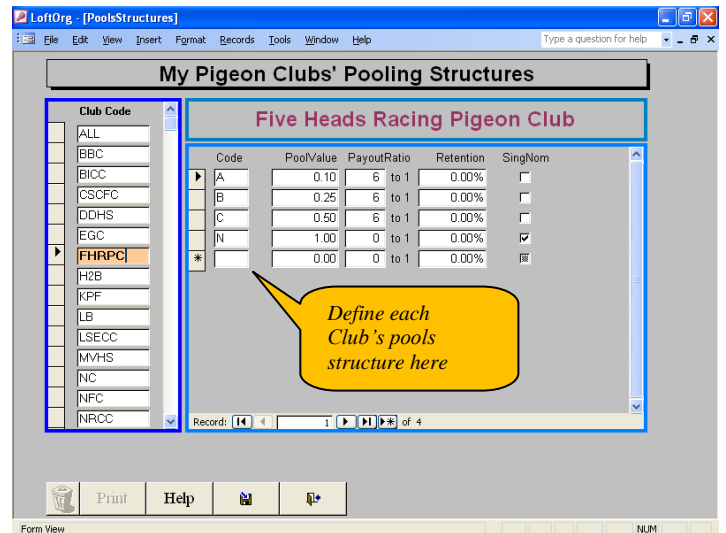
- Using whichever drop-down list you choose will bring up the full information card for each pigeon within your selection criteria.
- Click the funny-looking triangular-shaped button to reveal a subsidiary screen for this pigeon where you can view the details of all Children and Grandchildren currently in your loft bred from the selected pigeon. In the example opposite we find two direct Children and thirty-nine Grandchildren of the well known “**TOEY**” (Staf van Reet breeding cock owned by Tony & Anne Mardon).

- Click additional buttons to produce listings of these pigeons and their pedigrees.
- These reports will be limited to descendants still in your loft (as indicated by the Status applied to them on their individual data cards).
- These are useful reports to help determine the effectiveness of your principal breeders i.e. how much of what they bred remain available to race and/or sell.



❖ How to Manage Pools

- For each of the Clubs which you add to LoftOrganiser you can attach the Cash Pools operated by those clubs.
- All your Clubs will be listed down the left-hand side of the screen
- All you have to do is:-
 - Enter a **Code** (must be ALPHA characters between A-Z)
 - Enter the **Pool Value**
 - (Optionally) enter the **Pool Payout Ratio**
 - (Optionally) enter the **Pool Retention %age**
 - Tick the **SingNom** box if the pool is a Single Nomination pool type
- When selecting your race entries for any race you will also be able to select which, if any, pools you wish each pigeon to be entered into.
 - Do this by clicking the ABC button for each pigeon you want to enter into the pools
 - See diagram!
- A form will appear, headed by the Pigeon's Ring Number, showing all the available pools in this race.
- Tick each pool that you wish to enter the pigeon into.
- Make sure, for any **Single Nomination** pool, you remember to only enter just ONE pigeon into this pool!
- Your **Club 4** race entry sheet, accessible from the *Race Manager* screen will mark these pools against the relevant pigeons ... with the total cost of these Pools added into the cost summary part of the form.



❖ Vaccinating your Pigeons

➤ To produce a listing to assist you vaccinate a group of pigeons here's what to do ...

- From the *Main Menu* select *Health and Veterinary*
- From the Health and Veterinary menu which now appears select *Create and Print Vaccination Listings*
- Select *Flock/Group* from the drop-down list
- Enter *Date* of vaccination
- Enter *Vaccine Type/Name*
- Enter *Batch #*
- To print the list click the **GB** button if operating to RPRA standards
- Alternatively click the **IHU** button if operation to Irish Homing Union standards
- Both forms will show full ring number, colour, and sex of all pigeons to be vaccinated together with a tick-box to be completed when each pigeon has been injected.
- There are appropriate spaces on the form for the Vaccinator, Witness, and Loft Owner to attest that vaccination has taken place
- Once the vaccination has been completed you can automatically record the Date of Vaccination against each pigeon by simply clicking the **Update** button.
 - When you next look at any of these pigeons' information cards you will see the last two vaccination dates for the pigeon on this form

LoftOrg - [Vaccination Group Selection : Form]

Vaccinations - Select Grouping

Flock/Group: Old Bird Racers Date: 23/02/2006

Vaccine Type/Name: Nobovac Batch #: 32654

If you are ready to Vaccinate a group of Pigeons, why not save yourself the time and hassle in writing out the Ring Number of each and every Pigeon and instead make one simple selection and print out a report?

Simply select the Grouping of Pigeons you want to Vaccinate, type in the Vaccine Type and Batch Number, and click either of the 'GB' or 'IHU' buttons below. The resulting report has adequate provision for the person(s) Vaccinating the pigeons as well as yourself to sign. The Vaccine type and Batch Number can also be recorded.

Once the Vaccinations have been done you should click the 'Update' button which will record all the pigeons vaccinated on this date. Do this for EACH group of Pigeons you have had vaccinated.

GB IHU Update

Print a report acceptable for the RPRA

Pigeons - LoftOrg

BELG97-9154095

49 pigeons

BELG01-4178920

BELG01-6153573

BELG01-9054449

BELG02-4247563

BELG02-6121685

BELG91-613925

BELG92-6440008

BELG93-6057704

BELG94-6081753

BELG95-6246005

BELG95-6508036

BELG97-9154095

BELG98-4184712

Basic Comments Photos Commercial Pairing Vaccs ETS Children Grandchildren

Ring # BELG97-9154095

Vaccs Prev

Vaccs Latest

The two most recent vaccination dates for this pigeon will be stored here in the Vaccs tab

Print this Group Help Exit

❖ System Information and Maintenance

➤ File names and locations

- Program Folder **C:\LoftOrg**
- Program File **LoftOrg.accdr**
- Data File **LoftOrg_be.mdb**
- Windows **XP, VISTA, 7, 8, 10**

➤ Creating a ZIP File

Backing up your key data file called **LoftOrg_be.mdb**, located in your **C:\LoftOrg** folder, is absolutely critical

- One way of achieving this is by using the Create a Zip File utility within the program
- Main Menu > General Maintenance and Backup > ZIP a File
- Here you can easily create a ZIP file, and save it ANYWHERE on your hard drive or alternatively to any external media thus providing a backup. ZIPPING your all-important LoftOrg_be.mdb file will also prove very useful if you are ever asked to e-mail the file to PBO Solutions.
- Process:-

- Select the Input File that you wish to ZIP by clicking the "Browse for File" button and then navigate to the folder/filename you require then click the Open button to proceed to the next stage. Please note that the File Type will default to *.mdb (Microsoft Access Database) ... so if you wish to backup a file with a different file extension you will need to vary the File Type instruction.
 - Once you have selected your file the program will automatically create the Output File path and filename (same folder and file name just with a .zip extension rather than .mdb) ... if you are happy with it click the "Zip the File" button ... else change the path and file name elements manually, or by using the "Browse for Folder" button and adding a filename, before clicking the "Zip the File" button.
- Please note that you can use this utility to ZIP and Backup ANY single file not just your LoftOrg_be.mdb file.

➤ Accessing Data Tables

- Access to data within LoftOrg is strictly controlled via view/amend forms and screens. Your data is fairly secure in such a controlled environment
- However in EXCEPTIONAL circumstances, and then only when directed by PBO Solutions, you may need to get access to data via the "back-door".
- Main Menu > General Maintenance and Backup > Accessing Data Tables
- Once any of these tables are entered you can edit and/or delete records that are perhaps corrupting a report or not getting displayed as expected through a normal form or screen.
- To exit from a Table you can:-
 - Press the CTRL and F4 keys together
 - Click the lower of the "X" buttons in the top-right of the display screen

➤ Backups

- Whether using the ZIP utility as described above (recommended), or by any other method, backing-up your key **LoftOrg_be.mdb** file should be done in the following frequency
 - During the racing season ... once weekly
 - At other times during the Year ... once monthly
- Ideally, the backup copy should be stored on external media
 - External Hard Drive
 - Flash/Pen Drive
 - CD
 - You are also welcome to e-mail a ZIP file backup to PBO Solutions for additional security
- You will only ever fully appreciate the full benefits of a rigorous backup regime should you ever suffer data loss through hard disk failure, theft, or other damage. A recent backup file can prove to be a real life-saver ... just ask anyone who's ever restored a backup file and they'll tell you that it saved them hundreds of hours of work re-inputting the data!

