

# User Manual AgManifest 4.0

Updated 2024

Users can log into AgManifest at [agmanifest.com](http://agmanifest.com). If you are a new user, please contact [stefani.fournier@ontariopork.on.ca](mailto:stefani.fournier@ontariopork.on.ca) with your producer number to get an AgManifest username. If you need immediate assistance, please call Stefani at 1-519-767-4600 ext. 1204.

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## General Notes

For the most part, loads going to slaughter are scheduled and entered into AgManifest by the transporter. Producers are able to see transporter loads associated with their producer number and premises. Producers should login in weekly to see loads and pickup times, digitally sign their Annex4 and Record of Livestock Movement paperwork, and confirm time off feed.

Producers can also use AgManifest to plan farm-to-farm loads. Loads scheduled in AgManifest are automatically reported to PigTrace at the close of everyday.

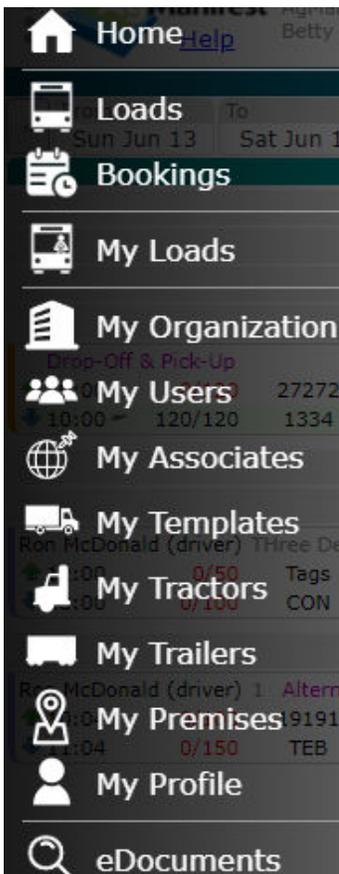
1. Load planning is done in the 'Loads' screen.
2. All loads are now created by using templates
  - a. There are three default templates.
    - i. Pick up
    - ii. Drop off
    - iii. Pick & Drop Off
  - b. You can create your own templates for each premises or frequently done loads.
3. A load consists of a drop off and one or more pickups.
4. Pig icon will turn green when movement is successfully reported to PigTrace.

## Menu Screen:

- To access the menu screen select the icon circled below.



- If you have not used AgManifest before, you will need to populate the system with your business content. This content is information about the people who will use the system within your organization, your clients, and your truck information.



**Home**, by default, will take you to the 'All Loads' screen. This can be altered to default to a screen of user's preference.

**Loads** takes you to the 'All Loads' screen.

**Bookings** displays lots.

**My Loads** displays a specific drivers loads if they are the ones logging in.

**My Organization** formerly called 'my profile'. This is an overview of your administrative set up.

**My Users** displays a list of users who have access to the account.

**My Associates** displays a list of other companies you do business with (producers, yards, abattoirs).

**My Templates** allows you to view and edit templates that have been created.

**My Tractors** allows you to view, edit, and add any tractors.

**My Trailers** allows you to view, edit, and add any trailers

**My Premises** allows you to apply aliases & sublocations to any associate premises.

**My Profile** allows you to view and edit your contact information and password. It also can be used to set your digital signature pin.

**eDocuments** allows you to sign, search and print your e-docs (Annex 4 and Record of Livestock Movements)

## Home Screen

After logging in the 'All Loads' screen will appear. 'All Loads' allows you to manage your loads, view any lots assigned to you, and view templates.

- To change the date range, select either the 'from' or 'to' section.
  - A calendar will appear allowing you to select dates.
- To narrow down searches further, select the 'filter' button.



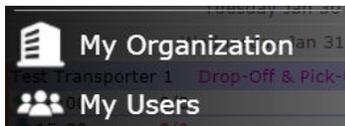
## Adding Information to Your Organization

### Adding a User

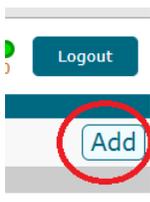
1. Open the menu screen.



2. Select 'My Users'.



3. Select 'Add' which can be found on the top right hand of the screen.



4. Fill in the information.

Contact Name  
  
 Email Address  
 Required to enable password resetting.  
  
 License  
  
 Drivers License (optional).  
  
 Select the default tractor this user operates.  
  
 Select the default trailer this user operates.  
  
 User name  
  
 The name used at the login.  
  
 Password (Optional)  
  
 Password (leave blank to not change)  
  
 English  
  
 Select the preferred language.  
  
 All Loads  
  
 Select the preferred starting page after login.  
 Is Active?

5. Press 'Create'.
6. Select 'Delegate Roles'.

Select the preferred starting page after login.  
 Is Active?

7. Assign the roles to the user
  - a. Administrator can manage users and company profiles. This designation see all company loads.
  - b. Driver can perform driver functions such as view and build their own loads. This designation only see loads assigned to them.

## User Roles

- Administrator  
 Manage User and Company Profiles
- Driver  
 Perform Driver Functions

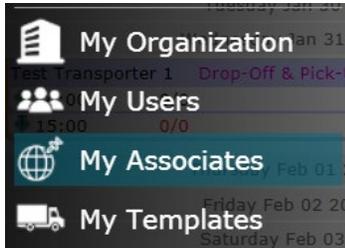
8. Press 'Update'.

## Adding an Associate

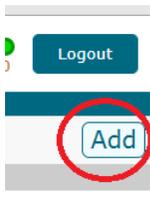
9. Open the menu screen.



10. Select 'My Associates'

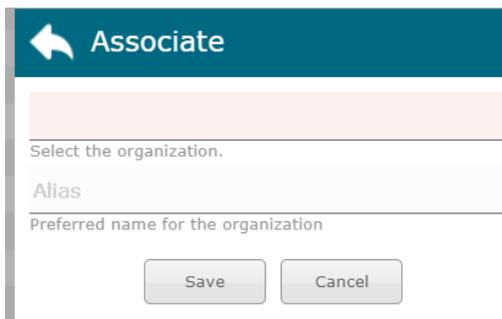


11. Select 'Add' which can be found on the top right hand of the screen.



12. Enter the name of the associate you wish to add (producer, yard, and processor). This search pulls from Ontario Pork's member and industry database. Data may be under company name, business number or owner name. If you are unable to find the correct associate please contact Ontario Pork's Member Services for assistance.

- a. An alias is a nickname you can assign to the associate to make it recognizable to you.

A screenshot of the 'Associate' form. The form has a teal header with a white arrow pointing left and the word 'Associate'. Below the header is a pink input field. Underneath is a label 'Select the organization.' followed by a white input field labeled 'Alias'. Below that is a label 'Preferred name for the organization' followed by another white input field. At the bottom are two buttons: 'Save' and 'Cancel'.

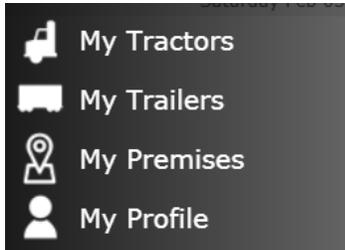
13. Press 'Save'.

## Adding a Tractor or Trailer

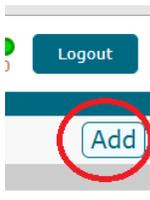
1. Open the menu screen.



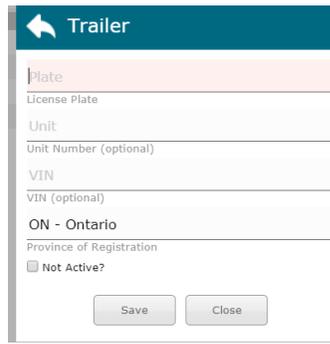
2. Select what information you wish to add from the menu screen. (I.e. My Tractor or My Trailer).



3. Select 'Add' which can be found on the top right hand of the screen.



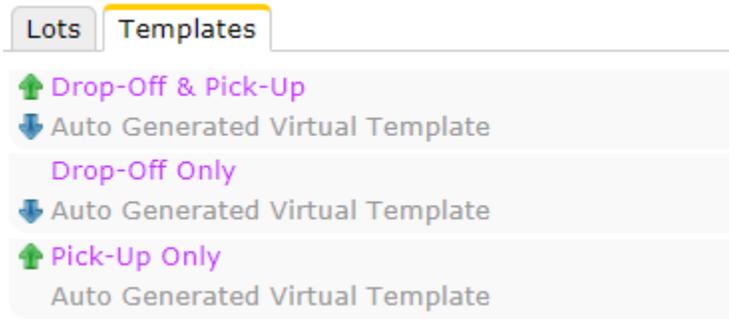
4. Add the Tractor or Trailer information (items highlighted in red are mandatory fields).

The image shows a 'Tractor' form with the following fields: 'Plate' (highlighted in red), 'License Plate', 'Unit', 'Unit Number (optional)', 'VIN', 'VIN (optional)', 'ON - Ontario', and 'Province of Registration' (with a 'Not Active?' checkbox). At the bottom are 'Save' and 'Close' buttons.The image shows a 'Trailer' form with the following fields: 'Plate' (highlighted in red), 'License Plate', 'Unit', 'Unit Number (optional)', 'VIN', 'VIN (optional)', 'ON - Ontario', and 'Province of Registration' (with a 'Not Active?' checkbox). At the bottom are 'Save' and 'Close' buttons.

5. Press 'Save'.

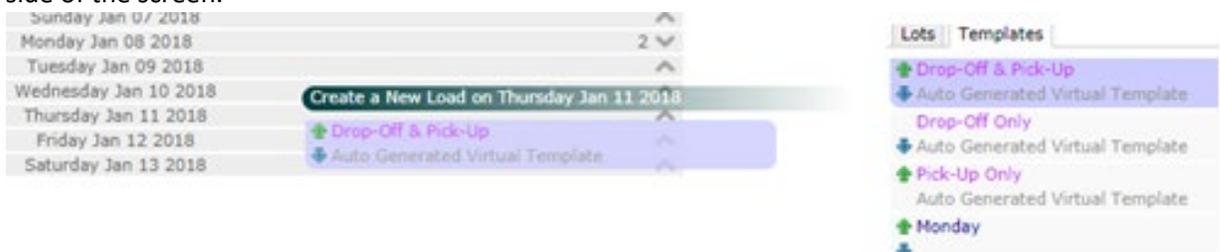
## How to Create a Load

Templates are the starting point for all loads. The three default templates are listed below and are found on the far right of the 'Home' and 'Loads' screens.



Note the color and direction of the arrows.

1. Select a template by clicking it and then 'drag and drop' it onto the desired date on the left-hand side of the screen.



2. Enter the pick-up and drop off information by selecting the movement you would like to start with. In the example below, the pickup portion of the load has been clicked (highlighted purple).
  - a. Items with a star are mandatory fields and will not save unless a value is entered.

Loads		Pick-Up			
Sunday Jan 21 2018	1	Transporter*			
Monday Jan 22 2018	1	Test Transporter 1			
Tuesday Jan 23 2018	1	Pick-Up Date/Time*	Animal Type		
Wednesday Jan 24 2018	1	Thu Jan 25 14:00			
Thursday Jan 25 2018	1	Scheduled	Actual	Subject	Dead
Test Transporter 1 Drop-Off & Pick-Up		Producer			
14:00	0/0	Tattoo			
15:00	0/0	Premises			
		Location			

- b. Click 'save' at the bottom of the screen.



## Load Features

### Entering Producer and Premises

- Producer and Premises ID pulls from Ontario Pork's database for data accuracy. You will only see premises and tattoos linked that the chosen producer.
- The green checkmark symbol beside the PID denotes the premises is CPE/CQA certified.
- The blue 'R' shield beside a tattoo denotes ractopomine-free status.

Producer (PROA12345)	
Producer A	
Tattoo 	Premises 
27272	ON78I904R - Premises B

### Tattoos

- Tattoos are linked to Premises. After you select a PID, you will see the list of associated tattoos and can select one.

### No ID

- If pigs (weanlings) are not yet identified and are moving farm-to-farm, 'No ID' can be selected.

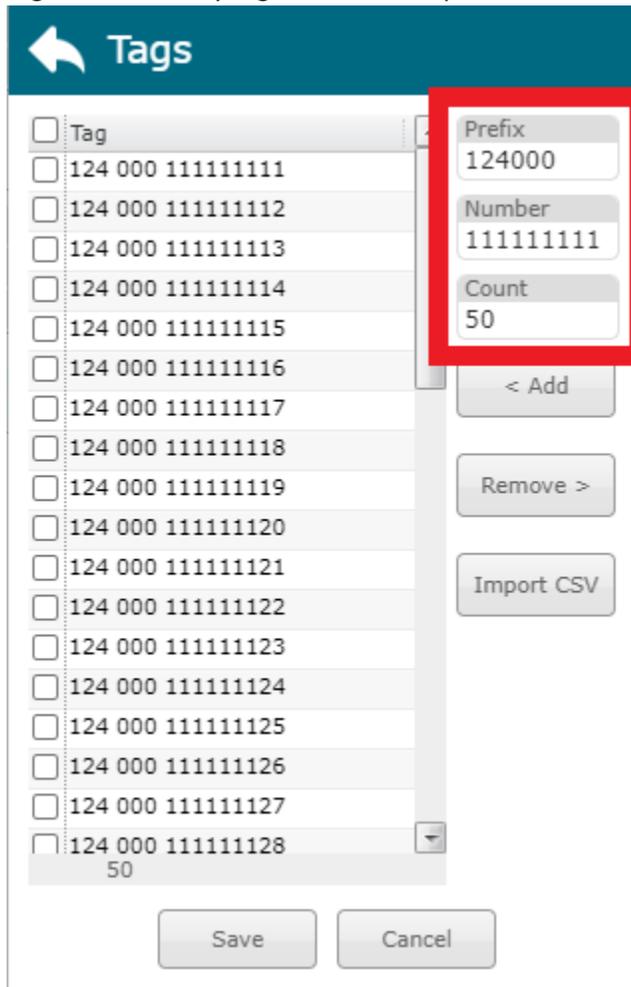
Pick-Up Date/Time*	Animal Type	
Sun Jun 20 01:00	Weanlings	
Scheduled	Actual	Average Hog Weight
120		
Last Feed Date/Time	Loading Temp. (°C)	
Sat Jun 19 21:25		
Producer (PROA12345)		
Producer A		
Tattoo	Premises	
NoID		

### Tags

1. If pigs tagged, select the tag option under 'Tattoo' and click the 'Tag' button.

Producer (PROA12345)	
Producer A	
Tattoo	Premises
Tags	
Tags	Sub-Location

2. Enter the 'Prefix' and tag 'Number'. If you have a sequence of tags, add the number of the first tag and how many tags are in the sequence under 'Count'.



The screenshot shows a mobile application interface titled "Tags". On the left, there is a scrollable list of tags, each with a checkbox and a text field containing a tag number (e.g., "124 000 111111111"). On the right, there is a form to add new tags, highlighted with a red box. The form has three input fields: "Prefix" with the value "124000", "Number" with the value "11111111", and "Count" with the value "50". Below the form are three buttons: "< Add", "Remove >", and "Import CSV". At the bottom of the screen are two buttons: "Save" and "Cancel".

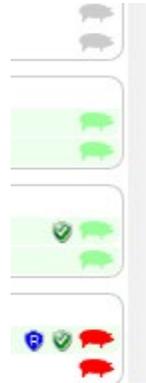
3. Click 'Add' to populate them in the tag list.
  4. Repeat as necessary until all tags are listed.
- You can check off specific tags and 'Remove' any that are out of sequence.
  - You can also import a .CVS file of tag numbers.

## Automatic Reporting to PigTrace

- AgManifest automatically reports movements to PigTrace at the end of each day. To trigger this report, 'Actual' pick-up numbers must be entered.

Pick-Up Date/Time*	
Sun Jun 20 13:30	
Scheduled	Actual
100	92

- PigTrace Icons: On the 'Load' screen, you will see a pig icon beside each load.
  - Grey means data has not yet been sent.
  - Green means successful report.
  - Red means insufficient information for a successful report. Hoover your cursor over the red pig to see the error message. Fix data and AgManifest will resend it.



## Adding to a Load

1. You can also add another pick up or drop off to a load by selecting a 'pick up' or 'drop off' template and dragging it over and dropping it on an existing load.

Friday Jan 12 2018	
Saturday Jan 13 2018 1	
Test Transporter 1	Drop-Off & Pick-Up
↑ 16:00	0/0
↓ 17:00	0/0
Add Template Pick-Ups to this Load	
↑	Pick-Up Only
Auto Generated Virtual Template	

2. Enter the information into the movement.
3. Click 'save' at the bottom of the screen.



## How to Create a Template

1. To create a template for a common load, fill in a blank template with all the information you would like saved in the new template. Click the top line of the load (so you have both the dropoff and pickup) and drag it over to the templates tab.

Test Transporter 1 1		Drop-Off & Pick-Up		
↑ 16:00	0/55	00017	XX11111111	P1
↑ 16:00	0/45	00027	XX22222222	Test Producer 2
↓ 17:00	0/100	AP1	XX44444444	Test Processor 1

Lots | **Templates**

↑ Drop-Off & Pick-Up  
↓ Auto Generated Virtual Template

Create Template from Load

Test Transporter 1 1		Drop-Off & Pick-Up		
↑ 16:00	0/55	00017	XX11111111	P1
↑ 16:00	0/45	00027	XX22222222	Test Producer 2
↓ 17:00	0/100	AP1	XX44444444	Test Processor 1

2. Drop it on the Templates tab and it will ask you if you would like to save the info as a new template.
3. Add a name for the template. Description and the Group (folder) are optional.

### ← Update Template

**Pig Barn1 Load to Conestoga**

A brief name for this template.

Description

(Optional) Description for this template.

Markets

(Optional) Group for this template.

Update Cancel

4. Press 'Create'.

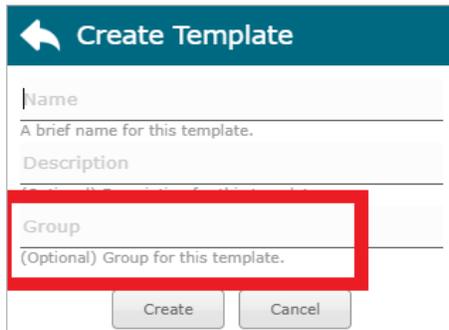
Other notes:

- If you want to create a separate pick and drop off template. Select only one movement and drag and drop in the template section.

## Creating and Sorting Template Folders

You can sort your templates into folders. Create and name your folders to match your needs. You can sort templates by Premises, Producer, Dropoff Location, Animal Type, By Day....

- To create a template folder, enter a “Group” when creating a template.



**Create Template**

Name  
A brief name for this template.

Description

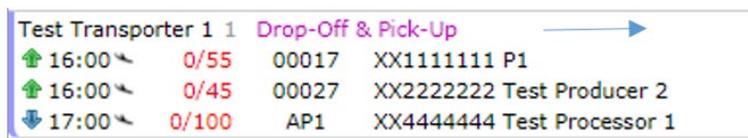
**Group**  
(Optional) Group for this template.

Create Cancel

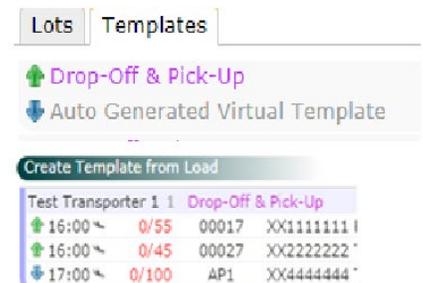
- To sort an existing saved template, simply drag and drop it onto the folder you would like to see it in or double click it and edit the “Group”.

## How To Update a Template

1. Pull the existing template over the loads side of the screen. Make all the changes to the information you would like to update.
2. Drag the updated load info over onto the ‘Templates’ tab



Test Transporter 1 1		Drop-Off & Pick-Up		
↑ 16:00	0/55	00017	XX1111111	P1
↑ 16:00	0/45	00027	XX2222222	Test Producer 2
↓ 17:00	0/100	AP1	XX4444444	Test Processor 1



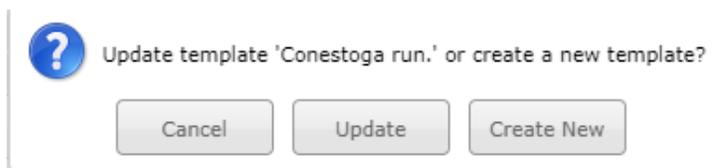
Lots | **Templates**

- ↑ Drop-Off & Pick-Up
- ↓ Auto Generated Virtual Template

Create Template from Load

Test Transporter 1 1		Drop-Off & Pick-Up		
↑ 16:00	0/55	00017	XX1111111	P1
↑ 16:00	0/45	00027	XX2222222	Test Producer 2
↓ 17:00	0/100	AP1	XX4444444	Test Processor 1

3. When you drop it on the Templates tab, it will ask you if you’d like to save the info as a new template or update the existing template.



? Update template 'Conestoga run.' or create a new template?

Cancel Update Create New

4. Click 'Update'.

## How to Attach a Lot to a Load

There are three ways in which a lot can be assigned to a load.

### Drag & Drop Lot to Load

1. Select a lot from the lots tab.
2. Drag and drop over the load you wish to attach it to.

Loads	
Sunday Jan 21 2018	
Monday Jan 22 2018	Create a New Load for Monday Jan 22 2018
Tuesday Jan 23 2018	ABC456 AP2 12:30 200
Wednesday Jan 24 2018	1
Thursday Jan 25 2018	2

Lots		Templates	
Monday Jan 22 2018			
ABC456	AP2	12:30	200
Tuesday Jan 23 2018			
DEF456	AP2	13:30	155

### Pick Lot

1. You can 'pick' a lot by selecting the drop off in your 'movement screen'.

The screenshot shows a 'Drop-Off' form with the following fields:

- Delivery Date/Time\*: Sat Jan 13 17:00
- Lot Date/Time: Lot [Pick]
- Scheduled Qty: 100, Actual Qty: [ ], Disputed?:
- Arrival: Jan 13 10:27, Unload: [ ], Departure: [ ]
- Destination Company: Test Processor 1
- Destination Premises: XX4444444
- Destination Premises Location: [ ]

- A list will appear with lots you can pick from.
- Only lots not assigned to a load will be visible.

### Auto populate Lots to Loads Schedule

1. Select the 'Create' button below the Lots & Templates tabs.



2. Selecting 'yes' will generate a 'drop off' in the Loads screen.

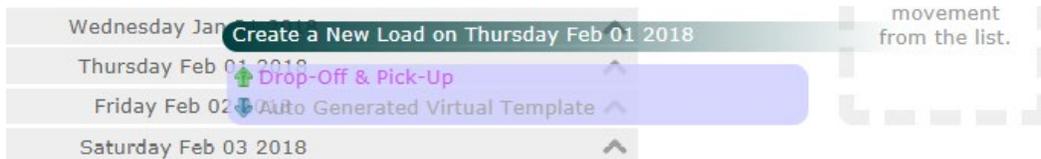
The screenshot shows a dialog box with a question mark icon and the text: "Auto-Create Loads for ALL unlinked lots?". Below the text are two buttons: "No" and "Yes".

## How to Create a Transfer Load/ Yard Pick-Up 2 Options

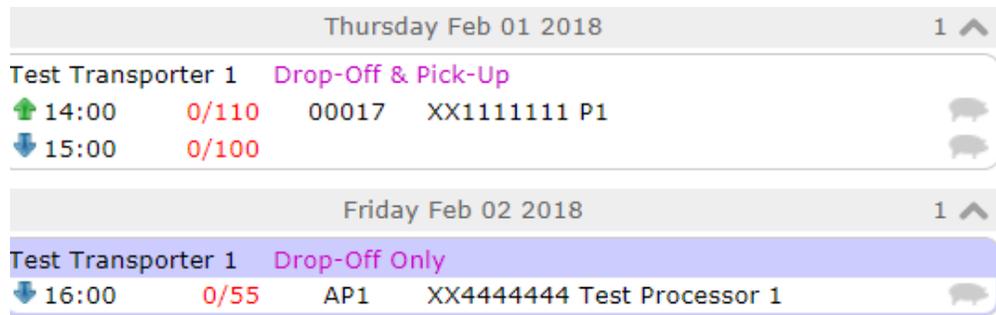
### Option 1: Ctrl, Click, and Move Transfer Load

Transfer Load/ Yard pick is where a pick-up source is different than the producer's location.

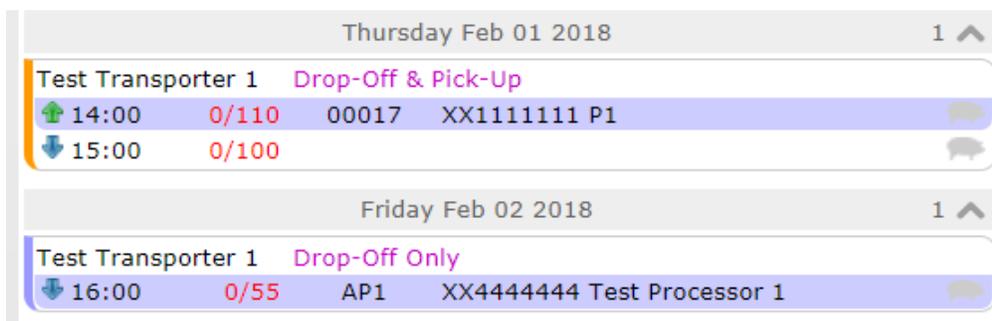
1. Select a Drop-Off and Pick-Up Template.
2. Drop the template onto the date the movement is to occur.



3. Enter the producers pick up information.
4. Enter the Assembly Yards drop-off information.
5. Create or a drop off on the day you are picking up animals from the yard.
  - a. The Drop-Off destination will be a processor.
  - b. A drop-off created from a lot can also be used.



6. Ctrl and click the Drop-Off on the in your movement destined for the processor.
7. Ctrl and click the Pick-Up from the movement where a producers pigs were brought to the yard.
  - a. Both the Drop-Off and the Pick-Up should be highlighted.



8. Select 'Move'.



9. Select 'Transfer Add'



10. Select the number of hogs picked up from the Yard.

A screenshot of a 'Transfer' dialog box. It has a dark teal header with a white back arrow and the word 'Transfer'. Below the header, there are two columns: 'Tattoo' and 'Total'. Under 'Tattoo', the value '00017' is displayed. Under 'Total', the value '0/110' is displayed. To the right of the 'Total' column is a dropdown menu showing the number '55'. At the bottom of the dialog are two buttons: 'Continue' and 'Cancel'.

11. Press 'Continue'.

12. This will create a transfer load which is represented by a green and blue diamond.

Friday Feb 02 2018					1 ^
<b>Test Transporter 1</b>					<b>Drop-Off Only</b>
15:00	0/55	00017	XX7777777	Test Yard	
16:00	0/55	AP1	XX4444444	Test Processor 1	

### Option 2: Ctrl, Drag & Drop Transfer Load

Repeat Steps 1-5 in [Option 1: Ctrl, Click, and Move Transfer Load](#)

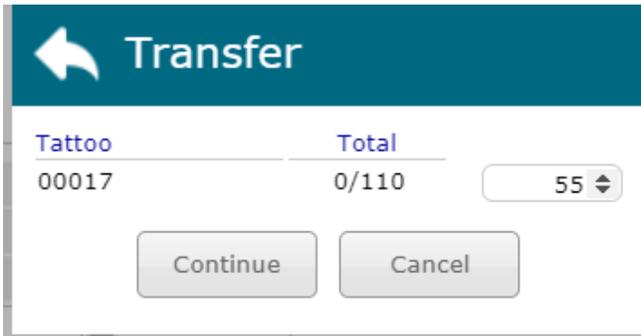
6. Ctrl, click, and drag the Pick-Up from the movement to the yard and drag it to the drop off at the processor.

<b>Test Transporter 1</b>					<b>Drop-Off &amp; Pick-Up</b>
14:00	0/110	00017	XX1111111	P1	
15:00	0/100	1334	XX7777777	Test Yard	

Friday Feb 02 2018					1 ^
<b>Test Transporter 1</b>					<b>Drop-Off</b>
16:00	0/55	AP1	XX4444444	Test Processor 1	
					<b>Transfer Add to this Load</b>
14:00	0/110	00017	XX111		

7. Select the number of hogs picked up from the Yard.

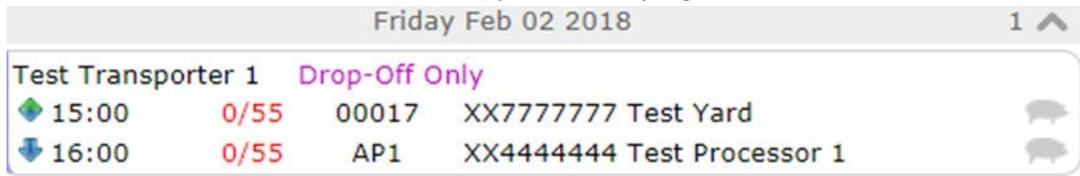


Tattoo	Total	
00017	0/110	55

Continue Cancel

8. Press 'Continue'.

9. This will create a transfer load which is represented by a green and blue diamond.



Friday Feb 02 2018					1
<b>Test Transporter 1 Drop-Off Only</b>					
◆ 15:00	0/55	00017	XX7777777	Test Yard	🗨️
◆ 16:00	0/55	AP1	XX4444444	Test Processor 1	🗨️

## Creating your Digital Signature PIN

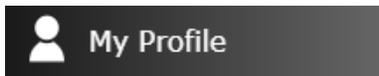
Your PIN acts like your signature.

**Note: Ontario Pork is currently working with CFIA to get approval on digital signatures for Annex4 and Record of Livestock Movement forms. Until PINS are approved, you will need to continue with paper copies and written signatures.**

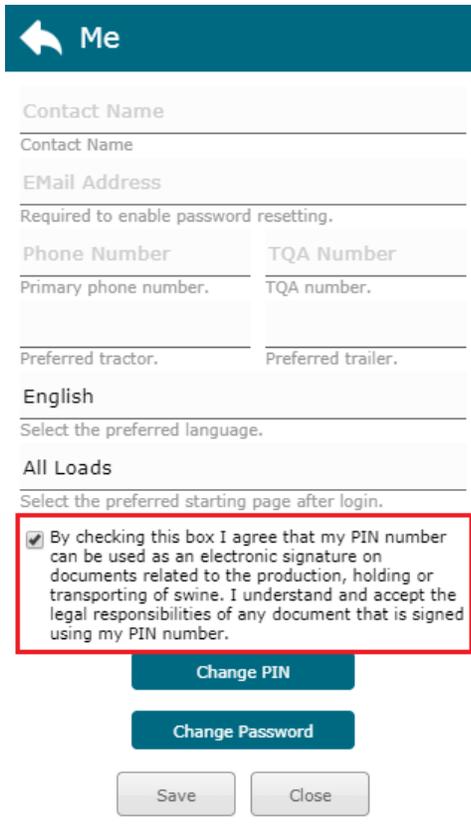
1. Open the menu screen.



2. Select 'My Profile'.



3. Check the box agreeing to use a PIN number as an electronic signature.



**Me**

Contact Name

Contact Name

E-Mail Address

Required to enable password resetting.

Phone Number

Primary phone number.

TQA Number

TQA number.

Preferred tractor.

Preferred trailer.

English

Select the preferred language.

All Loads

Select the preferred starting page after login.

By checking this box I agree that my PIN number can be used as an electronic signature on documents related to the production, holding or transporting of swine. I understand and accept the legal responsibilities of any document that is signed using my PIN number.

Change PIN

Change Password

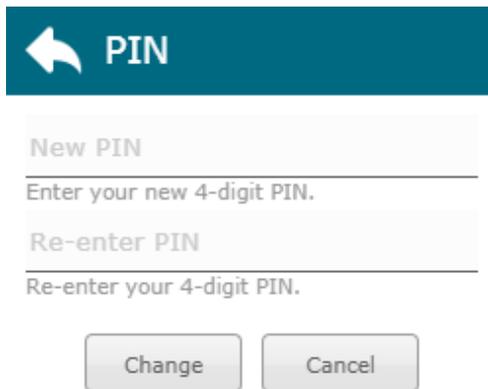
Save

Close

4. Select 'Change PIN'.



5. Enter your 4-digit numeric PIN.



6. Press 'Change'.

## How to Sign Digital Documents

There are 3 places you can go to sign digital documents: E-doc button at the top of the loads screen, the E-sign button on the pick-up screen, and the eDocuments option in the menu.

### Signing from the eDocs button

1. Select the 'eDocs' button.

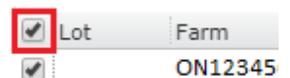


2. The 'eDocs' screen will appear, allowing you to check the movement you would like to sign for. Select loads by ticking the checkbox beside it or by double clicking anywhere on the load line.



	Farm	Tattoo	Qty	Pick-Up Date/Time
<input checked="" type="checkbox"/>	123 ON76YT54R - Premises A	19191	100/185	Jun 13 2021 10:00
<input checked="" type="checkbox"/>	123 XX11111111 - P1	00017	85/0	Jun 13 2021 10:00
<input type="checkbox"/>	XX11111111 - P1	00017	0/100	Jun 13 2021 14:00
<input type="checkbox"/>	XX22222222 - AgManifest - Test P	NoID	0/120	Jun 18 2021 14:57

Note: To sign for all loads created that week, check the box next to 'Lot' and all of the loads below will be selected.



3. Press 'E-Sign'.



4. Fill in the information.



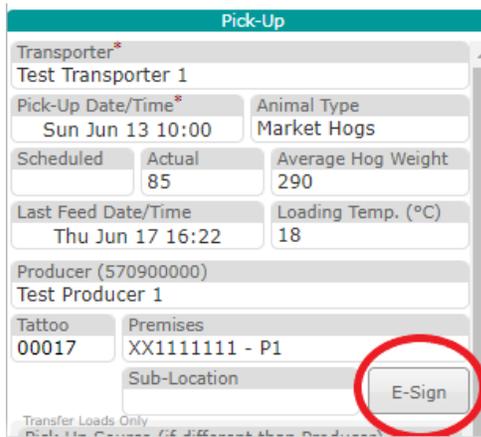
The image shows a mobile application screen titled "E-Signature" with a back arrow icon. Below the title are three input fields: "Signator's Company", "Signator's Name", and "Signator's PIN". At the bottom of the form are two buttons: "Sign" and "Cancel".

5. Press 'Sign'.
6. After you sign, you'll see your red "unsigned" status turn to a green "signed" label and a document number will be generated.

Producer	Assembler	Transporter	Receiver	Need	Status	Document No.
Unsigned	Not Required	Signed	Unsigned	2	Signed	O-40339
Unsigned	Not Required	Signed	Unsigned	2	Signed	O-40340

### E-Signing from the pick-up screen

1. From within a load pick-up, click the 'E-sign' button.



The image shows a mobile application screen titled "Pick-Up". It contains several input fields and buttons. The "E-Sign" button is circled in red. The fields include: "Transporter\*" (Test Transporter 1), "Pick-Up Date/Time\*" (Sun Jun 13 10:00), "Animal Type" (Market Hogs), "Scheduled" (empty), "Actual" (85), "Average Hog Weight" (290), "Last Feed Date/Time" (Thu Jun 17 16:22), "Loading Temp. (°C)" (18), "Producer (570900000)" (Test Producer 1), "Tattoo" (00017), "Premises" (XX1111111 - P1), and "Sub-Location" (empty). At the bottom, there is a note: "Transfer Loads Only Pick-Up Screen (if different than Producer)".

2. A signing window will popup and from here, any of the parties (producer, transporter, receiver) can click sign and enter their PIN.

 **Document Signing**

Document No.: **O-40340**

**PRODUCER**  
I hereby certify that the information identifying the producer and premises as well as the description, quantity and condition of the hogs upon loading is complete and accurate.

**Not Signed**

**TRANSPORTER**  
I hereby certify that the information identifying the transporter, driver and trailer, the conditions and actions taken while enroute, as well as the description, quantity and condition of the hogs upon unloading is complete and accurate.

Jun 15 2021: Betty Hauler

**RECEIVER**  
I hereby certify that the information identifying the receiver and premises, as well as the description, quantity and condition of the hogs upon unloading is complete and accurate.

**Not Signed**

### E-Signing from eDocuments in the menu

1. Open the menu screen.



2. Select 'eDocuments'.



3. Select the loads you would like to sign either by ticking off the checkbox or by double clicking anywhere on the load line.
4. Press e-sign
5. Fill out your signature information & click "sign".

## Searching for signed documents

1. Open the menu screen.



2. Select 'eDocuments'



3. Enter the document number if you know it, or enter a date range



4. Click "Search"

## Printing Documents

After you populate your loads for the week, you can bulk print the full week of documents (Annex 4 and Record of Livestock Movement forms) with one button.

1. Select the 'eDocs' button.



2. Check the top box to select all lots/loads.



3. Click 'Print' at the bottom of the window.
4. It will open as one pdf file that you can save or print. Depending on your browser, there will likely be a print/download option in the top corner.



## Record of Livestock Movement (RLM) fields – NEW – June 2021

### Setting Time off Feed – by Premises ‘Feed’ tab.

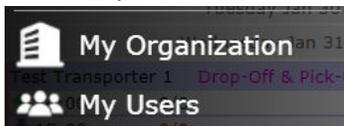
Producers can set feed withdrawal times in their organization’s profile under the ‘feed’ tab. A time can be set for each premises. The value entered will be the number of hours off feed before animals are pickup. If a producer sets a value, AgManifest will automatically calculate time off feed from the scheduled pick-up time.

Note: this time should reflect when the feeders are empty and not the time they are turned off but food is still available.

1. Open the menu screen.



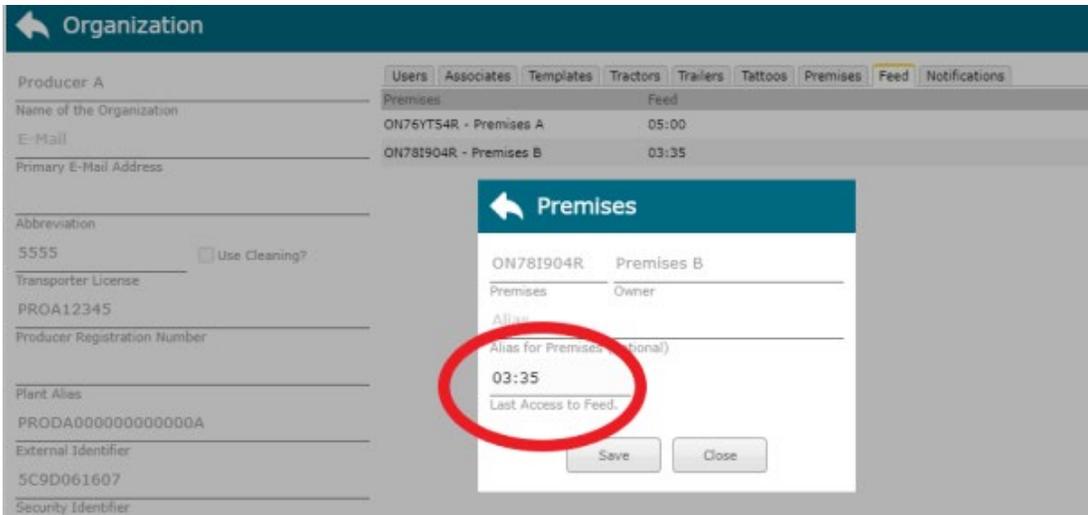
2. Select ‘My Users’.



3. Select ‘Feed’ tab.



4. Double click the Premises for which you would like to enter a value.
5. Under ‘Last Access to Feed’, enter the *hours:minutes* that the pigs will be off feed before they are picked up.



6. 'Save'

If no value is added, or if there was a change from what is automatically calculated, a time can be added or edited on the Pick-up screen.

### Entering Time Off Feed from the Pick-Up screen

- 'Time off Feed' can be added or edited on the Pick-up screen and saved in templates.

1. Click into the 'Hours Off Feed Pre Pickup' field. A box will pop-up.
2. Enter the number of hours:minutes pigs do not have access to feed before pickup.



3. Click 'OK'.

### Fed enroute

- If pigs are fed enroute, details can be added by the transporter on the Drop-Off screen under the 'If Fed Enroute' section.

The screenshot shows a 'Drop-Off' form with the following fields and values:

- Delivery Date/Time\*: Sat Jun 26 02:00
- Lot Date/Time: (empty) Lot: (empty) Pick: (button)
- Scheduled Qty: 120 Actual Qty: 120 Disputed?:  Good Condition?:
- Arrival: Jun 22 01:11 Unload: (empty) Departure: (empty)
- Destination Company: Export Packer
- Destination Premises: USA - USA Export Destination
- Destination Premises Sub-Location: (empty)
- Transporter\*: Test Transporter 1
- Driver: Driver 5
- Trailer: 3 Tractor: (empty)
- Trailer washed before pickup?
- If Fed Enroute** (highlighted in red):
  - Last Fed/Water/Rested: (empty) Unloaded?:
  - Location Fed/Water/Rested: (empty)
- Comments, dispute or condition notes: (empty)

### Animal Weight

- Average weight per pig can be added in the pick-up screen. If field is left blank, "N/A" will appear on the RLM form.

The screenshot shows a 'Pick-Up' form with the following fields and values:

- Transporter\*: Test Transporter 1
- Pick-Up Date/Time\*: Sun Jun 20 01:00
- Animal type: Market Hogs
- Scheduled: (empty) Actual: (empty) **Average Hog Weight**: (empty) (circled in red)
- Last Feed Date/Time: (empty) Loading Temp. (°C): (empty)

## Temperature at Loading

- Outdoor weather temperature can be recorded on the pick-up screen. At present (June 2021), this information is not required or recorded on the RLM, but is available as a note to help inform loading densities.

The screenshot shows a 'Pick-Up' form with the following fields:

Transporter*		
Test Transporter 1		
Pick-Up Date/Time*		Animal Type
Sun Jun 20 01:00		Market Hogs
Scheduled	Actual	Average Hog Weight
Last Feed Date/Time		Loading Temp. (°C)

## Compromised Animals

- Any notes on pigs and their special transport needs can be entered on the Pick-Up screen by checking off 'compromised'. Note: Most compromised animals should not be transported. Refer to the Code of Practice for the Care and Handling of Pigs for more information.

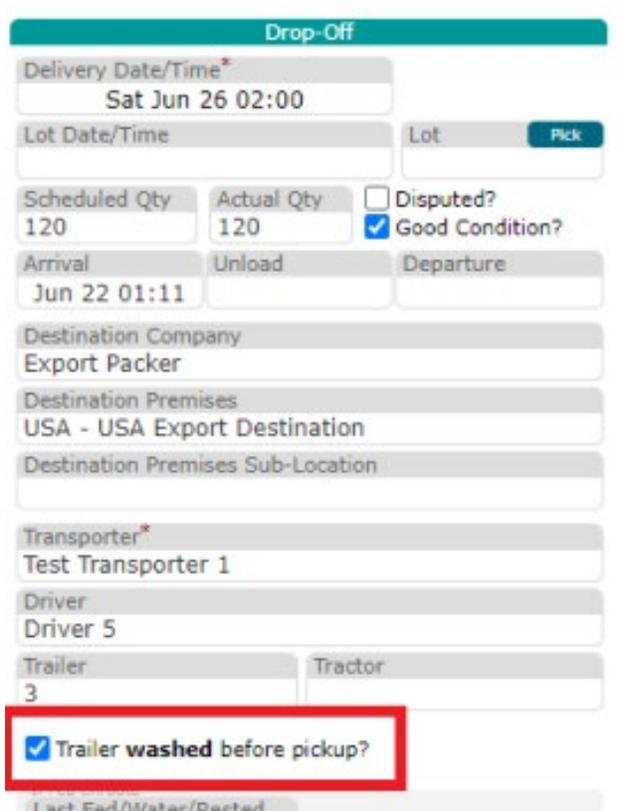
The screenshot shows a 'Pick-Up' form with the following fields:

Transporter*		
Test Transporter 1		
Pick-Up Date/Time*	Animal Type	
Sun Jun 20 01:00	Market Hogs	
Scheduled	Actual	Average Hog Weight
120		
Last Feed Date/Time	Loading Temp. (°C)	
Sat Jun 19 21:25		
Producer (PROA12345)		
Producer A		
Tattoo	Premises	
27272	ON78I904R - Premises B	
	Sub-Location	
	E-Sign	
Transfer Loads Only		
Pick-Up Source (if different than Producer)		
Premises		
Sub-Location		
<input checked="" type="checkbox"/> Compromised?	Description / Needs	
Subject	Dead	
Arrival Date/Time	Departure Date/Time	

- Packer will enter subject/dead info on arrival.

## Trailer Washed

- 'Trailer Washed before Pick-Up' can be found on the Drop-Off screen. The default is a clean trailer. If trailer is not clean, uncheck the box. This data will be recorded on the RLM form.

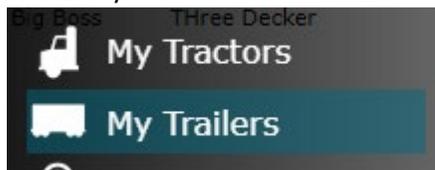


The screenshot shows a 'Drop-Off' form with the following fields and values:

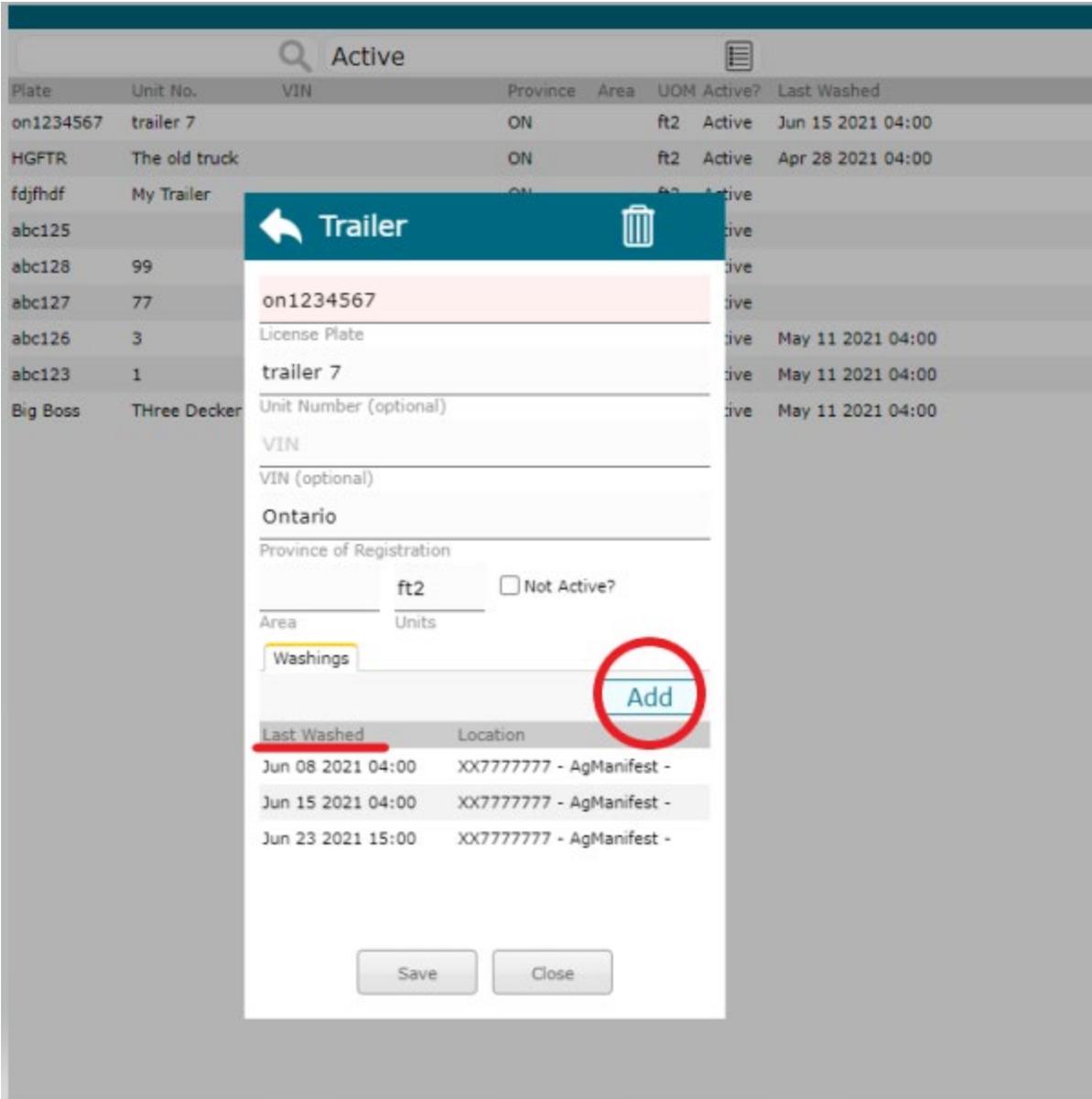
- Delivery Date/Time\*: Sat Jun 26 02:00
- Lot Date/Time: [Empty]
- Lot: [Empty] (with a 'Pick' button)
- Scheduled Qty: 120
- Actual Qty: 120
- Disputed?:
- Good Condition?:
- Arrival: Jun 22 01:11
- Unload: [Empty]
- Departure: [Empty]
- Destination Company: Export Packer
- Destination Premises: USA - USA Export Destination
- Destination Premises Sub-Location: [Empty]
- Transporter\*: Test Transporter 1
- Driver: Driver 5
- Trailer: 3
- Tractor: [Empty]
- Trailer washed before pickup? (highlighted with a red box)
- Last Fed/Water/Reced: [Empty]

For those wishing to keep more detailed information on trailer washing, info can be added on the trailer screen.

1. Select 'My Trailers'.



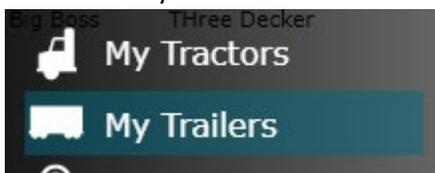
2. Double click the trailer for which you would like to see/enter data.
3. See list of cleanings under 'Last Washed'.
4. Click 'Add' to log a new wash entry.



### Setting Trailer Area

- The Record of Livestock Movement form asks for 'trailer area available to animals.' Transporters can now set trailer floor areas on the trailer screen. Areas will auto populate in the RLM form.

1. Select 'My Trailers'.



2. Double click the trailer for which you would like to see/enter data.
3. Select units – feet or meters squared.
4. Enter value in 'Area' field.
5. Save

Trailer

on1234567  
License Plate

trailer 7  
Unit Number (optional)

VIN  
VIN (optional)

Ontario  
Province of Registration

ft2  Not Active?

Area Units

Washings

Glossary:

Lot: A Commitment to deliver a quantity of hogs to a processor. Only the processor can upload a lot. A lot must be delivered on a single trailer. Multiple lots can share a trailer.

Template: A preset format for the program. Used so that the format does not have to be recreated each time it is used.

Transfer: When you are picking up animals from a location that is not the producer site of origin. Eg- a yard.