User's Manual

THE Breeder's® STANDARD

by PedFast Technologies™

The World Leader in Animal-Related Software.™

Contents

Welcome

Congratulations!

PedFast Technologies™ welcomes you to The Breeder's Standard® 2024, the latest achievement in a 30-year-long string of achievements by the World Leader in Animal-Related Software.

The Breeder's Standard® 2024 is the seventeenth edition of our software, which was introduced in December 1991. Since its inception, PedFast Technologies (formerly known as Man's Best Friend Software) has prided itself on the fact that The Breeder's Standard® is the technological leader in kennel management software. In 1991, we were the first program to embrace Microsoft® Windows™. In 1992, The Breeder's Standard® was the first – and is still the only – kennel program ever to qualify for the "Microsoft Windows Compatible" logo, tangibly showing our commitment to ease of use and product quality.

The Breeder's Standard 2007™ refined this further, with the addition of COMPOUNDEX™ (powerful "sounds-like" matching on multiple words) and possessive-ignorant searching in the new DataSifter™ feature, and has extended our patent-pending technology into a duplicate-checking window on each and every dog.

PedFast Technologies is the innovator in this industry. Some of our achievements:

- First Windows breeding software, The Breeder's Standard®, 1991.

- Only Windows breeding software to earn Microsoft Windows Compatible designation, 1992.

- First kennel software to be 100% compliant with AKC recordkeeping rules, 1991.

- First pedigree software to offer visual, intuitive pedigree entry, with our PedFast™ feature, 1991.

- First pedigree software to store animal pictures and print on pedigrees, 1992.

- First pedigree software to offer print-shop quality color pedigrees, 1993.

- First full-featured cattery management software, The Cattery's Standard™, 1994.

- First animal related software to open an internet web site, www.mbfs.com (now www.pedfast.com), 1995.

- First pedigree software to offer multiple pedigree configurations with our MegaPed™ feature, 1996.

- First company to offer interactive web-based pedigrees with NETigree®, 1997.

- First Windows-based horse stable management software, Equestrian's Standard®, 1997.

- First, and still the only, full-time product support department in the industry, 1997.

- First, and still the only, toll-free product support line in the industry, 1998.

- First windows-based pedigrees-only entry-level product, InstaPed™, 1999.

- First, and still the only, web-based cat show management system, EnterCat™, 2000.

- First fully-customizable pedigree layout system, Pedcasso™, 2001.

- First, and still the only, packaged custom pedigree layout sets, Pedigree Power Packs™, 2002.

- First, and still the only, web-based full-powered kennel management software, The Breeder's Standard .NET®, 2004.

- First full-powered ad-hoc reporting feature for kennel software, The Scoop™, 2005.

- CompuPed™ Millennium, the premier animal genetics program for Windows, completed in 2005.

- COMPOUNDEX™, the First and only, patent-applied for, possessive-ignorant animal name matching technology, found only in The Breeder's Standard® 2007 and newer, released in 2006.

- First 100% Windows Vista compatible kennel program, including Vista compatible help, 2007.

- TBS 2008, with the first five-generation instant pedigree entry window, 2007.

- TBS 2012, the first 32 and 64 bit fully managed program for Windows, 2012.

- PedCabinet™ file storage subsystem, 2019

- New HoleFinder™ technology for rapidly finding and fixing missing pedigree ancestors, in TBS 2021, released in 2020.

- Compliance Management enhancements, including automated litter and ownership report compliance assessment, in TBS 2022, released in 2021.

- Secure, private, encrypted, automatic database backups to our secure cloud with the PedGuard™ add-on, 2022.

- The Breeder's Standard® 2023, with powerful Customer Relationship Management (CRM) features, released in 2022.

- The Breeder's Standard® 2024, with a new, faster titles mechanism and pedigree generation improvements, released in 2023.

And, as you can guess, we're nowhere near done with innovating. We've perfected what our "competition" cannot yet conceive.

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You and company mutually choose to submit to the exclusive personal jurisdiction of the United States District Court for the Northern District of Illinois, or the Illinois Circuit Court in the county of Company's principal place of business at the time of the action, as appropriate to the jurisdiction of the question to be decided. You agree that, if you bring an action in any other venue, Company may enter into said court, cause such action to be dismissed, and may recover all of its costs, including reasonable attorney's fees, from you.

You agree that any action against Company for any reason, whether or not related to the Software or this license must be brought within ONE (1) year after the date the Software was purchased from Company or such action shall be forever barred, and Company agrees that any breach by you of this license not litigated within one (1) year of its discovery by Company shall be likewise forever barred, with the exception of an infringement of copyright, patent or trade dress, which shall be actionable solely according to the statutes of limitations set by the laws of the United States of America for infringements in force at the time of the infringement. This clause does not apply to any clause in this agreement that sets forth a different limitation period.

You agree that Company does not waive any rights it has herein by delaying enforcement of or not strictly enforcing its rights herein against you or any other party.

Getting Started

What you Need

Every computer program has prerequisites. Here are ours:

Windows OS

The Breeder's Standard® is designed to run correctly on the following Windows operating systems:

- Windows 8.1, 32 and 64 bits.

- Windows 10, 32 and 64 bits.

- Windows 11, 32 and 64 bits.

- …And Newer Operating systems. If unsure you can Contact Product Support to see if your version of Windows is supported.

The Breeder's Standard® does not support Windows XP, Vista, Windows 7 or Windows 8. We recommend that you have at least 4GB of RAM, with 8GB or more preferable.

We recommend that you have at least 120MB disk space open for the initial install.

Generally speaking, any Windows compatible computer produced after January 1, 2018 should run The Breeder's Standard® without difficulty.

Installation: Ready, Set, Go!

In Windows, to install from our removable media (CD-ROM or USB), you need simply to place the Media into the drive or USB port. The front-end will display all of the programs on the Media; you simply need to choose the program that you wish to install.

To install from a download, you will end up with A Microsoft Installer ("MSI") file. You double click on the MSI file to launch the installer.

Operate the installer. You will be asked to agree to our Software License Agreement, and then when you do, the program will be installed.

Upgrading from Previous Versions

The Breeder's Standard® does not work with versions older than 2012 as its predecessors did. To upgrade from programs older than 2012, you must follow these instructions:

1. **Do not** install The Breeder's Standard® into the same folder where any previous version resides.

2. **You create the database first** in The Breeder's Standard® , and then run the Migration Wizard to copy over the data from the files that contained the database in older versions of the program.

3. **Then you verify the copied database.** When you are satisfied, you delete the old program and all of its files. You may want to create a backup of the data for emergency reasons.

Activation

Once your program is installed, you will have 14 days to activate the program.

If you have purchased the program, please understand that all sales are final and this 14 day period is not a trial. Trial periods are only allowed if you have not purchased the program before you installed. When you purchase the program, you've purchased the program. ***Not activating a purchased program does not make it into a trial.***

If the program expires, you **will not lose any data**. However, in order to work with the data, you will have to activate the program. You can activate the program at any time from when you first install it going forward.

Activation using MyActivate™

MyActivate™ is a new service that PedFast Technologies offers to make your life easier. Now, you have the option to *automatically activate* The Breeder's Standard® and any of the optional features bundled inside the program (such as the Pedigree Power Packs™) by logging into our servers with your MyPedFast™ ID that is linked to your purchase history.

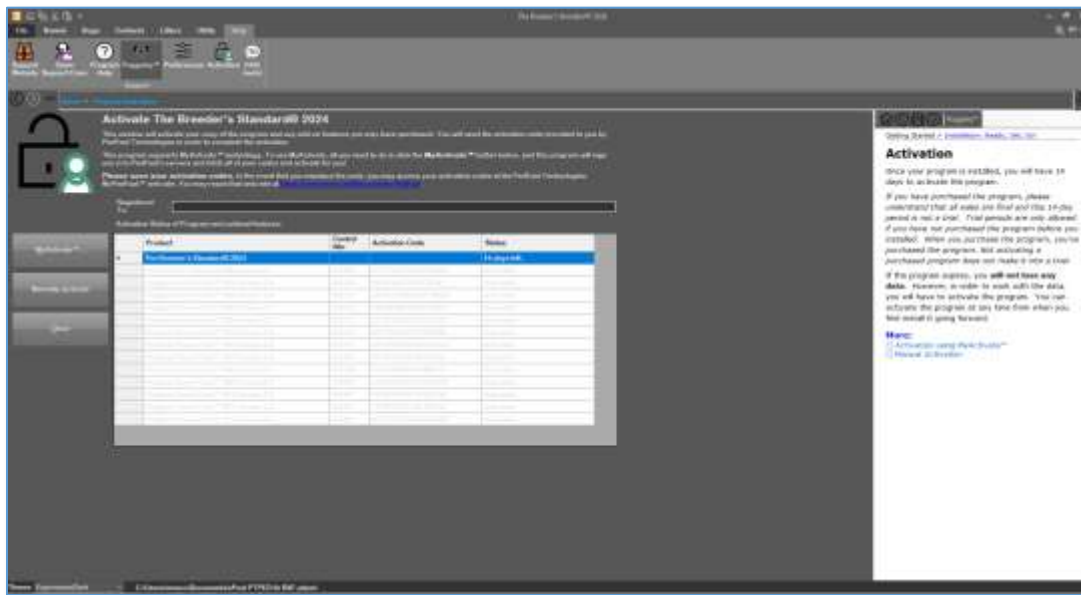*Active Internet connection required.*

To activate The Breeder's Standard® :

1. Click the Help Tab

2. Click the Activation button, which has an icon like this:

3. Clicking the button brings up the Activation window.

   The Activation window looks like this:

4. You then simply click the MyActivate™ button:

5. If you have not stored your MyPedFast™ ID and password before, MyActivate will ask you for it:

6. After you are signed in to MyPedFast™, MyActivate will retrieve your account history, and fetch the program activation code and that for all add-ons you have purchased, and then let you know.

In the event that you purchase an add-on, you can simply repeat this procedure.

Manual Activation

Your activation code email or sheet will contain the registered name. This name must be entered exactly as it is on the sheet, including capital and lowercase letters.

The control number is 6-7 digits long and must be entered exactly.

The activation code is 18 characters long and contains no character other than the numbers 0-9 or the letters A through F. Any "0" in the activation code is ZERO, not capital "o."

Once everything is entered, the "activate" button will light up, and you may click it, which will activate the program.

AutoUpdate™ III

The Breeder's Standard® will use your MyPedFast™ login to access our servers and see if there are any updates to The Breeder's Standard®. If an update is needed, The Breeder's Standard® will pop up a window to ask you if you wish to update. Choose yes to update immediately; Choose No to delay for a few days.

Important: Please remember that product support is contingent upon running the latest patch level of The Breeder's Standard®. Therefore, before contacting us with any questions or issues, please ensure that you are on the latest patch level. If you start up the program while connected to the internat and signed on to your program, and are <u>not</u> asked to update, you are on the latest patch level.

Once your program is installed, you will have 14 days to activate the program. *If you have purchased the program, please understand that all sales are final and this 14-day period is not a trial. Trial periods are only allowed if you have not purchased the program before you installed. When you purchase the program, you've purchased the program.*

If the program expires, you **will not lose any data**. However, in order to work with the data, you will have to activate the program. You can activate the program at any time from when you first install it going forward.
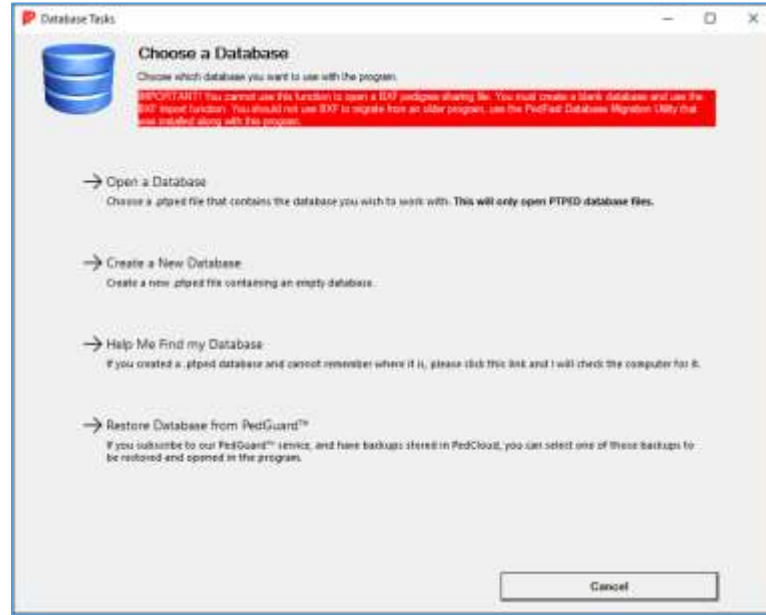
Using The Breeder's Standard® for the First Time

Opening a database

The first time that you start The Breeder's Standard® , the program will ask you to open or create a database file. Also, while you are working in the program, you may choose to open another database by clicking on the [The File Menu](#) and choosing to open a database. When you do either of these things, you will receive the Database Tasks window.

If you've previously created a database for The Breeder's Standard® , and you've forgotten where it is on your computer, the program will search all of the drives in your computer to find it.

The Database Tasks window looks like this:

The Database Tasks window allows you to open or to create a database. The first time you run The Breeder's Standard® , you must click to create a new database. This database is stored in a file with the ".ptped" extension.

Create a Database

If you click to create a database, the program will open a Save-As Dialog to ask you for the name of the .ptped file to create, and where to create the file. It takes about 10-20 seconds to create the database file on an average computer.

Note for Windows users: Do not place the file in the root directory of the C: Drive or in any folder in the Program Files or Program Files (x86) folders. PedFast Technologies recommends that you place the .ptped file in your Documents folder or in a folder inside your documents folder.

Open a Database

If you click on open a database, you will receive an open window that will allow you to select an existing .ptped file, which contains the databases for The Breeder's Standard® , or iPed 5G or later, or CompuPed® 5G or later.

Help Me Find my Database

If you click on "Help me Find my Database," The Breeder's Standard® will search every drive on your computer for .ptped files that may exist on the computer. This may take some time if your computer has large or slow drives on it. When it has completed looking, it will let you know if any files were found. If so, the program will pop up a window with all of the .ptped files listed, with sizes and dates. This is useful if you accidentally create a second database file and need to find an older and larger one.

The Found Databases window looks like this:

When you have the Found Databases Window, you just click on the database file you want to open, and the program will open up that database for you at once.

Restore Database from PedGuard™

The Breeder's Standard® now supports the optional add-on PedGuard™, which provides automatic backups to our secure cloud server. When you click the **Restore Database from PedGuard™** link, you will be given an abbreviated pop-up version of the PedGuard Management Page and you can choose a database backup to restore from the cloud and open with The Breeder's Standard®. This enables you to do two things with your program:

1.   Easily move a database between desktop and laptop computers; and

2.   Recover from a crash with your latest backup.

Read more about PedGuard™ in this section: PedGuard™: An Introduction

The Look and Feel of the Program

This is the main window of The Breeder's Standard® :
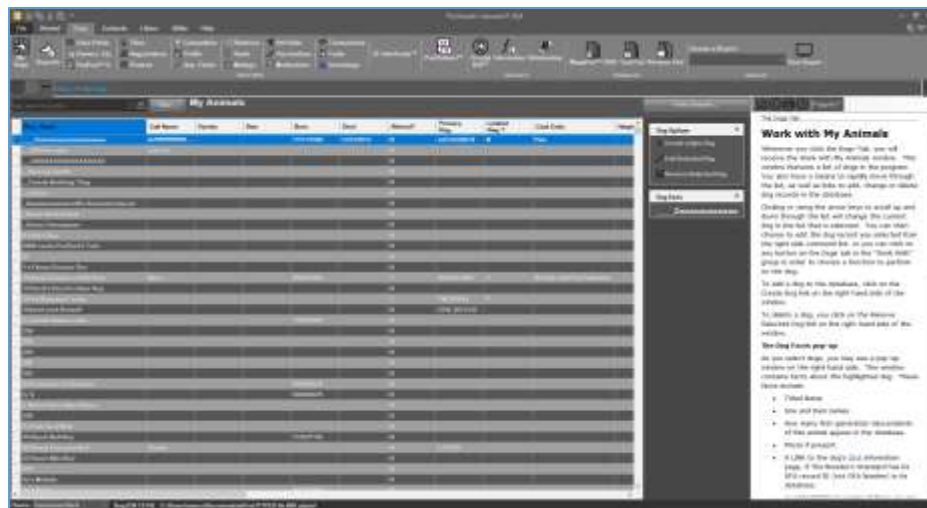
The Breeder's Standard® is designed along the lines of Microsoft Office. Each window is designed in two halves, and commands are shown, along with status information, in the right dark pane. Things you can do for the entire database are shown in the Kennel Tab. Things you

can do to dogs are shown in the Dogs tab. The Contacts tab contains what you can do with Contacts.

Clicking a tab brings up the work with window for a record type. This is a searchable list of records, which is used as the starting point for your work with those records.

The File Menu
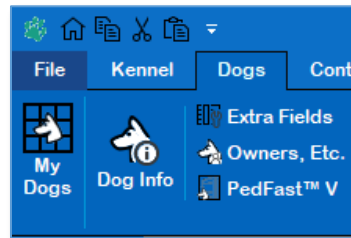
The File menu button houses the program's main menu. Click this button to change the active database or to create a new database. You can also access Program Activation from this menu, shut down The Breeder's Standard® , or see the program's About box.

Shortcut Keys

The Breeder's Standard® is equipped with several shortcut keys. Here's a list:

F3	Exit the Breeder's Standard® . Closes the program and does not save the work on the last window you were working in.
Ctrl+Shift+H	Go to the Home Page of the program.

The Navigation Bar

The Breeder's Standard® is equipped with a navigation bar that shows you the previous several functions that you visited in the program. You can navigate backward or forward. The button at the far right of the navigation bar permits you to refresh the window without saving any changes you typed in.

The Back button, with the left-pointing arrow, goes to the previous place you visited. If there has been no such place, the button is greyed out and does not function.

The forward button, with the right pointing arrow, allows you to progress forward. If you have not used the left-arrow button or are at the end of the list, this button will be greyed out and will not function.
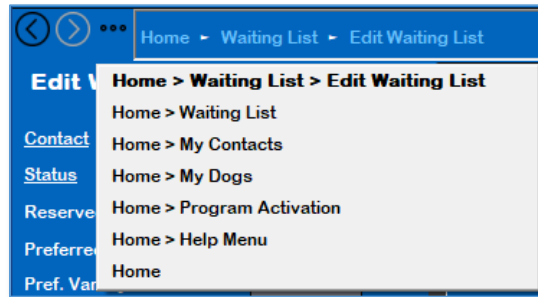

The list button, with three dots, will present a list of the last several places you have visited in the program. Clicking an entry on the list brings you to that place in the program.

Using a navigation button or link without saving your work in a screen that allows you to change things will cause that work to be lost.

Field Chooser

Most Edit windows in The Breeder's Standard® have a field chooser button. The Field Chooser button lets you choose to hide entry fields that you don't use in order to make it simpler for you to enter data. You will see the field chooser button to the top-right of the window, above the Options box with the save link:
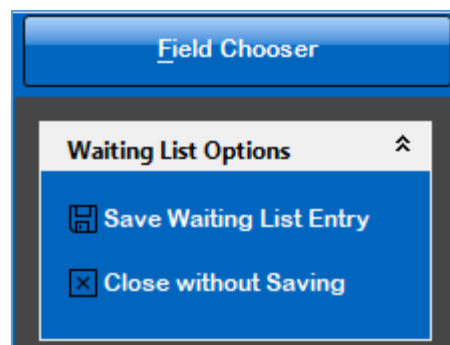
When you click the Field Chooser button, you will be presented with a pop-up box with all of the fields that you can hide.

The Field Chooser Pop-Up box looks like this:
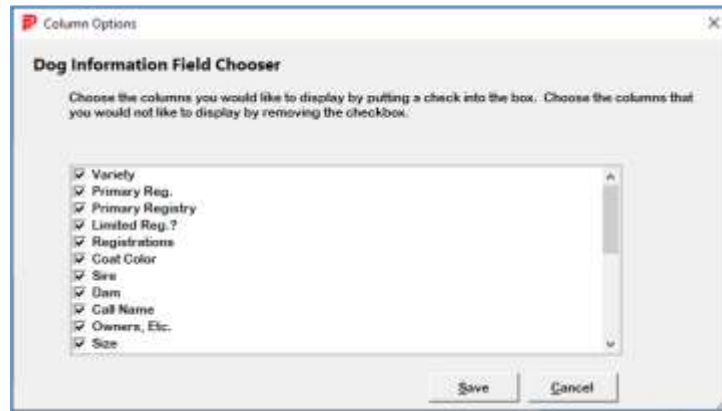
Every field with a check box will be shown to you in the edit window. If you remove the check box, you will hide the field. *Required fields cannot be hidden, and you won't be given the option to hide them*.

Choose the fields to hide or keep and click save. You will see the edit window with the fields you want hidden no longer visible.
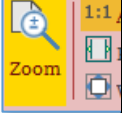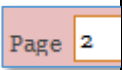
Reports

The Kennel and each record type tab contains a drop down with the applicable reports and a button to preview the report.

The Report preview window looks like this:
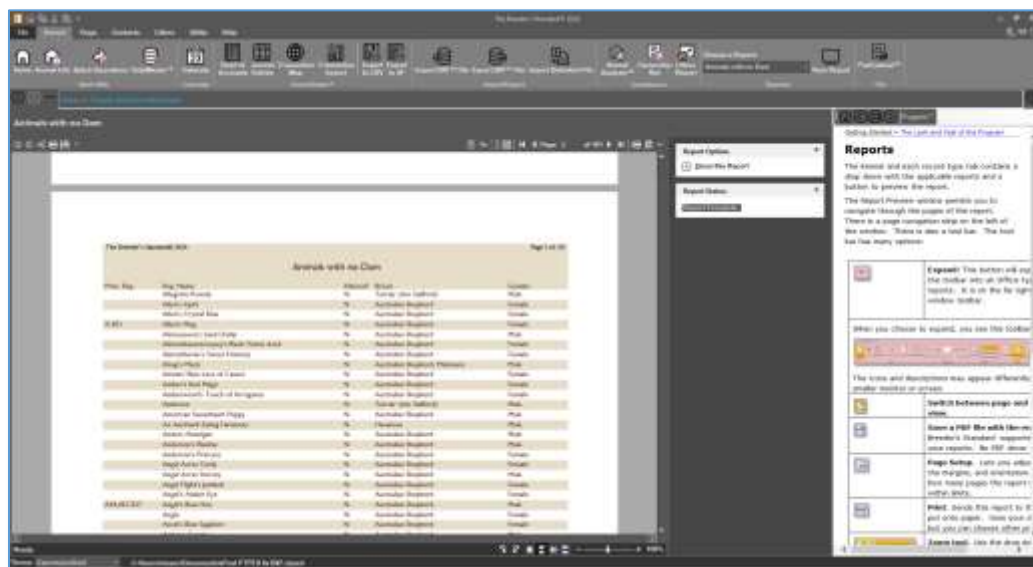
The Report Preview window permits you to navigate through the pages of the report. There is a page navigation strip on the left of the window. There is also a tool bar. The tool bar has many options:

|	
	Expand: This button will expand or contract the toolbar into an Office-type task bar for reports. It is on the far right of the preview window toolbar.
When you choose to expand, you see this toolbar: The icons and descriptions may appear differently if you have a smaller monitor or screen.	
	Switch between page and continuous view.
	Save a PDF file with the report in it. The Breeder's Standard supports PDF exports of your reports. No PDF driver is needed.
	Page Setup. Lets you adjust the paper size, the margins, and orientation. This will affect how many pages the report renders onto, within limits.
	Print. Sends this report to the printer to be put onto paper. Uses your default printer, but you can choose other printers.
	Zoom tool. Use the drop down to choose a tool to zoom in or out.
	First Page. Jump to the first page of the report.
	Previous Page. Go back one page. This is greyed out and does not work on page 1 of the report.
	Page Place. Shows what page is displayed. Shows total pages in the report. You can type in a page number to jump to that page.
	Next Page. Go forward one page. This is greyed out and will not work if the past page of the report is displayed.
	Last Page. Jump to the last page of the report.
	Hand Tool. Set your mouse pointer into a "hand" that grabs a page and moves it up and down.
	Text Select Tool. Select part of the text in a report and copy and paste it.
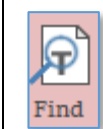
	Search. Activate the search pane.

Searching a report with the Report Search Pane

When you click the button in a tools group of the drop-down bar, you choose the search toolbar at the bottom of the report window. This is extremely useful in searching large reports.

You type in the phrase or character's you want to search for, and the search pane shows all occurrences of the search string in the pane when you press Enter. You can choose to search up, match character case, and only select whole words that match, or any combination.

The Home Page

When you start up The Breeder's Standard® , and you have opened a database, you will receive the Home Page. This is the starting point for using The Breeder's Standard® .

The Home Page looks like this:

You will see a summary of the kennel information for the program, and a calendar on the left. Days in bold face are those with calendar appointments or reminders; clicking on a day will result in going to the reminders for that day.

You also have five major buttons that will go to the main window for each tab. Click on any of those buttons to go to the appropriate window.

The party in whose name the program has been activated will be displayed below the calendar. If the program is not activated, the message will tell you how many days remain before the program must be activated to continue to operate.

Typing **Ctrl+Shift+H** from anywhere in the Breeder's Standard® will take you to the home page.

Entering and Manipulating Data

There are several different controls in The Breeder's Standard® , which are all designed to make it easy for you to enter specific types of data. Here are a few:

Lookup Control

A Lookup control is used to look up data that is stored in the database and needs to be linked at a certain place. An example is the Breed field when you add a dog to the database.
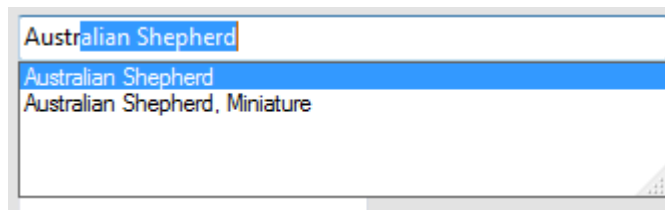
As you type in each character of the item you are looking up, the control below shows what options you have. Pressing an up or down arrow will pick a certain option and fill in the rest of the lookup control. Or, type the characters and finish your lookup. Pressing TAB or ENTER will register your choice.
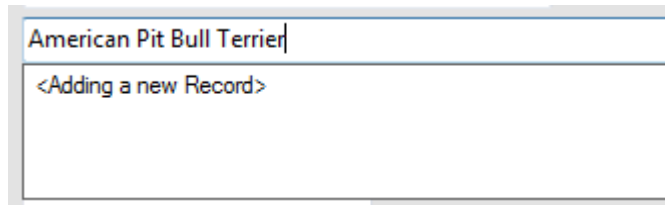
If the lookup control allows it, in certain places you can choose to add a new record to the database. For example, if you type in a breed that is not in the database, the program will show you the control, tell you that you are adding a new breed (or contact or whatever is in that space).

If you accept that entry with TAB or ENTER, the program will pop up and ask you if you want to add a new record to the database, and take you to a form that will quickly add the information for you.
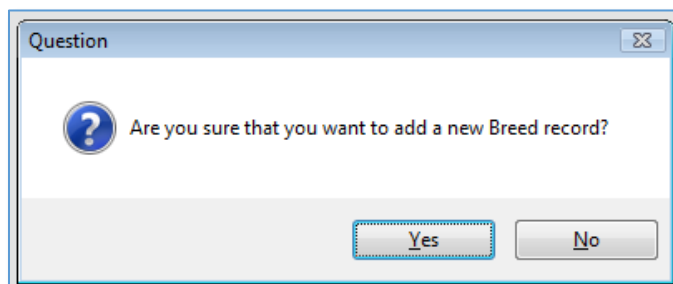
If you choose "Yes," you can add the record rapidly. If you choose "No," your entry will be abandoned and you will need to retype an entry.

Calendar Control

When you have need of choosing a date, The Breeder's Standard® will give you a calendar control.
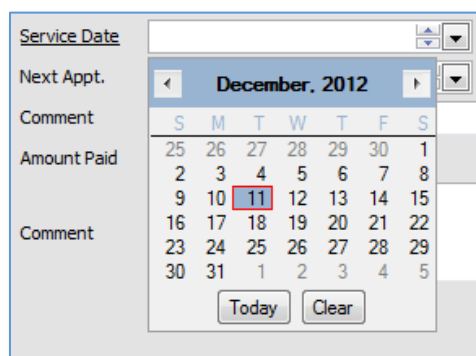
Clicking a date chooses it, and you can use the arrow buttons to move back and forth in the calendar. The clear button empties out the field, and the today button sets to today's date.

The Web Browser Window

For certain web activities The Breeder's Standard® has a built-in web browser. This will only display pages fed to it by the program, and linked pages.

The Web Browser window looks like this:

You have some option buttons:

- Left Arrow: Back one page

- Right Arrow: Forward one page

- Reload: Reload the web page

- Print: Print the Web Page.

Click the Close link to close the browser and go Home.

The About Window

Clicking the File Menu Button and choosing "About TBS " brings up the About Window.

The About Window looks like this:

This window contains:

- The complete program version number
- Copyright notice

- A link to the PedFast Technologies Home Page.

You can click a Tab or the Home button on the Navigation Bar to go elsewhere in the program.

Themes

The Breeder's Standard™ gives you the ability to select from fifteen themes. Themes control the colors of the screens and fonts in the program (MegaPed is not themable at this time). At the lower right of the main window, there is a drop down to choose a theme:
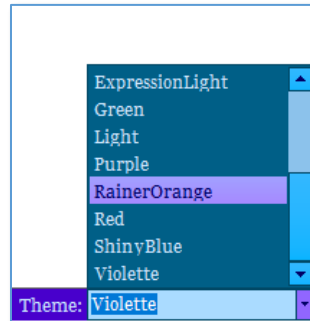
When you choose a theme, the windows on screen change immediately to match your choice. The Breeder's Standard™ remembers the choice you make every time you run the program until you make a new choice.

The Home page with the default theme looks like this:
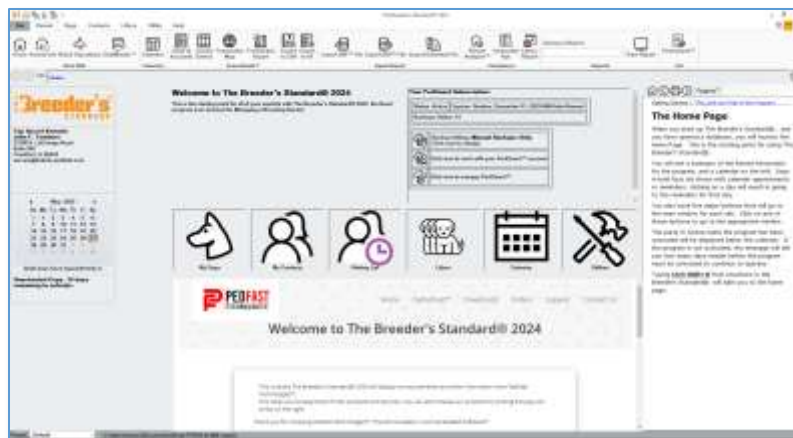
The Home Page with the "Shiny Blue" theme looks like this:

The program ships with fifteen pre-set visual themes.

The Kennel Tab

Kennel Information

The Kennel Information window gives you information about your Kennel. It is used in MegaPed for providing the name and address associated with a pedigree. You also see this information on the Home Page.
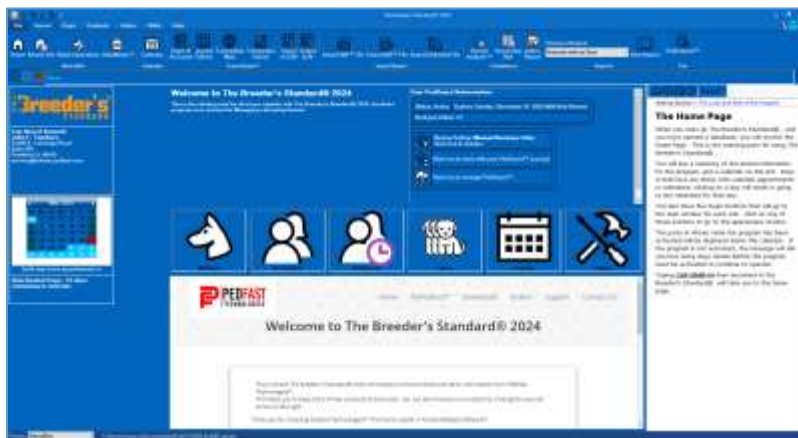
The Kennel Information window looks like this:
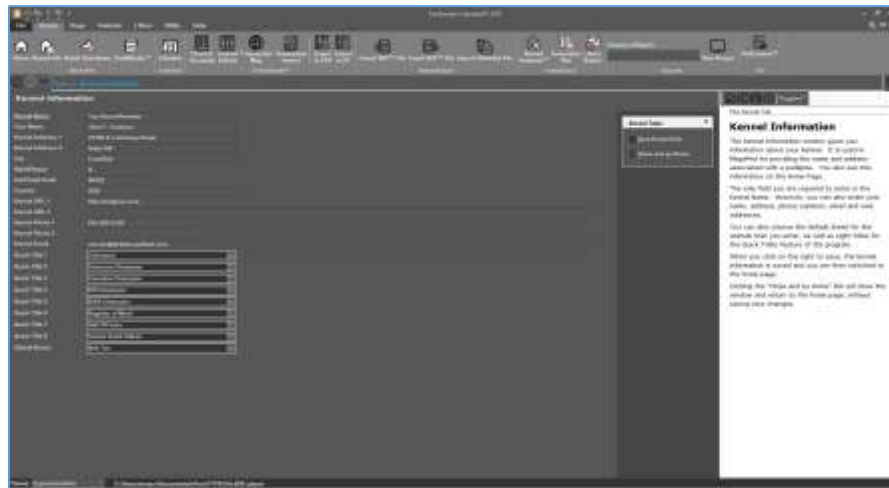
The only field you are required to enter is the Kennel Name. However, you can also enter your name, address, phone numbers, email and web addresses.

You can also choose the default breed for the animals that you enter, as well as eight titles for the Quick Titles feature of the program.

When you click on the right to save, the kennel information is saved and you are then switched to the home page.

Clicking the "Close and Go Home" link will close the window and return to the home page, without saving your changes.

Batch Operations

As you maintain the records of your kennel, you will find out that you need to make the same entry to many dogs or puppies. It may be shot day, or you may enter a large number of animals to a dog show and wish to record the expense in the books.
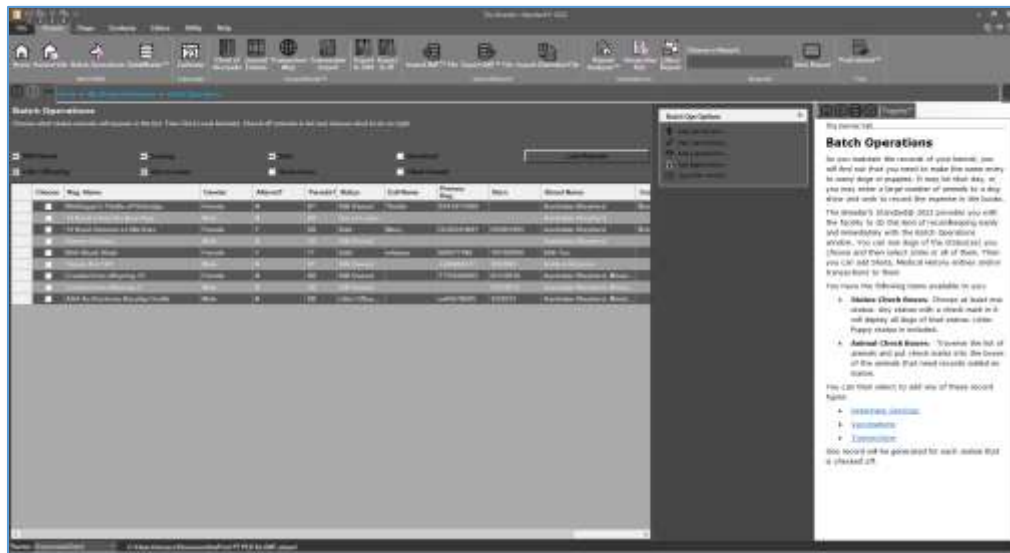
The Breeder's Standard® 2024 provides you with the facility to do this kind of recordkeeping easily and immediately with the Batch Operations window. You can see dogs of the status(es) you choose and then select some or all of them. Then you can add Shots, Medical History entries and/or transactions to them.

The Batch Operations window looks like this:

You have the following items available to you:

- **Status Check Boxes**: Choose at least one status. Any status with a check mark in it will display all dogs of that status. Litter Puppy status is included.
- **Animal Check Boxes**: Traverse the list of animals and put check marks into the boxes of the animals that need records added en masse.

You can then select to add any of these record types:

- [Veterinary Services](#)
- [Vaccinations](#)
- [Transactions](#)

One record will be generated for each animal that is checked off.

DataMaster

DataMaster™ is designed to allow you to do global search and replace operations on the entire dog database.

DataMaster enables you to:

- Search for a specific word or part of a word in the Registered Name, Call Name and/or color fields, and to replace it with something else.

- Change the Registered Name, Call Name and/or Color fields to all capital letters, all lower case letters, or to use the proprietary TBS 2008 "Smart Capitalization" function to render the Name in Upper and lower case letters.

WARNING: DATAMASTER IS A POWERFUL FUNCTION. IT WILL CHANGE MANY IF NOT ALL OF YOUR DOG RECORDS. THESE CHANGES CANNOT BE UNDONE, UNLESS YOU RESTORE FROM A GOOD BACKUP. MAKE A BACKUP BEFORE YOU ACTIVATE DATAMASTER!

DataMaster™ is found on the Kennel Tab with this icon:
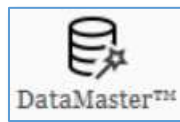
When you click that button, you will get the DataMaster™ window.

DataMaster™ looks like this:
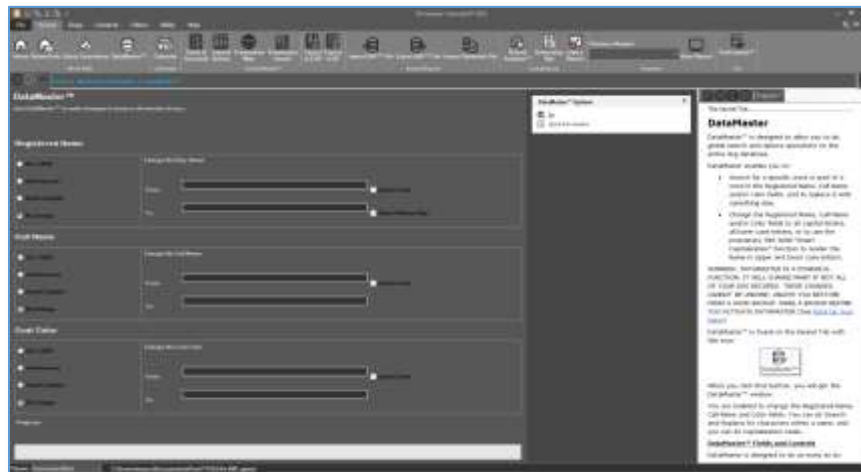
You are enabled to change the Registered Name, Call Name and Color fields. You can do Search-and-Replace for characters within a name, and you can do Capitalization tasks.

DataMaster™ Fields and Controls

DataMaster is designed to do as many as six basic things to every dog record in the database. The things that DataMaster will do are 1) capitalization work; and 2) Search/Replace. DataMaster will do these things to the Registered Name, Call Name and/or color fields for each dog record.

Capitalization

For capitalization, DataMaster gives you four options. These options are:

- ALL CAPS

- all lowercase

- Smart Capitalization

- No Change

ALL CAPS will simply change every letter of a dog's name into an uppercase of the same letter. So, you may have a dog's name look like:

<div align="center">FANCYFEAT FANCYPAWS OF HOWARD.</div>

all lowercase will simply change every letter of a dog's name into a lowercase of the same letter. So, you may have a dog's name look like:

<div align="center">fancyfeat fancypaws of howard</div>

Smart Capitalization uses special formulas we developed just for properly capitalizing animal names. Each word is analyzed for position, contractions, linkwords, certain idiosyncratic spellings, and other factors. So, you may have a dog's name look like:

<div align="center">Fancyfeat Fancypaws of Howard</div>

No Change does nothing to the field with respect to capitalization.

Search and Replace

Search and Replace is DataMaster's heart of power. DataMaster will look for any characters in the field, and will replace them with exactly what you type.

If, for example, some dogs have a kennel name of AbyHouse and others were entered with the possessive of AbyHouse's, DataMaster will make it easy to remove the possessive form.

Simply type *AbyHouse's* into the "From" field and *AbyHouse* into the "To" field. If you only want to do this in the first word of the Registered name, simply put a check into the "Only at start of name" box. If you check the "ignore case" box, you'll get all changes where the letters match regardless of capitalization: AbyHouse, Abyhouse, ABYHOUSE and abyhouse will all match.

Effectively Using DataMaster™

DataMaster is a powerful tool, and there are some easy tips to make it work better. Here they are:

7. **Use Search/Replace for difficult capitalization.** For example, if you were to have a kennel named AbyHouse, Smart Capitalization would render it Abyhouse. If you then use Search and Replace to change all occurrences of Abyhouse to AbyHouse, you will have corrected all dogs in the database rapidly.

8. **Use Spaces for word search and replace.** For example, if you have the word Aby, you could type in ABY[space] and would not change any AbyHouse occurrences.

9. **Use ALL CAPS before Smart Capitalization.** It will give you a clean slate and you will better see the changes. However, the result will not be different than if you do not do this.

10. **BACK UP YOUR DATA BEFORE CHANGING ANYTHING!** Can we stress this enough? We cannot undo these changes. The Breeder's Standard® 2022 will warn you about

this as well. Make a Backup BEFORE you begin using DataMaster (See [Back Up Your Data](#))!
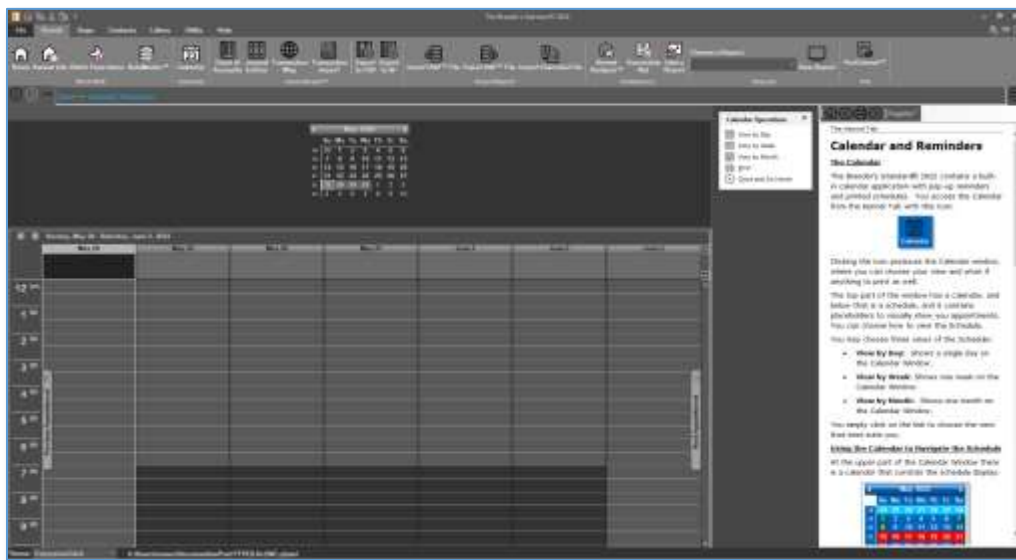
Calendar and Reminders

The Calendar

The Breeder's Standard® 2022 contains a built-in calendar application with pop-up reminders and printed schedules. You access the Calendar from the Kennel Tab with this icon:
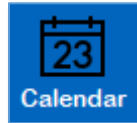
Clicking the icon produces the Calendar window, where you can choose your view and what if anything to print as well.

The Calendar Window looks like this:

The top part of the window has a calendar, and below that is a schedule, and it contains placeholders to visually show you appointments. You can choose how to view the Schedule.

You may choose three views of the Schedule:

- **View by Day:** Shows a single day on the Calendar Window.
- **View by Week:** Shows one week on the Calendar Window.
- **View by Month:** Shows one month on the Calendar Window.

You simply click on the link to choose the view that best suits you.

Using the Calendar to Navigate the Schedule

At the upper part of the Calendar Window there is a calendar that controls the schedule display:
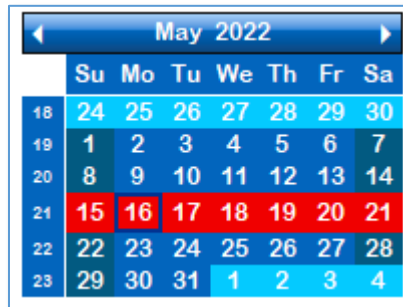
You can click on a day, week or month. You can use the arrows to go back and forth. Click on the year to change years, click on the month name to go forth to a specific month directly.

If the view is a day, the day will be highlighted, if a week, the week will be highlighted, if a month, the whole month will be highlighted.

If you click Print, you will be able to print the Calendar/Schedule or parts of it.

To Create an Appointment

To create a new appointment, right click on the calendar area. When you do this, you will receive a pop-up menu:
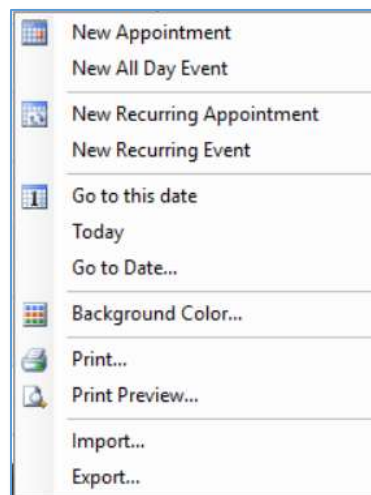
Choose "New Appointment" or "New All Day Event" and then you will get the Schedule pop-up.

The New Appointment pop-up looks like this:

This pop-up has the following fields available to you:

- **Subject:** The subject of this appointment.

- **Location:** Location of this appointment.

- **Label:** Set a category for this appointment if you wish:

  o   None

  o   Important

  o   Business

  o   Personal

  o   Vacation

  o   Deadline

  o   Must Attend

  o   Travel Required

  o   Needs Preparation

  o   Birthday

  o   Anniversary

  o   Phone call

- **Start Time:** The date and time (if not an all-date event) that the appointment starts.

- **End Time:** The date and time (if not an all-date event) that the appointment ends.

- **Reminder:** Set a check mark in the box if you want The Breeder's Standard to pop up a reminder when the appointment approaches, on or after the time frame set in the drop down.

- **Show Time As:** How to mark the time for this event on the schedule:

- o   Busy

- o   Free

- o   Out of Office

- o   Tentative

Click **Save and Close** to save the appointment and close the pop-up.

Reminders Pop-Up

Whenever the Calendar window or the home page are opened, and if a reminder comes due, you will receive a pop-up reminder at that time. This will give you a few options.

The Reminders pop-up looks like this:
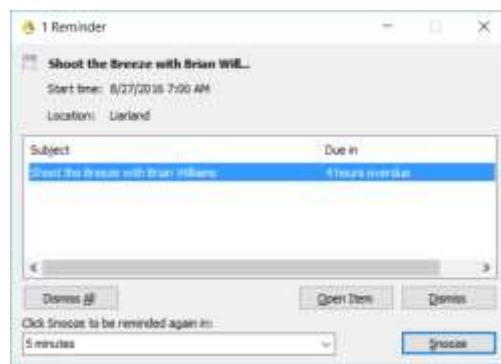
The pop-up will list all appointment reminders that have not been dismissed even if they are for old reminders. You will see the subject line ad when the appointment is due. You have these options available to you:

- • **Dismiss All:** Dismiss all of the reminders; you will not see any of them again.

- • **Dismiss:** Dismiss only the selected reminder in the list, you won't see that one again but the others are not affected.

- • **Open Item:** Open the Appointment pop-up for this reminder.

- • **Snooze:** Choose how long for the Reminders system to wait before reminding you again, and at that time pop up the reminder again.

When all reminders have been addressed, or the X-Button in the upper right is clicked, the reminder window will close.

Print Calendar

Clicking Print on the Calendar window will give you the power to print appointments or the Schedule. You will start with a pop-up for printing.

The Print Calendar pop-up looks like this:

You have some options:

- **Print Style:** Choose Daily Style, Weekly Style, Monthly Style or Details Style.

- **Style Settings:** Choose fonts and page headings.

- **Print Range:** Choose start and end Dates

- **Hide Details of Private Appointments:** If you marked any appointment private, it will show a block for it but leave the details off the printout to protect your privacy.

Click OK to print, Cancel to abort or preview to get a Print Preview pop-up window of the Schedule printout.

GreenShade™ Accounting

About GreenShade™

With the financial accounting needs of dog breeders growing by leaps and bounds, PedFast Technologies™ has answered those needs. The result is GreenShade™. GreenShade is a small-business accounting with tight integration with the Transactions function (see Transactions). GreenShade also tightly integrates with Intuit's QuickBooks® Software via its IIF format, and with other accounting software via a text comma-separated export.

Please understand that we do not provide accounting advice to anyone. You are assumed to have a working knowledge of a general ledger and journal. If you need advice as to how to set up your accounting system, please seek the advice of a licensed accountant.

Refer to the GreenShade group on the Kennel Tab. You have several options:

Chart of Accounts

GreenShade™ has a sequenced chart of General ledger accounts. You may navigate this list, and then click on the account you wish to work with. The Chart of Accounts function comes up by default whenever you click this icon:

The Chart of Accounts window then comes up.

The GreenShade™ Chart of accounts window looks like this:
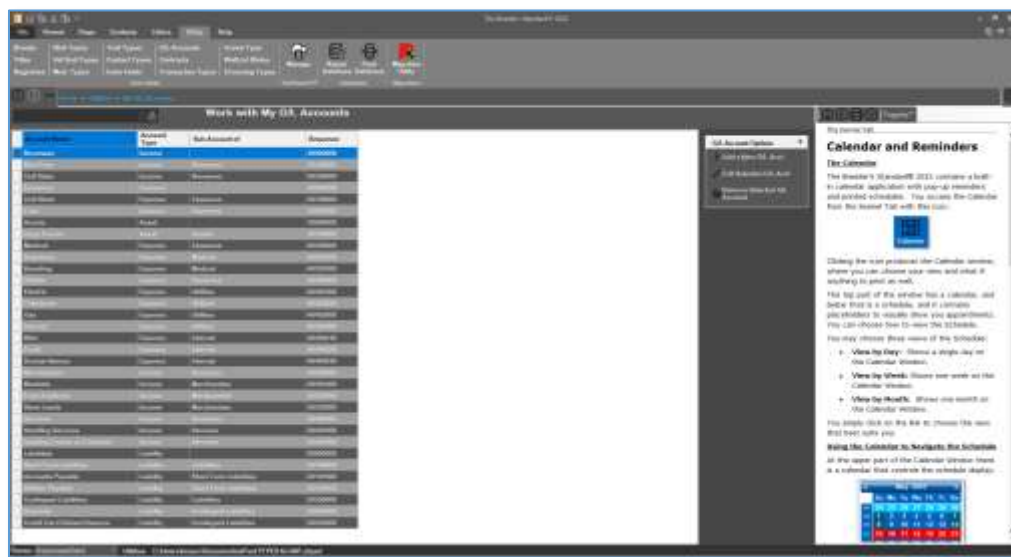
Click the Add link in order to add a general ledger account. Click the Change link to modify the settings of a general ledger account. Click the Delete button to delete the highlighted General Ledger account. You cannot delete a General Ledger Account once you have assigned journal entries to the account, unless you delete or reassign all of the journal entries for that account.

Add/Change G/L Account

GreenShade™ keeps four kinds of General Ledger accounts: Asset, Liability, Income and Expense. You may "nest" sub accounts within accounts, up to four levels deep. This subaccounting will be honored on the Balance Sheet and Income and Expense Report.

The Add/Change G/L account window looks like this:

You have the following fields to work with:

- **Account Description**: This is the description of the account that you will see on the Balance Sheet or Income and Expense Report. You will also see this, followed by the sequence number, in the lookup control when you make journal entries or set up the transaction map.

- **Type**: Select the Type of account you are working with: Income, Expense, Asset or Liability. Income and Expense accounts appear on the Income and Expense report, Asset and liability accounts appear on the balance sheet.

- **Sub Account of**: If this account is a sub account, this lookup control lets you select which account to place this account under. You must select an account of the same type as this account to make a proper subaccount.

- **Sequence**: This is a Sequence Number that you use to set the order that accounts appear in on the Balance Sheet. We suggest that you assign numbers with wide gaps between them, and then use subdivisions of that number for subaccounts. For Example, 100000, 110000 for accounts, and 100100 and 100200 for subaccounts of 100000, and so forth.

Click Save to save the record. Sequence, Account Description and Type are required fields.

G/L Journal

GreenShade™ has an easy-to-use journal entry feature. You can add entries to any account, in any amount for any date.

To access the G/L Journal, you click this icon on the Kennel Tab:

The GreenShade™ journal window looks like this:
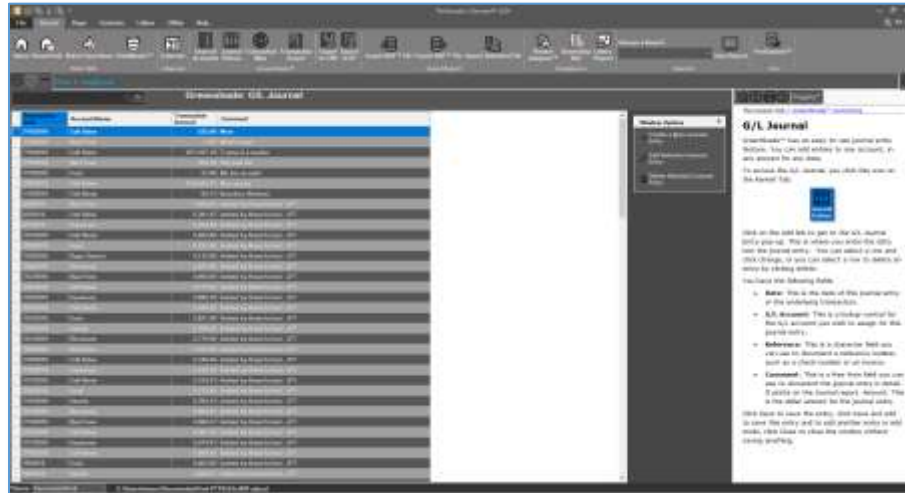
Click on the Add link to get to the G/L Journal Entry pop-up. This is where you enter the data into the journal entry. You can select a row and click change, or you can select a row to delete an entry by clicking delete.

The G/L Journal entry pop-up looks like this:
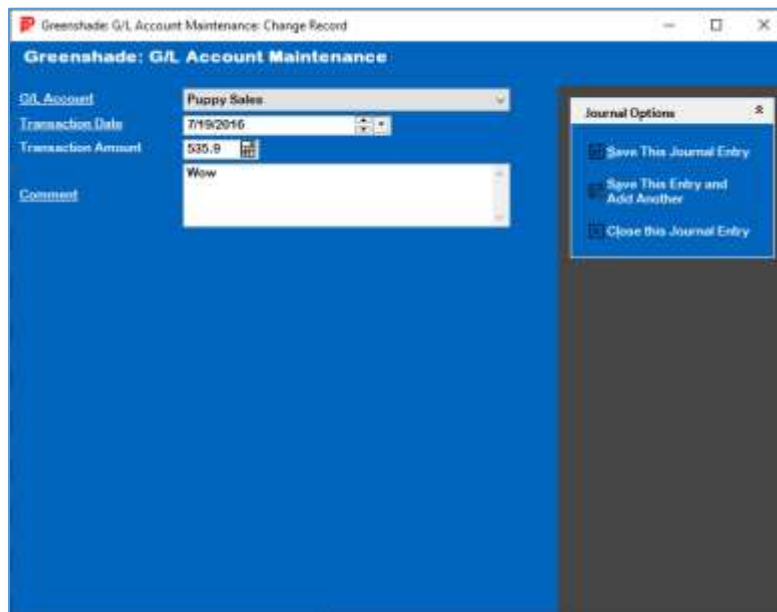
You have the following fields:

- **Date**: This is the date of this journal entry or the underlying transaction.

- **G/L Account**: This is a lookup control for the G/L account you wish to assign for this journal entry.

- **Reference**: This is a character field you can use to document a reference number, such as a check number or an invoice.

- **Comment**: This is a free-form field you can use to document the journal entry in detail. It prints on the Journal report. Amount: This is the dollar amount for the journal entry.

Click Save to save the entry, click Save and add to save this entry and to add another entry in add mode, click Close to close the window without saving anything.

Transaction Mapping

In order for GreenShade™ to properly map transactions to the journal, you need to assign a General Ledger account to each transaction type (see Transaction Types). When this is done, then you may run a one-time transaction mapping, plus any transaction with a properly mapped G/L account will automatically be posted into the GreenShade™ journal.

To access the Transaction Mapping feature, you click this icon on the Kennel Tab:

The GreenShade Transaction mapping window looks like this:
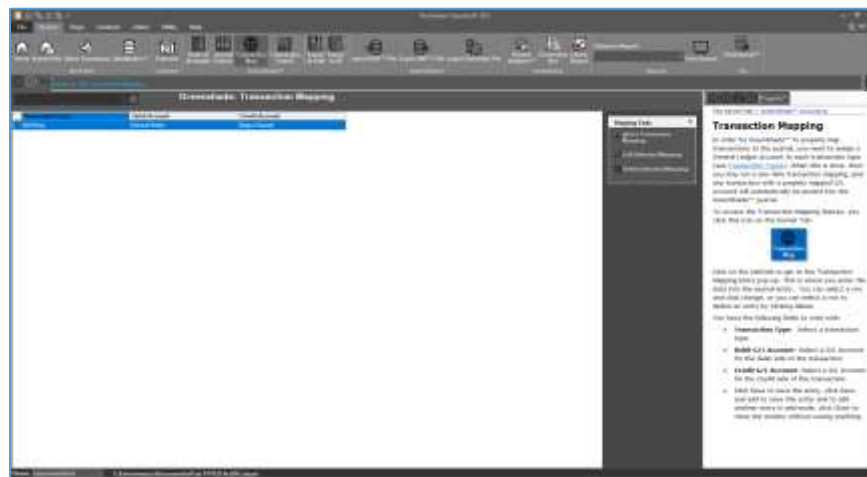
Click on the Add link to get to the Transaction Mapping Entry pop-up. This is where you enter the data into the journal entry. You can select a row and click change, or you can select a row to delete an entry by clicking delete.

The Transaction Mapping Entry pop-up looks like this:

You have the following fields to work with:

- **Transaction Type**: Select a transaction type.

- **Debit G/L Account**: Select a G/L Account for the debit side of the transaction

- **Credit G/L Account**: Select a G/L Account for the Credit side of the transaction.

- Click Save to save the entry, click Save and add to save this entry and to add another entry in add mode, click Close to close the window without saving anything.
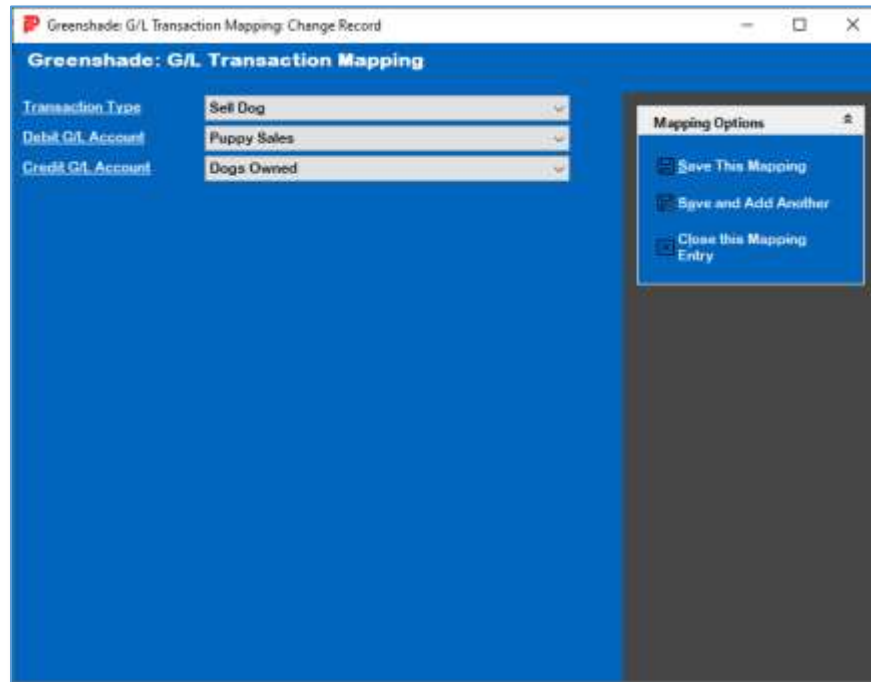
Importing Transactions

GreenShade™ will make journal entries for all of the transactions in your database. You first need to do a transaction mapping setup to tell GreenShade™ which transactions go to which General Ledger Accounts. Once this mapping is done, the process is simple, and foolproof.

The GreenShade™ Transaction Import window looks like this:
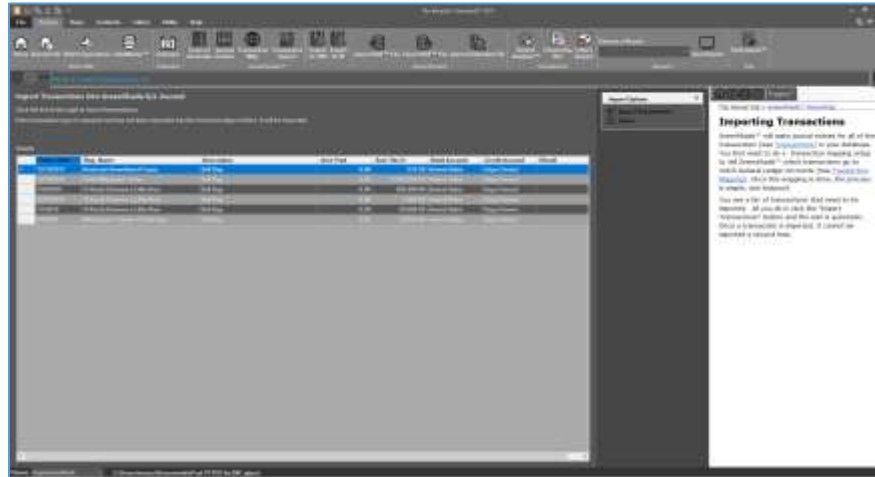
You see a list of transactions that need to be imported. All you do is click the "Import Transactions" button and the rest is automatic. Once a transaction is imported, it cannot be imported a second time.

Exporting GreenShade Data

GreenShade™ will export data from the General Ledger Journal in one of two formats:

- CSV (Comma-separated variables) – this format also supports tab-delimited and pipe (|) delimited exports for situations where CSV won't work well.

- IIF (Quickbooks IIF Format)

You can choose to export the data for a given range of dates, or everything in the journal.

Export to Text/CSV

GreenShade™ has the Export to Text/CSV option. This will export the GL Journal entries for the selected time period into one of these formats:

- CSV – Comma-separated

- TAB – Tab-separated

- PIPE – Pipe (|) separated

Microsoft Excel, for example, often does better importing Tab-or-Pipe separated files since those characters rarely appear in the data, whereas commas are much, much more common.

The Export to Text/CSV window looks like this:
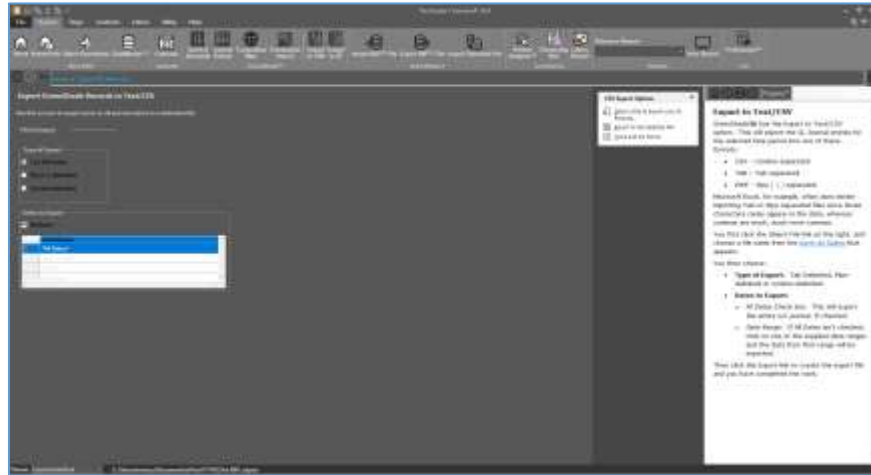
You first click the Select File link on the right, and choose a file name from the Save-As Dialog that appears.

You then choose:

- **Type of Export:** Tab-Delimited, Pipe-delimited or comma-delimited.

- **Dates to Export:**
  - *All Dates Check box:* This will export the entire G/L journal. If checked.
  - *Date Range:* If All Dates isn't checked, click on one of the supplied date ranges and the data from that range will be exported.

Then click the Export link to create the export file and you have completed the work.

Export to IIF

IIF is a file format developed by Intuit for its Quickbooks business accounting software. It has advantages over CSV because it exports not only the journal but the chart of accounts, in a format that Quickbooks can easily process into its database.

The Export to IIF window looks like this:

You first click the Select File link on the right, and choose a file name from the Save-As Dialog that appears.
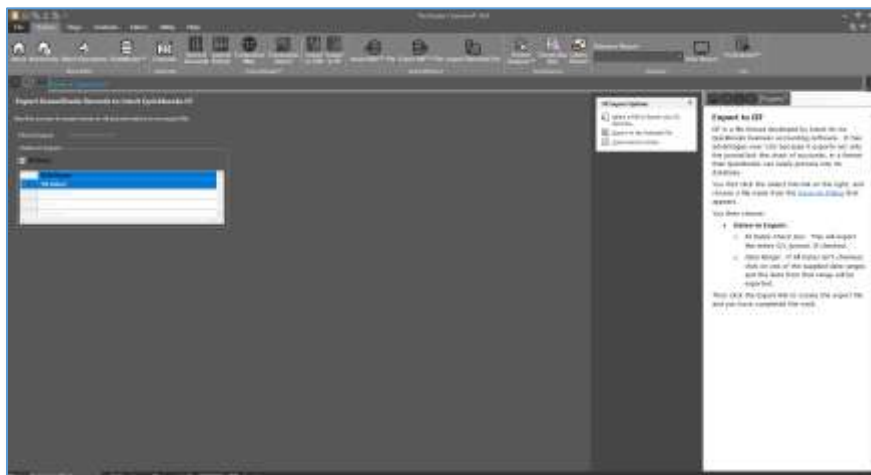
You then choose:

- **Dates to Export:**
  - *All Dates Check box:* This will export the entire G/L journal. If checked.
  - *Date Range:* If All Dates isn't checked, click on one of the supplied date ranges and the data from that range will be exported.

Then click the Export link to create the export file and you have completed the work.

BXF™ Data Exchange

BXF Importing and Exporting – An Introduction

One of the things many people wish to do is to accumulate a sharable database of dog ancestry, to make their mutual pedigree entry chores easier. In order to do this, a pedigree program needs to be able to correctly notice when a dog to be imported from someone else's data is already on the database, and to act accordingly.

The Breeder's Standard 3.0™ solved that problem in 1994 when it introduced BXF™ - short for **B**reeder's E**X**change **F**ormat. BXF is designed to smart-merge with data already on your computer. The file it produces is large, but it can be read with the naked eye using a word processor.

The latest BXF incarnation now relies most heavily on matching registered names to determine if a dog on the database is represented by incoming data. So, missing or duplicate registration numbers do not cause improper imports.

Importing a BXF File

Caution: Always do a complete backup just prior to importing a BXF file. With The Breeder's Standard® 2022, this is as easy as closing the program and making a copy of the .ptped database file. PedFast Technologies™ is not liable for data errors caused by the use of BXF to import a data file, and you need to be sure to protect your data beforehand. This will allow you to recover if there is a problem with the import data file or with the data of the person who is keeping the records. For example, if that person messed up on the pedigree, BXF will import the parental links, so you will end up with changed pedigrees yourself. Be careful!

IMPORTANT! BXF import and export are for sharing animal data with other people with PedFast Technologies™ programs. ***BXF is not for backup and restore and does not back up your data! You need to make a copy of the database file you created! See*** Back up your Data for more details. If you are attempting to upgrade from an older version of a PedFast program, you need to use the PedFast Database Migration Utility which is installed along with The Breeder's Standard® 2022.

To import, choose the "Import BXF File" option from the Kennel tab. This will bring up the BXF Import window.

The BXF Import Window looks like this:
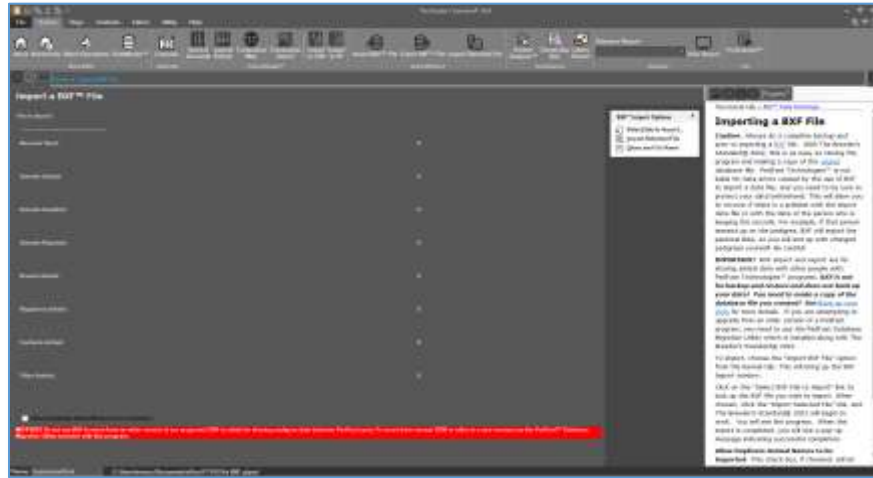
Click on the "Select BXF File to Import" link to look up the BXF file you wish to import. When chosen, Click the "Import Selected File" link, and The Breeder's Standard® 2022 will begin to work. You will see the progress. When the import is completed, you will see a pop-up message indicating successful completion.

Allow Duplicate Animal Names to be Imported: This check box, if checked, will let two animals with the same name and/or registration number to be put into the program. This is useful **only** if you know that there are different dogs with the same name and/or number in the database. Otherwise, we do **not** recommend its use. **This feature disables Smart Merge.**

Exporting data to a BXF File

You can share the data in your database (unless you purchased records that are marked for no export) by exporting one or all breeds in the kennel to a BXF file. To do this, you simply choose the "Export..." option in the Kennel menu, or you click the export button on the Speed bar. This will open the BXF Export window.

IMPORTANT! BXF import and export are for sharing animal data with other people with PedFast Technologies™ programs. *BXF is not for backup and restore and does not back up your data! You need to make a copy of the database file you created! See* Back up your Data for more details. If you are attempting to upgrade from an older version of a PedFast program, you need to use the PedFast Database Migration Utility which is installed along with The Breeder's Standard® 2022.

The Export to BXF window looks like this:
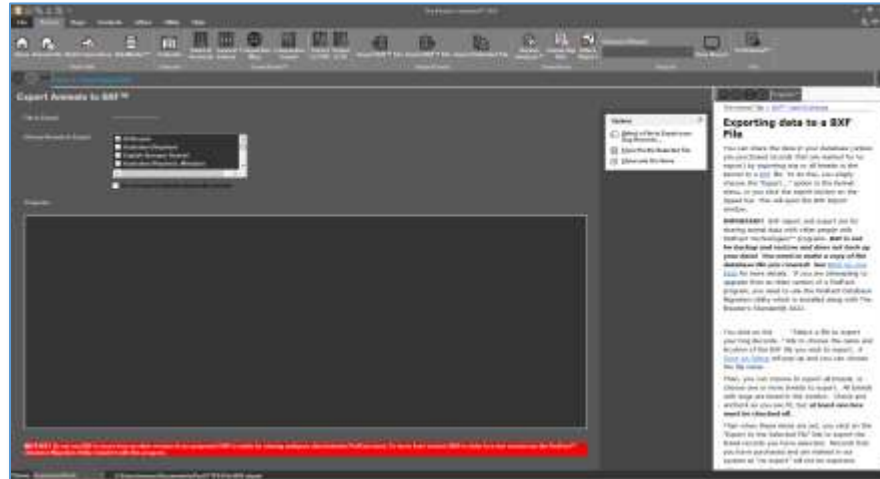
You click on the   "Select a file to export your Dog Records…" link to choose the name and location of the BXF file you wish to export. A Save-As Dialog will pop-up and you can choose the file name.

Then, you can choose to export all breeds, or choose one or more breeds to export. All breeds with dogs are listed in the window. Check and uncheck as you see fit, but **at least one box must be checked off.**

Then when these items are set, you click on the "Export to the Selected File" link to export the breed records you have selected. Records that you have purchased and are marked in our system as "no export" will not be exported, either as animals or their parentage.

The Progress window will update as the records you have chosen are exported. When the export is completed, The Breeder's Standard® 2022 will inform you of this fact.

Compliance

In order for the reports produced by The Breeder's Standard® 2022 to be accurate and pass an audit, we now include Tools to produce accurate and compliant reports. These tools include the Kennel Analyzer™, as well as handy links for the full-kennel reports for Animal Ownership and Litter Production.

Kennel Analyzer™

The Breeder's Standard® 2022 includes a feature that will analyze your database to ensure that the kennel records are present, and where present, are complete and correct. *Note: The Breeder's Standard® 2022 can only analyze records you have entered. If you have failed to enter an animal or litter you need to report on, the Kennel Analyzer cannot report on that*.

The Kennel Analyzer Window looks like this:
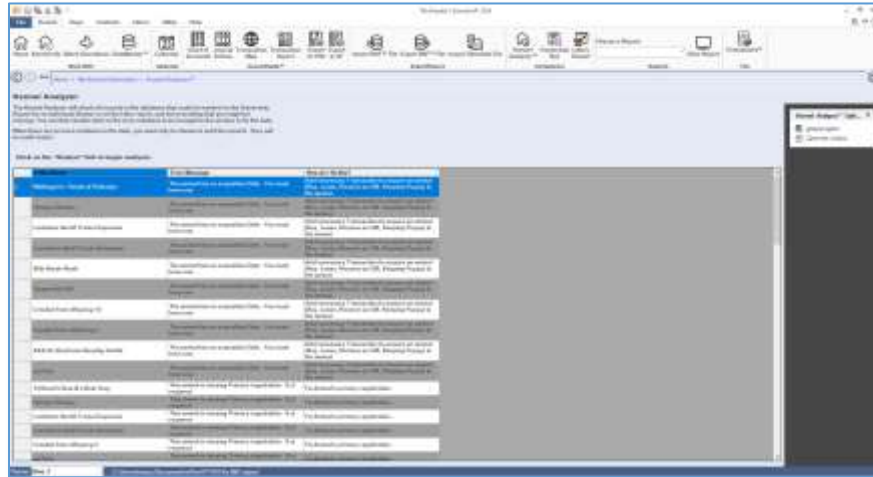
When you initially select the Kennel Analyzer option, it will perform its analysis and produce a grid. For each thing the analyzer does, if it finds something that needs attention, Kennel Analyzer adds a line to the grid. That line tells you these things:

- **Entity Name:** This is the name of the animal, litter, puppy or other data element that needs attention.

- **Error Message:** This tells you what issue that the analyzer found.

- **How do I fix this?**: This tells you what needs to be done to resolve the issue.

If there are no problems detected, the grid will be empty.

You can double click each line to be brought to the window where you can do what is suggested in the Kennel Analyzer. When you are brought to a window by the Kennel Analyzer, the window will include a link to go back to the kennel Analyzer.

Inside of the Kennel Analyzer, you can click the link to re-analyze the data as well. This will rerun the Kennel Analyzer and add or remove anything that has been newly discovered or fixed.

Animal Ownership Report

This link will produce the AKC-Compliant Record of ownership for an animal, for every single animal in the database that is not in "Pedigree Only" status. This report may be saved as a PDF and or printed out.

Litter Production Report

This link will produce the AKC-Compliant Record of a litter produced by a Dam, for every single litter in the database. This report may be saved as a PDF and or printed out.

Import a Delimited File

The Breeder's Standard® introduces the ability to import a delimited file into its database. A Delimited file is a text file that has fields on a single line of data, with each field separated by a character called a delimiter.

Caution: Always do a complete backup just prior to importing a DELIMITED file. With The Breeder's Standard® , this is as easy as closing the program and making a copy of the .ptped database file. PedFast Technologies™ is not liable for data errors caused by the use of DELIMITED import to import a data file, and you need to be sure to protect your data beforehand. This will allow you to recover if there is a problem with the import data file or with the data of the person who is keeping the records. For example, if that person messed up on the pedigree, DELIMITED Import may import the parental links, so you will end up with changed pedigrees yourself. Be careful!

To import a delimited file, there is an icon on the Cattery tab, in the Import/Export section. That icon:

Clicking the icon brings up the Import Delimited File page.

The Import Delimited File page looks like this:
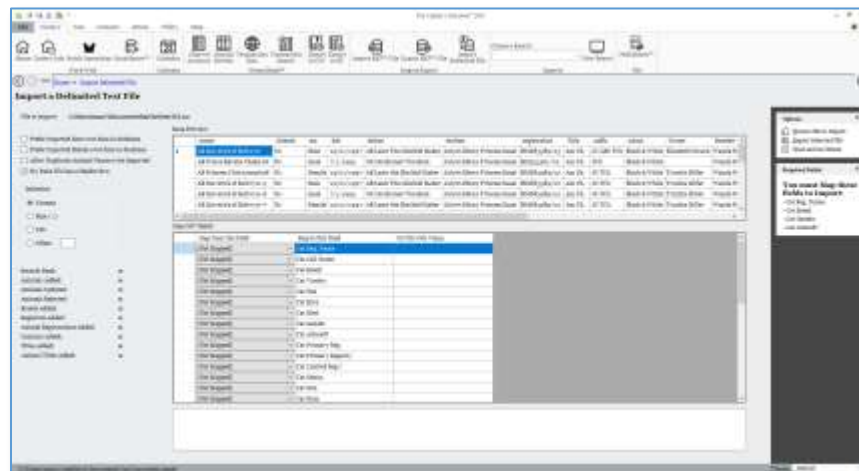
Choose a File to Import

The first thing you do is to click the "Choose File to Import" link. You can import the following delimited file formats:

- Comma Delimited (CSV)
- Tab Delimited
- Pipe (|) Delimited

- Delimited by another character you supply to the program.

The program attempts to guess the delimiter based on the file name extension. It then previews several rows of data, showing how the delimiter works. *The best results are obtained with Tab and Pipe delimiters since they are unlikely to appear in the data. Commas appear often and can cause complications.* If the delimiter is not working you can click the radio buttons in the "delimiter" section on the left-hand side of the window to see what happens to the data.

After you choose a delimiter, you may need to tell the program whether or not the data have a header row. A header row contains field names in the first line of data. If they exist, you can use those names to map. If not, and you see animal information in the first row, uncheck the "My Data File has a Header Row" box and The program will give you names starting with "Column" and ending in a number that you can use to map the fields.

Set up the Import

You then decide what data fields go to which fields in the database. No import can run unless you specify at least:

- Registered Name

- Breed

- Gender

- Altered (Y/N)

There are three columns. They are:

Map From this Field: Choose the field in the data that you want to go into the specified field.

Map to this Field: This lists the field in the database that will receive the data.

Or Fill with Value: *This lets you place constant data into the database that you cannot fetch from the file, or fills in blank values if the data have them.* For example, if you have a CAV file full of Selkirk Rex, and the Breed is not listed in the data, you can type "Selkirk Rex" into this field and the program will make every imported cat a Selkirk Rex.

Here is a Sample Mapping:

Map from this Field	Map to this Field	Or Fill with Value
name	Cat Reg. Name	
callanme	Cat Call Name	
[Not Mapped]	Cat Breed	Selkirk Rex
[Not Mapped]	Cat Variety	
[Not Mapped]	Cat Size	
[Not Mapped]	Cat Born	
[Not Mapped]	Cat Died	
sex	Cat Gender	
Altered	Cat Altered?	
[Not Mapped]	Cat Primary Reg.	
[Not Mapped]	Cat Primary Registry	

To finish setting up, you need to choose values for these Check boxes:

Prefer Imported data over data in database: If checked, and an import file and the database both have a value. the import will use what is in the import file.

Prefer Imported Blanks over data in database: If checked, and the database has a value, and the Import has a blank value. the import will use the blank value in the import file.

Allow Duplicate Animal Names to be Imported: The program does not try to look up an animal name and will add every single record. If checked, this overrides the "Prefer" check boxes and will add every line of the file as a new animal. **Caution: This could result in a massive number of duplicate animals in your database. PedFast Technologies does not recommend the use of this value without careful consideration.**

Do the Import

When fully set up, click the "Import Selected File" link. The program will begin to import. If it comes up with an ambiguous value, or a value of a title or breed or registry not in the database, it will pop up a window to ask you whether to add a new Title, Breed or Registry, or to map the value to an existing value.

When dome the window will pop up a message indicating success.

Kennel Reports

On the Kennel Tab, there is the Reports group. Drop down the "Choose a Report" and select a report, and then choose the View Report button. This will bring up the Report window and preview the selected report. The Group looks like this:
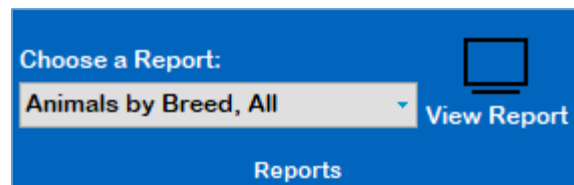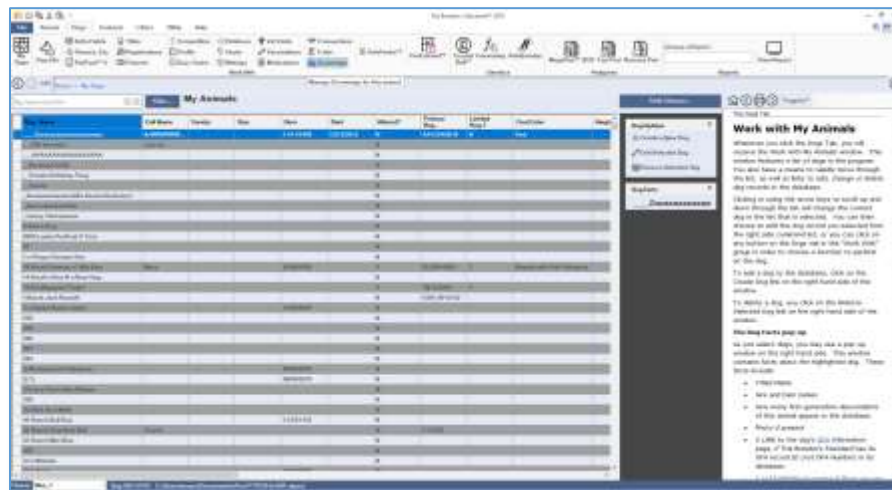

Then you need only to work with the report.

The Dogs Tab

Work with My Animals

Whenever you click the Dogs Tab, you will receive the Work with My Animals window. This window features a list of dogs in the program. You also have a means to rapidly move through the list, as well as links to add, change or delete dog records in the database.

Work with Animals looks like this:

Clicking or using the arrow keys to scroll up and down through the list will change the current dog in the list that is selected. You can then choose to edit the dog record you selected from the right side command list, or you can click on any button on the Dogs tab in the "Work With" group in order to choose a function to perform on the dog.

To add a dog to the database, click on the Create Dog link on the right hand side of the window.

To delete a dog, you click on the Remove Selected Dog link on the right hand side of the window.

The Dog Facts pop-up

As you select dogs, you may see a pop-up window on the right hand side. This window contains facts about the highlighted dog. These facts include:

- Titled Name

- Sire and Dam names

- How many first-generation descendants of this animal appear in the database.

- Photo if present

- A LINK to the dog's OFA information page, if The Breeder's Standard has its OFA record ID (not OFA Number) in its database.

- A red highlighted warning if there are one or more dogs with identical case-and-possessive-ignorant registered names on the database.

- An orange highlighted warning if there are one or more dogs with similar-sounding registered names on the database.
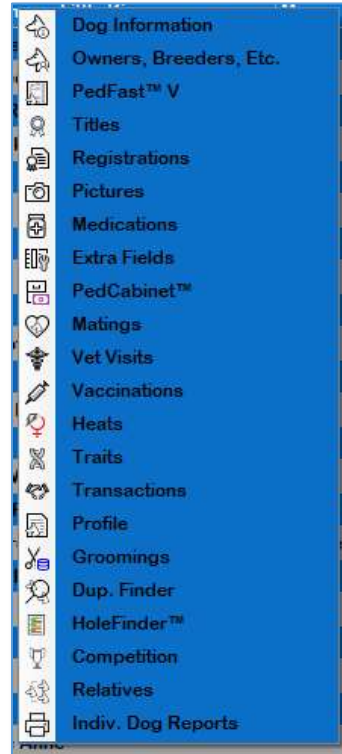
The Dog Facts popup looks like this:

The information contained in the window changes as you change the selected animal.

The Animal Menu

When you *right-click* on any animal, you will select that animal, and also bring up the animal menu. This has the options listed on the top bar and looks like this:
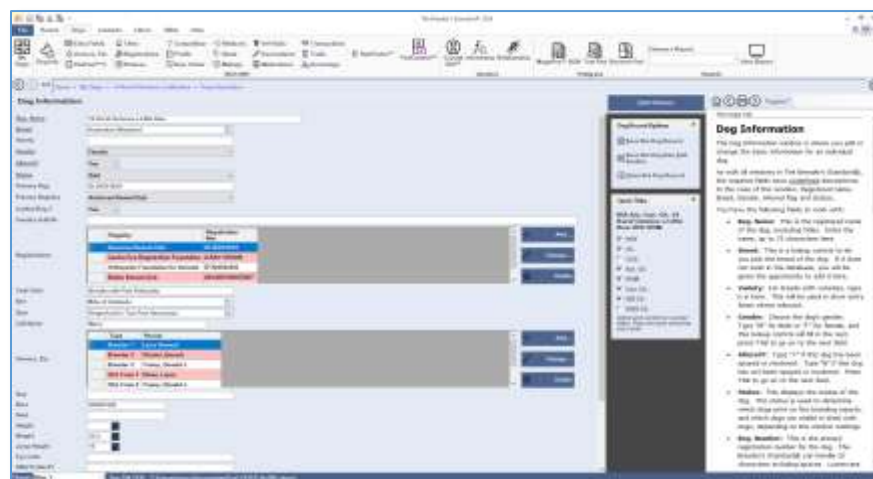
Click on the item you want to select from the menu to jump straight to it.

Dog Information

The Dog Information window is where you add or change the basic information for an individual dog.

The Dog Information window looks like this:

As with all windows in The Breeder's Standard®, the required fields have <u>underlined</u> descriptions. In the case of this window, Registered name, Breed, Gender, Altered flag and Status.

You have the following fields to work with:

- **Reg. Name:** This is the registered name of the dog, *excluding* titles. Enter the name, up to 75 characters here.

- **Breed:** This is a lookup control to let you pick the breed of the dog. If it does not exist in the database, you will be given the opportunity to add it here.

- **Variety:** For breeds with varieties, type it in here. This will be used in show entry forms where relevant.

- **Gender:** Choose the dog's gender. Type "M" for Male or "F" for female, and this lookup control will fill in the rest, press TAB to go on to the next field.

- **Altered?:** Type "Y" if this dog has been spayed or neutered. Type "N" if this dog has not been spayed or neutered. Press TAB to go on to the next field.

- **Status:** This displays the status of the dog. The status is used to determine which dogs print on the breeding reports, and which dogs are visible in Work with Dogs, depending on the window settings.

- **Reg. Number:** This is the primary registration number for the dog. The Breeder's Standard® can handle 25 characters including spaces. Lowercase letters are automatically rendered in capital letters.

- **Primary Registry:** This lookup control will allow you to look up the Primary Registry of the dog, the registry with which the registration number is associated. The registry must exist in the database already. If you need to add a registry, please first go to the Utility Tab, click Registries, and choose to add a registry.

- **Limited Reg.?:** Type Y if this is a limited Registration, N if it is not.

- **Registrations:** This is a grid that shows all of the registrations and medical certifications for this dog. This only appears if you have chosen this in the [Field Chooser](#) to appear, and if you are changing an existing animal. It's the same information that you would work with in the [Registrations](#) window. The Breeder's Standard® also provides it here to make it easier to enter information for a dog.

- **Coat Color:** Type in the dog's coat coloration.

- **Sire:** This is the name of the dog's sire. This is a lookup control. If you type in a new name, you'll have the option to quick-add the name to the dog database.

- **Dam:** This is the name of the dog's dam. This is a lookup control. If you type in a new name, you'll have the option to quick-add the name to the dog database.

- **Call Name:** Use this field for a call name or nickname.

- **Owners, Etc.:** This is a grid that shows all of the owners, breeders, and people from whom this dog was obtained. This only appears if you have chosen this in the [Field](#)

Chooser to appear, and if you are changing an existing animal. It's the same information that you would work with in the Owners, Etc. window. The Breeder's Standard® also provides it here to make it easier to enter information for a dog.

- **Size:** This is a free form field for entering generalized information about the size of the animal, for example, a Giant Schnauzer vs. a Standard Schnauzer.

- **Born:** Date of Birth. Unlike previous versions of this program, approximate or circa dates are allowed.

- **Died:** Date of Death. Unlike previous versions of this program, approximate or circa dates are allowed.

- **Height:** Type in the dog's height at the withers.

- **Weight:** Type in the dog's weight as measured in your country.

- **Jump Height:** Type in the dog's Jump height for agility, if applicable.

- **Eye Color:** Type in the dog's eye coloration.

- **DNA Profile #1:** This is one of two possible DNA profile codes for this dog.

- **DNA Profile #2:** This is one of two possible DNA profile codes for this dog.

- **Tag/Tattoo:** This is the Tag or Tattoo identification for this dog.

- **COI:** This is the Sewall Wright Coefficient of Inbreeding for this dog. You can enter any number less than or equal to 1.0, or you can press the "Calc" button to the right to calculate the COI for this dog, up to 10 generations. The Breeder's Standard® will calculate this coefficient for up to 10 generations.

- **Stud Book:** This is the month and year this dog was published in the Stud Book of its primary registry.

- **Chip Number:** If your dog has an embedded chip, enter its number here.

- **Comment:** Enter a free form comment of up to any length here for internal reference. This comment is not available on reports and may be treated confidentially.

You can use the Field Chooser to choose to work with fewer than all of the fields listed here.

Click the Save link to save the information you have entered.

Click the Save this record and add another link to save this record and to begin a new record in add mode.

Click the Close link to close this window without changing any data.

Extra Fields

The Breeder's Standard® gives you the power to create as many extra fields for an animal as you desire. To make changes to those Extra Fields, you can simply:

- Select the animal from My Dogs and click Extra Fields

- Right click the animal from My Dogs and click Extra Fields

- Click Extra Fields from any dog related window that is open.

The Animal Extra Fields window looks like this:
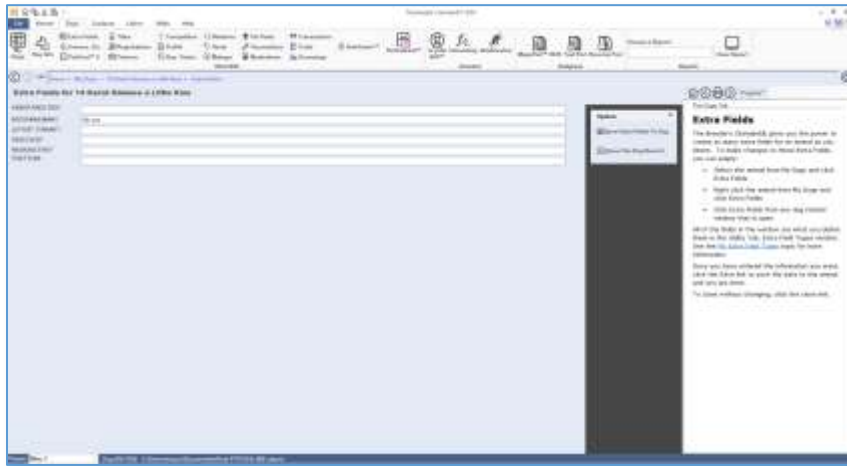
All of the fields in the window are what you define them in the Utility Tab, Extra Field Types window.

Once you have entered the information you want, click the Save link to save the data to the animal and you are done.

To close without changing, click the close link.

Owners, Etc.

Animals can have one or many contacts linked to them as Breeders, Owners, or obtained-from parties (e.g., someone who sold the animal to its present owner). The Owners, Etc. window is where those changes are made. To make changes to those related contacts, you can simply:

- Select the animal from My Dogs and click Owners, Etc.

- Right click the animal from My Dogs and click Owners, Etc.

- Click Owners, Etc. from any dog related window that is open.

The Owners, Etc. for an animal looks like this:
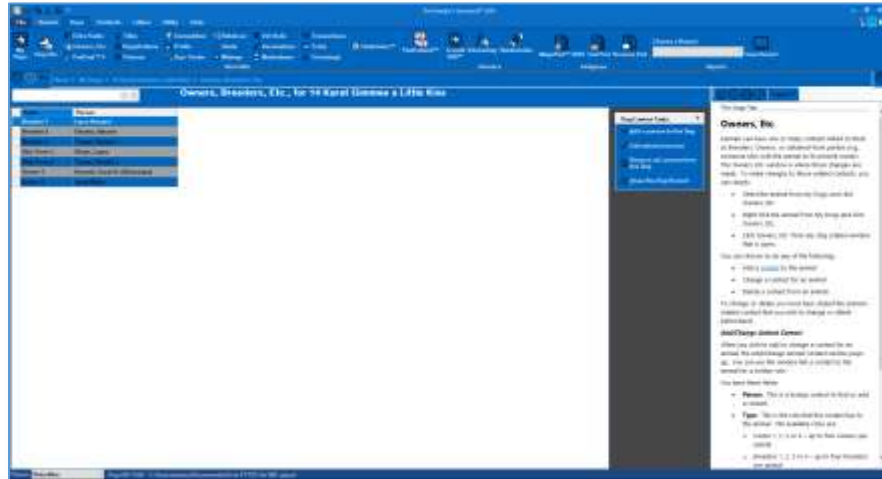
You can choose to do any of the following:

- Add a contact to the animal

- Change a contact for an animal

- Delete a contact from an animal.

To change or delete you must have clicked the animal's related contact that you wish to change or delete beforehand.

Add/Change Animal Contact

When you click to add or change a contact for an animal, the Add/Change Animal Contact window pops up. You can use this window link a contact to the animal for a certain role.

The Add/Change Contact pop-up looks like this:
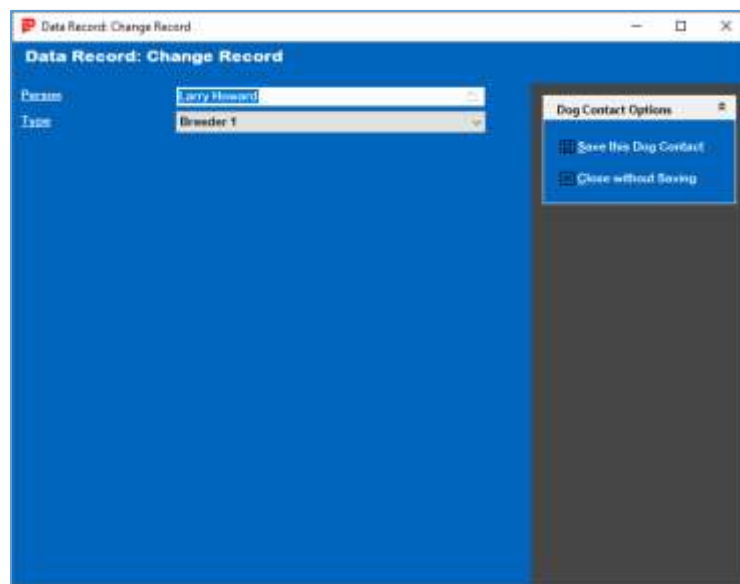
You have these fields:

- **Person**: This is a lookup control to find or add a contact.

- **Type**: This is the role that this contact has to the animal. The available roles are:

    o Owner 1, 2, 3 or 4 – up to four owners per animal

    o Breeders 1, 2, 3 or 4 – up to four breeders per animal

    o Obtained from 1, 2, 3 or 4 – up to four people from who the animal could be obtained (e.g., previous owners).

- **Note: You can only have one contact of each role, that is you cannot have two people as Owner 1, etc.**

Once you have entered both fields, you can choose to save. Clicking Cancel will close the pop-up without saving anything.
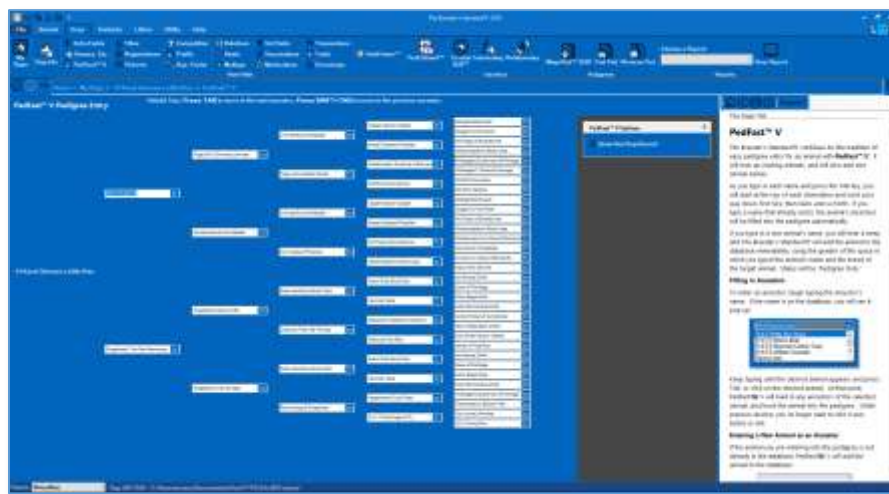
PedFast™ V

The Breeder's Standard® continues its fine tradition of easy pedigree entry for an animal with ***PedFast™ V***. It will look up existing animals, and will also add new animal names.

As you type in each name and press the TAB key, you will start at the top of each Generation and work your way down, first Sire, then Dam, and so forth. If you type a name that already exists, the animal's ancestors will be filled into the pedigree automatically.

If you type in a new animal's name, you will hear a beep and The Breeder's Standard® will add the animal to the database immediately, using the gender of the space in which you typed the animal's name and the breed of the target animal. Status will be "Pedigree Only."

PedFast™ V looks like this:

Filling in Ancestors

To enter an ancestor, begin typing the ancestor's name. If the name is on the database, you will see it pop up:
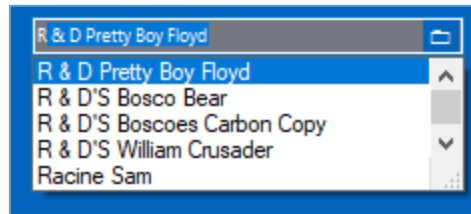
Keep typing until the desired animal appears and press TAB, or click on the desired animal. At that point, PedFast™ V will load in any ancestors of the selected animal, and hook the animal into the pedigree. *Unlike previous versions, you no longer need to click a save button or link.*

Entering a New Animal as an Ancestor

If the animal you are entering into the pedigree is not already in the database, PedFast™ V will add the animal to the database:
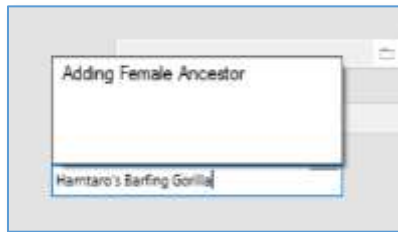
Type the animal's full name and press TAB. The animal will be saved and added as an ancestor (sire or Dam) to the correct animal in the pedigree, and that animal's sire and dam boxes will be enabled for entry.

Removing an Ancestor

If you want to remove an ancestor, just clear out the ancestor's name from the box and press TAB. This will unlink that ancestor from the pedigree and remove it and its ancestors from the screen. *Don't worry! Removing an ancestor from the pedigree will NOT remove the ancestor's record from the database!* It just breaks the Sire or Dam relationship to the ancestor's descendant.

The Action Menu

When you want to adjust an ancestor, add quick titles, or remove an ancestor (aside from the method described above, you can right click on the ancestor's box. *Clicking on an empty box will cause a beep and nothing will be done.*

Right clicking on an ancestor's entry box will open the Action Menu:
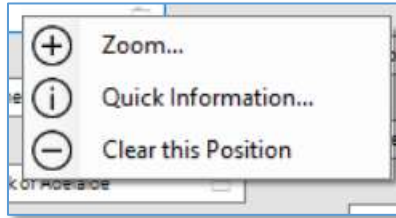
You can choose three options:

- **Zoom:** this will open the animal's <u>Dog Information Window</u>.

- **Quick Information...:** This will open the quick information pop-up for this animal. See below for more information.

- **Clear This position**: This will remove the ancestor from the pedigree, in the same way that emptying out the box and pressing TAB will do.

The PedFast™ V Quick Information Pop-Up

When you choose Quick information from the action menu for an ancestor, you will receive the quick-information pop-up. This allows you to rapidly change frequently-changed fields and to add or remove titles from the animal.

The Quick Information pop-up looks like this:

You can make changes to the animal in the pop-up and click save or close, including quick titles. This pop-up works just like the <u>Dog Information Window</u>, including Field Chooser.

Titles

Working with Animal Titles in The Breeder's Standard® may be done in the Animal Titles window. This window allows complete control over the titles given to an animal, much more than quick titles.

The Animal titles window looks like this:
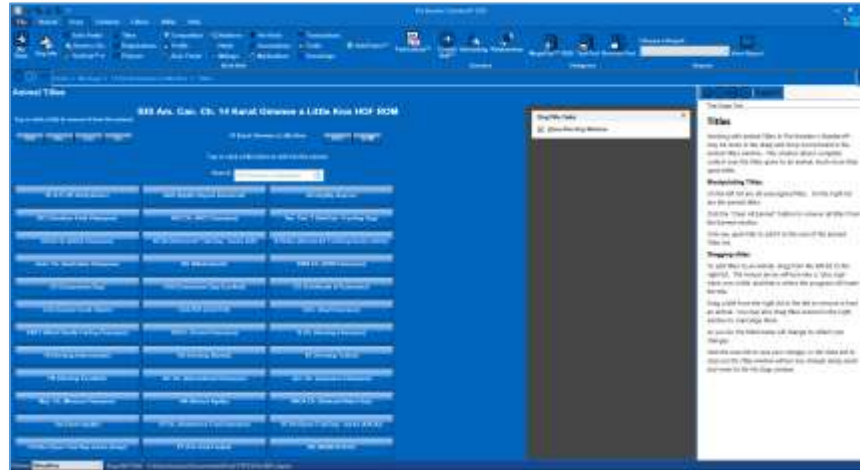
Manipulating Titles:

At the top of the window are the titles, in buttons, before and after the animal's name as appropriate.

To remove a title, click or tap the titles at the top.

To add a title, you click one of the available title buttons below.

To find a title, you can type all or part of the description or characters in the Search box. As you type the number of buttons decreases to what matches to what you type. Click the X button in the search box to clear any search argument.

About Compound titles:

If you choose a title that is a prefix title, like American Champion, the program will add *two* titles, American Champion and then Champion. This makes it easier for you to set up titles like "BIS Am. Can. Ch." because the prefix is automatically selected as you choose each title, meaning that you have only to click three buttons to get what you want.

As you click each title button, your work is saved. You don't need to click a separate "save" to commit your changes.

Click the Close link to close out the Titles window when you are finished with Titles.

Registrations

You can create any number of registries you want. For each registry, you can assign each animal a registration number. You do that from the Dogs, tab, with the dog selected in My dogs

or with any of its work-with windows opened, and then clicking Registrations. That will bring up the registrations window.

The Registrations Window looks like this:
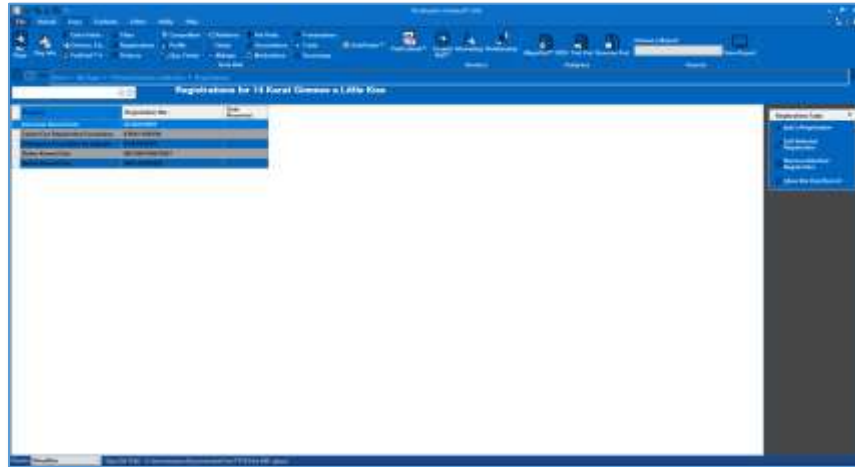
You have the following Links:

1. **Add:** This will cause the program to add a new record.

2. **Edit:** This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.

3. **Remove:** This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

Add/Change Registrations

Add/Change Registrations lets you assign a registration to an animal. It pops up when you choose to add or change a dog's registration.

The Add/Change Registrations pop-up looks like this:
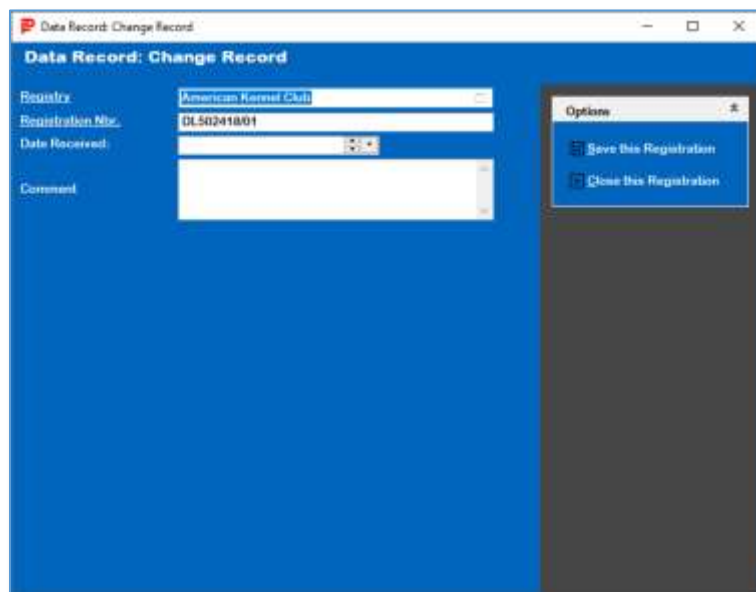
You have the following fields to work with:

- **Registry:** Type the name of the registry into this lookup control. If it is new, then you will be asked to create a new registry record.

- **Registration Nbr.:** Type in the correct registration number or registration information.

- **Comment:** A free-form private comment. This is not printed on the pedigree or any report.

Click **Save** to save this registration.

Click **Close** to close the pop-up and abandon all changes.

Photos

The Breeder's Standard® supports all popular non-vector graphical formats for the attachment of one to many pictures to the Dog record. There is no practical limit to the number of photos per animal; the database can have a total of about 2 billion photos.

The Dog Photo window looks like this:
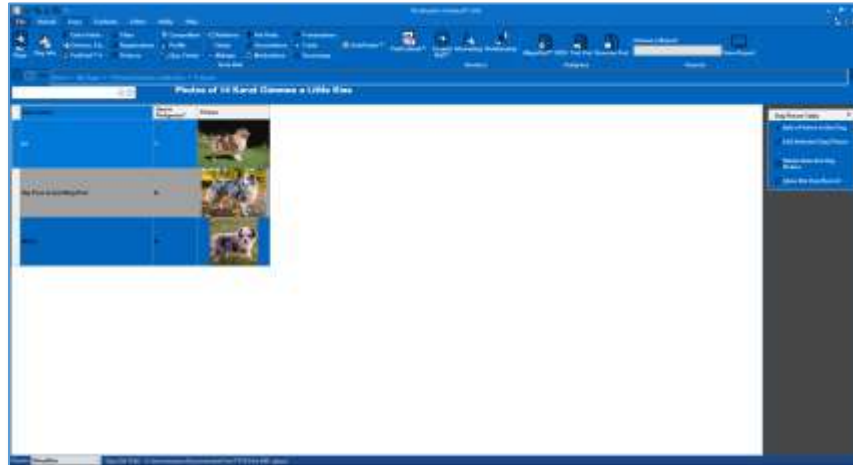
You have the following Links:

4. **Add:** This will cause the program to add a new record.

5. **Edit:** This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.

6. **Remove:** This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

Add/Change Animal Photo

When you click to add or change a photo on the dog, a pop-up will appear to collect the photo and other information.

The Add/Change Animal Photo pop-up looks like this:
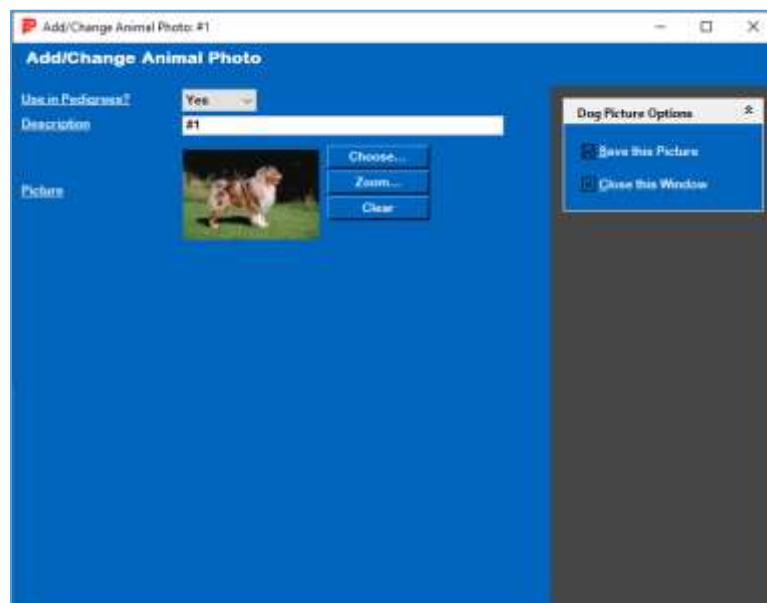
You have the following fields to work with:

- **Use in Pedigrees?:** The first photo entered that has this set to yes will be used in the MegaPed pedigrees that contain this dog.

- **Description:** Please describe the photo as you see fit.

- **Picture:** This is a photo-chooser control.

  o Clicking *Choose…* will bring up a File-Open Dialog that you use to locate and choose the picture file.

  o Clicking *Zoom…* will toggle between zooming to actual size and fitting the photo into the space allotted for the control.

  o Clicking *Clear* removes the photo from the control.

Click **Save** to save this photo. The photo is copied from the original file and stored into the database.

Click **Close** to close the pop-up and abandon all changes.
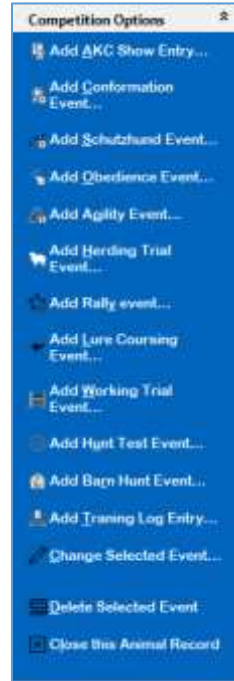
Competition

Work with Competition

When you click the Competition entry in the Work With Group of the Dogs Tab, you will receive the Work with Competition history page. This page shows, in chronological order, all of the entry forms you ordered up plus all of the events that you have tracked in The Breeder's Standard®.

The Work with Competition window looks like this:
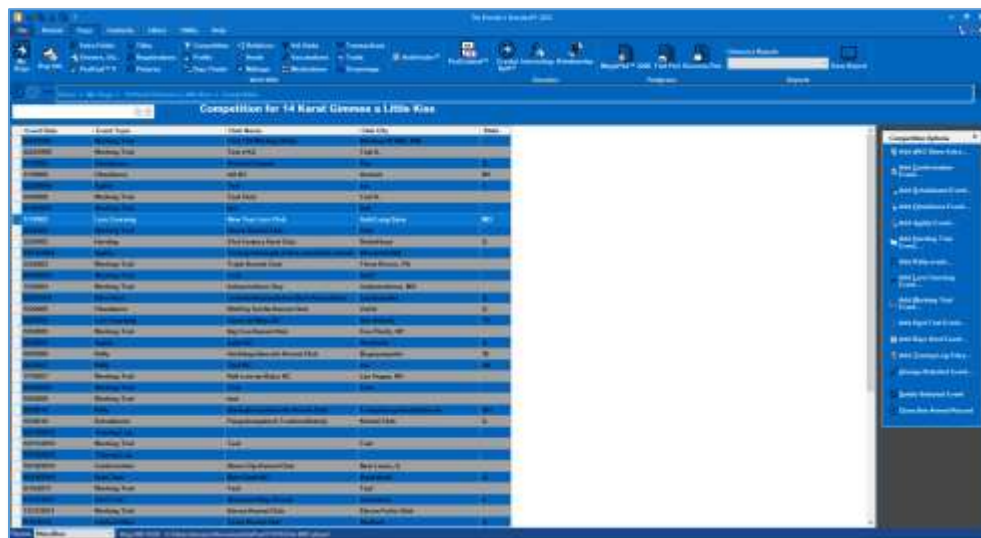
If you click on the line in the grid representing an entry form, you have an option to print the form again. You also have the option to add any of the supported types of competition entries.

The Work with Competition Options box looks like this:

Click or choose the Shortcut Key (Press ALT + [the underlined letter]) to perform the action you want on the options list.

Competition: Conformation Event

Conformation Event entries are used to track conformation dog shows for any of the major dog-show governing bodies. Judges, placements, and expenses are tracked for each event.

The Conformation event pop-up looks like this:

The Conformation Event window has fields for you to fill in. They are:

- **Event Date:** The date of the event.

- **Club Name:** The name of the club hosting the event or the name of the event if not hosted by a club.

- **Club City:** City of event

- **Club State:** State/region/province/prefecture of event.

- **Entry Fee:** Amount paid to enter.

- **Misc. Expenses:** Enter any miscellaneous expenses here for your records.

- **Agent:** Lookup control to look up or add a Contact who acted as agent or handler for this dog at this event.

- **Agent Fee:** Enter how much you paid the agent for services related to this event.

- **Show Country:** This required field is a choice between, USA, Canada, Mexico, UK, Japan, China or other.

- **Show Type:** This required field is a choice between All-Breed, Specialty, Match, Invitational or Sweepstakes.

- **Level:** Choose Classes, Specials or Veterans.

- **Class Judge:** Lookup control to look up or add a Contact who acted Class Judge for this dog at this event.

- **Class Result:** Choose the result.

- **Class Name:** Type in the name of the class in which this dog competed.

- **Winners Judge:** Lookup control to look up or add a Contact who acted Winners Judge for this dog at this event.

- **Winners Result:** Choose the result.

- **Breed Judge:** Lookup control to look up or add a Contact who acted Breed Judge for this dog at this event.

- **Breed Result:** Choose the result.

- **Group Judge:** Lookup control to look up or add a Contact who acted Group Judge for this dog at this event.

- **Group Result:** Choose the result.

- **Best in Show Judge:** Lookup control to look up or add a Contact who acted Best in Show Judge for this dog at this event.

- **Best in Show Result:** Choose the result.

- **Points:** Enter any Championship points earned.

- **Dogs Defeated:** Enter a count of dogs defeated.

- **Comment:** Enter a free-form comment. This is private and does not appear on pedigrees or reports.

Click **Save** to save this event.

Click **Close** to close the pop-up and abandon all changes.

Competition: Obedience Event

The Breeder's Standard® stores complete obedience trial outing information, including scores properly broken down by trial type (Open A, Open B, Utility A, Utility B, Novice).

The Add/Change Obedience window looks like this:

The Obedience Event window has fields for you to fill in. They are:

- **Event Date:** The date of the event.

- **Club Name:** The name of the club hosting the event or the name of the event if not hosted by a club.

- **Club City:** City of event

- **Club State:** State/region/province/prefecture of event.

- **Entry Fee:** Amount paid to enter.

- **Misc. Expenses:** Enter any miscellaneous expenses here for your records.

- **Agent:** Lookup control to look up or add a Contact who acted as agent or handler for this dog at this event.

- **Agent Fee:** Enter how much you paid the agent for services related to this event.

- **Type:** Choose form Novice, Utility A/B or Open A/B. The choices you make will determine what elements are in the SCORING section below. You will see six or seven windows, to enter the various scores for the components of the total score for this event, when you have this chosen and the event date filled n.

- **Entry Size:** Type in the number of dogs entered in this trial.

- **Judge:** This is a lookup control, which you use to select or enter the name of the judge.

- You will see six or seven windows, to enter the various scores for the components of the total score for this event.

- **Comment:** Enter a free-form comment. This is private and does not appear on pedigrees or reports.

Click **Save** to save this event.

Click **Close** to close the pop-up and abandon all changes.

Competition: Agility Event

The Breeder's Standard® stores agility information in a format compliant with AKC and USDAA regulations.

The Add/Change Agility window looks like this:

The Agility Event window has fields for you to fill in. They are:

- **Event Date:** The date of the event.

- **Club Name:** The name of the club hosting the event or the name of the event if not hosted by a club.

- **Club City:** City of event

- **Club State:** State/region/province/prefecture of event.

- **Entry Fee:** Amount paid to enter.

- **Misc. Expenses:** Enter any miscellaneous expenses here for your records.

- **Agent:** Lookup control to look up or add a Contact who acted as agent or handler for this dog at this event.

- **Agent Fee:** Enter how much you paid the agent for services related to this event.

- **Judge:** This is a lookup control, which you use to select or enter the name of the judge.

- **Level:** Type in the competition level.

- **Course length:** Course length in yards.

- **Standard course time:** Enter the standard course time.

- **Actual Course time:** Enter the actual course time.

- **Qualified:** Choose yes or no.

- **Comment:** Enter a free-form comment. This is private and does not appear on pedigrees or reports.

Click **Save** to save this event. At this point you will get the Deductions box.

Click **Close** to close the Agility pop-up and abandon all changes since the last save.

Deductions box: you can then choose to add, change or delete deductions. When you click to add or change deductions, a pop-up for deductions shows.

The deductions pop-up looks like this:
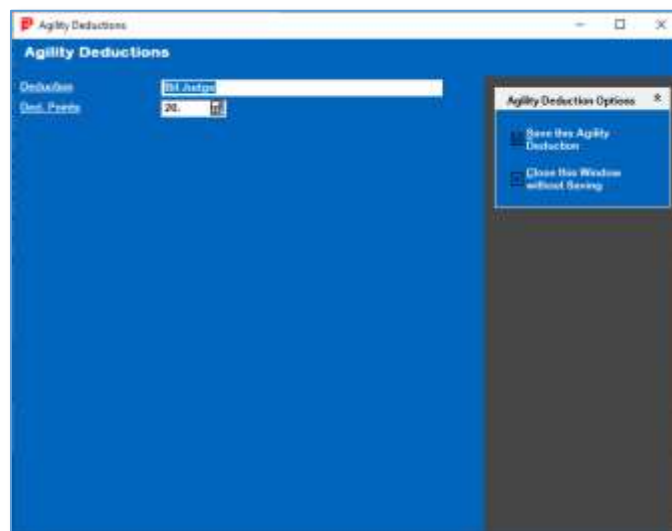
You have the following deduction fields:

- **Deduction:** The type of deduction

- **Ded. Points:** Points deduction.

Click **Save** to save the deduction.

Click **Close** to close the pop-up without saving.

Click **Close** to close the Agility pop-up and abandon all changes since the last save.

Competition: Working Trial Event

The Breeder's Standard® stores Working Trial information for most registries, up to three stakes. Fifteen stake types are supported.

The Add/Change Working Trial window looks like this:

The Working Trial window has fields for you to fill in. They are:
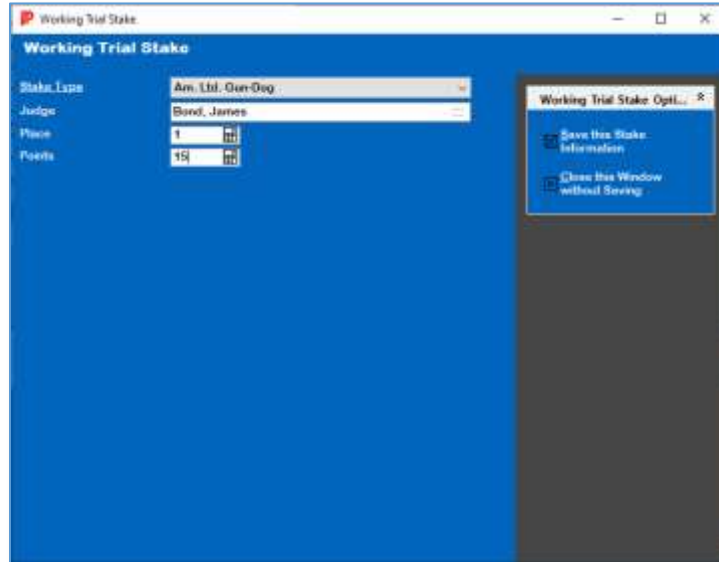
- **Event Date:** The date of the event.

- **Club Name:** The name of the club hosting the event or the name of the event if not hosted by a club.

- **Club City:** City of event

- **Club State:** State/region/province/prefecture of event.

- **Entry Fee:** Amount paid to enter.

- **Misc. Expenses:** Enter any miscellaneous expenses here for your records.

- **Agent:** Lookup control to look up or add a Contact who acted as agent or handler for this dog at this event.

- **Agent Fee:** Enter how much you paid the agent for services related to this event.

- **Organization:** Type the name of the organization sanctioning the event.

- **Comment:** Enter a free-form comment. This is private and does not appear on pedigrees or reports.

Click **Save** to save this event. At this point you will get the Stakes box.

Click **Close** to close the Agility pop-up and abandon all changes since the last save.

Stakes Box: you can then choose to add, change or delete stakes. When you click to add or change stakes, a pop-up for stakes shows.

The stakes pop-up looks like this:

You have the following fields:

- **Stake Type:** Choose the stake type.
- **Judge:** This is a lookup control where you can choose or add the contact who is judge of this stake.
- **Place:** Enter placement.
- **Points:** Enter points.

Click **Save** to save this stake.

Click **Close** to to close the stake pop-up without saving anything.

Competition: Schutzhund Event

The Breeder's Standard® stores Schutzhund trial information on a by-trial basis.

The Add/Change Schutzhund window looks like this:

The Schutzhund Window has fields for you to fill in. They are:

- **Event Date:** The date of the event.

- **Club Name:** The name of the club hosting the event or the name of the event if not hosted by a club.

- **Club City:** City of event

- **Club State:** State/region/province/prefecture of event.

- **Entry Fee:** Amount paid to enter.

- **Misc. Expenses:** Enter any miscellaneous expenses here for your records.

- **Agent:** Lookup control to look up or add a Contact who acted as agent or handler for this dog at this event.

- **Agent Fee:** Enter how much you paid the agent for services related to this event.

- **Level:** Choose Schutzhund I, II or III.

- **Judge:** This is a lookup control, which you use to select or enter the contact for the judge.

- **Scoring:** Enter scores for Tracking, Protection and Obedience.

- **Comment:** Enter a free-form comment. This is private and does not appear on pedigrees or reports.

Click **Save** to save this event and close the window.

Click **Close** to close the pop-up and abandon all changes since the last save.

Competition: Herding Trial Event

The Breeder's Standard® stores Herding trial information on a by-trial basis.

The Add/Change Herding Trial window looks like this:

The Herding Trial Window has fields for you to fill in. They are:

- **Event Date:** The date of the event.

- **Club Name:** The name of the club hosting the event or the name of the event if not hosted by a club.

- **Club City:** City of event

- **Club State:** State/region/province/prefecture of event.

- **Entry Fee:** Amount paid to enter.

- **Misc. Expenses:** Enter any miscellaneous expenses here for your records.

- **Agent:** Lookup control to look up or add a Contact who acted as agent or handler for this dog at this event.

- **Agent Fee:** Enter how much you paid the agent for services related to this event.

- **Course:** Choose Course A or Course B.

- **Judge:** This is a lookup control, which you use to select or enter the contact for the judge.

- **Trial Level:** Select Trial Level.

- **Score:** Enter a Score

- **Qualified?**: Choose Yes or No.

- **Comment:** Enter a free-form comment. This is private and does not appear on pedigrees or reports.

Click **Save** to save this event and close the window.

Click **Close** to close the pop-up and abandon all changes since the last save.

Competition: Hunt Test Event

The Breeder's Standard® stores Hunt Test information on a by-trial basis.

The Add/Change Hunt Test window looks like this:

The Hunt Test Window has fields for you to fill in. They are:

- **Event Date:** The date of the event.
- **Club Name:** The name of the club hosting the event or the name of the event if not hosted by a club.
- **Club City:** City of event
- **Club State:** State/region/province/prefecture of event.
- **Entry Fee:** Amount paid to enter.
- **Misc. Expenses:** Enter any miscellaneous expenses here for your records.
- **Agent:** Lookup control to look up or add a Contact who acted as agent or handler for this dog at this event.
- **Agent Fee:** Enter how much you paid the agent for services related to this event.
- **Judge:** This is a lookup control, which you use to select or enter the contact for the judge.
- **Level:** Choose Junior, Senior or Master.
- **Hunting Score:** Enter the hunting score.
- **Bird Finding:** Enter the Bird Finding score.
- **Pointing:** Enter the pointing score.
- **Trainability:** Enter the trainability score.
- **Retrieving (Sr/Mast):** For senior or master, enter retrieving score.
- **Honoring (Sr/Mast):** For senior or master, enter honoring score.
- **Comment:** Enter a free-form comment. This is private and does not appear on pedigrees or reports.

Click **Save** to save this event and close the window.

Click **Close** to close the pop-up and abandon all changes since the last save.

Competition: Lure Coursing Event

The Breeder's Standard® stores Lure Coursing information on a by-trial basis.

The Add/Change Lure Coursing window looks like this:

The Lure Coursing Window has fields for you to fill in. They are:

- **Event Date:** The date of the event.

- **Club Name:** The name of the club hosting the event or the name of the event if not hosted by a club.

- **Club City:** City of event

- **Club State:** State/region/province/prefecture of event.

- **Entry Fee:** Amount paid to enter.

- **Misc. Expenses:** Enter any miscellaneous expenses here for your records.

- **Agent:** Lookup control to look up or add a Contact who acted as agent or handler for this dog at this event.

- **Agent Fee:** Enter how much you paid the agent for services related to this event.

- **Judge:** This is a lookup control, which you use to select or enter the contact for the judge.

- **Speed Score:** Enter the Speed Score.

- **Agility Score:** Enter Agility Score.

- **Endurance Score:** Enter the Endurance Score.

- **Overall Ability:** Enter the Overall Ability Score.

- **Follow Score:** Enter the Follow Score.

- **Points:** Enter the points earned.

- **Comment:** Enter a free-form comment. This is private and does not appear on pedigrees or reports.

Click **Save** to save this event and close the window.

Click **Close** to close the pop-up and abandon all changes since the last save.

Competition: Rally Event

The Breeder's Standard® stores Rally information on a by-trial basis.

The Add/Change Rally window looks like this:

The Rally Window has fields for you to fill in. They are:

- **Event Date:** The date of the event.

- **Club Name:** The name of the club hosting the event or the name of the event if not hosted by a club.

- **Club City:** City of event

- **Club State:** State/region/province/prefecture of event.

- **Entry Fee:** Amount paid to enter.

- **Misc. Expenses:** Enter any miscellaneous expenses here for your records.

- **Agent:** Lookup control to look up or add a Contact who acted as agent or handler for this dog at this event.

- **Agent Fee:** Enter how much you paid the agent for services related to this event.

- **Rally Level:** Choose Novice, Advanced or Excellent.

- **Judge:** This is a lookup control, which you use to select or enter the contact for the judge.

- **Jump Height:** Enter the Jump Height.

- **Time:** Enter the elapsed time.

- **Deductions:** Enter the points total.

- **Comment:** Enter a free-form comment. This is private and does not appear on pedigrees or reports.
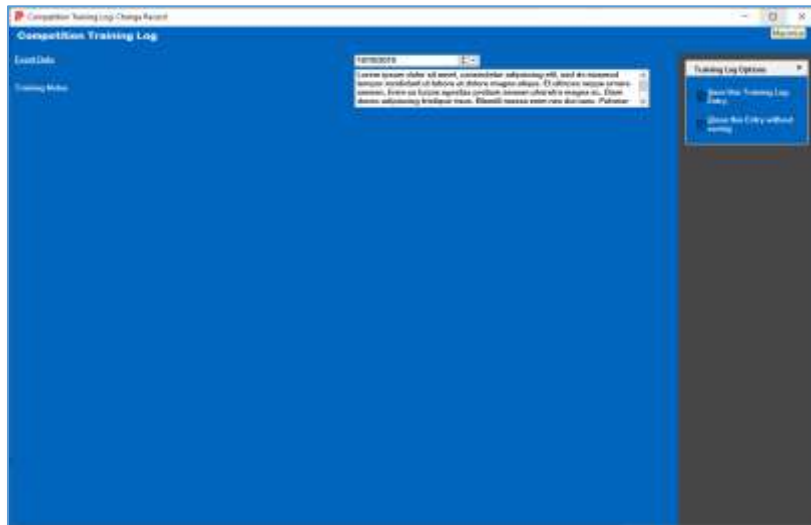
Click **Save** to save this event and close the window.

Click **Close** to close the pop-up and abandon all changes since the last save.

Competition: Barn Hunt Event

The Breeder's Standard® stores Barn Hunt information on a by-trial basis.

The Add/Change Barn Hunt window looks like this:

The Barn Hunt Window has fields for you to fill in. They are:

- **Event Date:** The date of the event.

- **Club Name:** The name of the club hosting the event or the name of the event if not hosted by a club.

- **Club City:** City of event

- **Club State:** State/region/province/prefecture of event.

- **Entry Fee:** Amount paid to enter.

- **Misc. Expenses:** Enter any miscellaneous expenses here for your records.

- **Agent:** Lookup control to look up or add a Contact who acted as agent or handler for this dog at this event.

- **Agent Fee:** Enter how much you paid the agent for services related to this event.

- **Level:** Choose Grand National or Games.

- **Judge:** This is a lookup control, which you use to select or enter the contact for the judge.

- **Qualified:** Choose yes or no.

- **Placement:** Enter a placement.

- **Placement Time:** Enter a placement time.

- **Comment:** Enter a free-form comment. This is private and does not appear on pedigrees or reports.

Click **Save** to save this event and close the window.

Click **Close** to close the pop-up and abandon all changes since the last save.

Competition: Training Log

The Breeder's Standard® stores training log entries by date.

The Training Log window looks like this:

The Training Log Window has fields for you to fill in. They are:

- **Event Date:** The date of the event.
- **Training Notes:** Enter a free-form note of any length you choose.

Click **Save** to save this event and close the window.

Click **Close** to close the pop-up and abandon all changes since the last save.

AKC Show Entry Form

The AKC Show Entry function takes in information to store and print the AKC Show entry.

The Show Entry window looks like this:

You have the following fields:

- **Reg. Country:** Country of Registration.

- **Registration Type:** Choose AKC, ILP or Foreign.

- **Country of Birth:** Choose the dog's country of birth for the entry.

- **Event Date:** The date of the event.

- **Club Name:** The name of the club hosting the event or the name of the event if not hosted by a club.

- **Club City:** City of event

- **Club State:** State/region/province/prefecture of event.

- **Entry Fee:** Amount paid to enter.

- **Misc. Expenses:** Enter any miscellaneous expenses here for your records.

- **Agent:** Lookup control to look up or add a Contact who acted as agent or handler for this dog at this event.

- **Agent Fee:** Enter how much you paid the agent for services related to this event.

- **Show Class:** Type in show class.

- **Division:** Type in Division.

- **Obedience Class:** Type in Obedience Class.

- **Rally Class:** Type in Rally Class.

- **Jr. Show Class:** Type in the junior showmanship class.

- **New Exhibitor?**: Choose Yes or No.

- **Owner-Handler?**: Choose Yes or No.

- **Email?**: Enter email address.

- **Junior Handler:** Type in the Junior Handler name.

- **Junior Handler DOB:** Type in the Junior Handler Date of Birth.

- **Junior Handler Rel. Dog:** Type in the Junior Handler's relationship to the dog.

- **Comment:** Enter a free-form comment. This is private and does not appear on pedigrees or reports.

Click **Save** to save this event and bring up the preview window of the Show Entry.

Click **Close** to close the pop-up and abandon all changes since the last save.

Show Entry Preview

After you save the Show Entry information, you receive a print preview window with the entry. It is a Reports window.

The Show Entry Preview window looks like this:
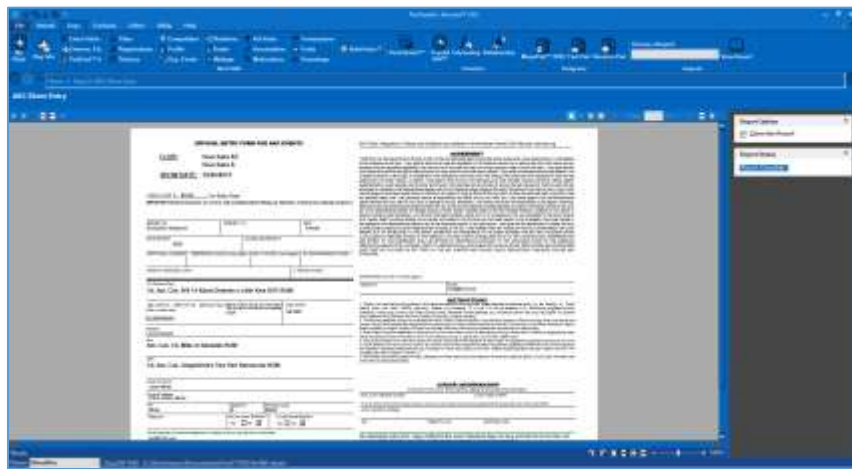
You can choose to print it or save to a PDF file.

Profile

There is a profile report that is a dossier of a dog, which can be used to produce a promotional flyer for any dog. It contains a photo and a long-form rich-text description.

The Dog Profile window looks like this:
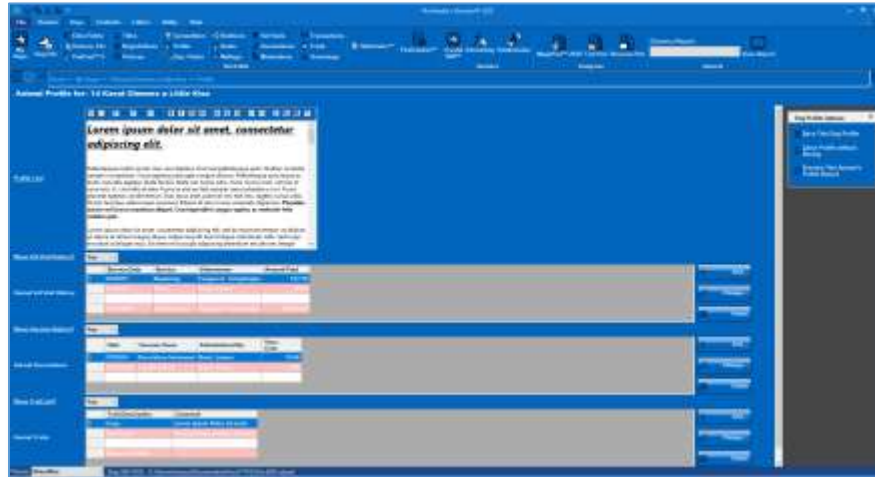
You have the following fields:

- **Profile Text:** Type in a long form rich text description of the animal.

- **Show Vet Visit History?:** Choose yes to show the dog's vet visits on the profile report.

- **Show Vaccine History?**: Choose yes to show the dog's vaccinations on the profile report.

- **Show Traits List:** Choose yes to show the dog's trait list on the profile report.

- **Picture to show:** Choose the picture of the dog you'd like to show on the profile report.

Click **Save** to save the dog's profile information.

Click **Close** to close the dog's profile without saving it.

Duplicate Finder

The DataSifter™ component present in previous versions of The Breeder's Standard has been replaced with an all-new **Duplicate Finder.** It makes use of our innovative technology, COMPOUNDEX™.

The Duplicate Finder is now invoked at the dog level. After selecting any dog in Work with My Animals, you can click the **Dup. Finder** button on the Dogs Tab, Work With group. This will immediately search the database to render all duplicate and potential duplicate dogs into a work-with like window.

You will see the dog itself labeled as "Target," along with exact matches and "sounds like" COMPOUNDEX matches shown.

The Duplicate Finder window looks like this:
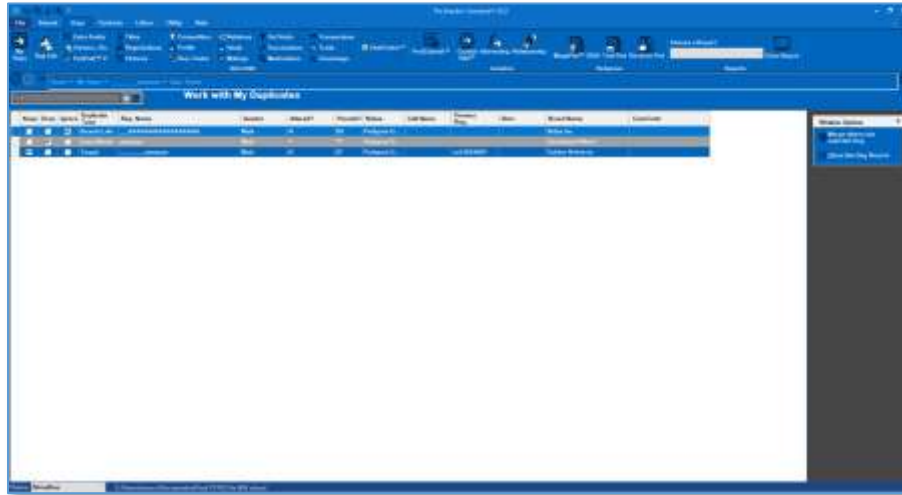
You may select a single animal and click the "delete" button to delete that animal completely from the database. Or, you may choose animals to merge by clicking on the check boxes of the animals to keep and merge, and then clicking the Merge into Selected Dog link. Then, The Breeder's Standard will merge the duplicates into the dog.

When you are completed, you can use the back button to go back where you came or the close link to close out the dog record.
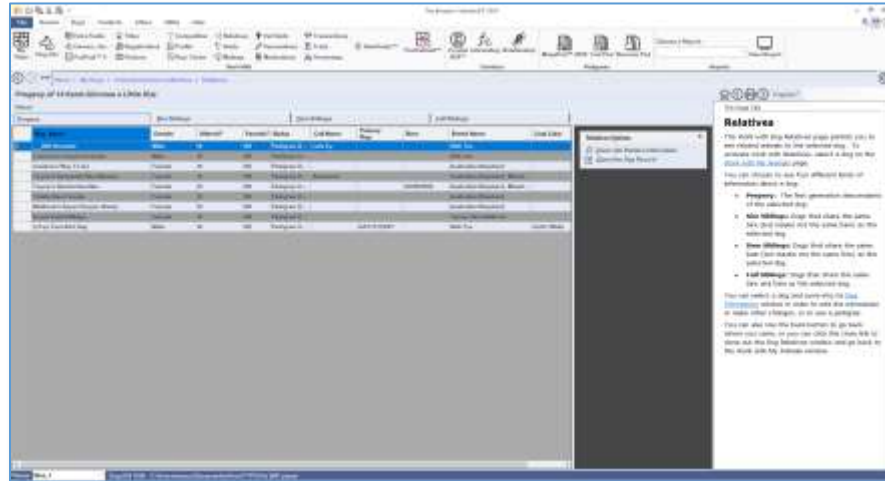
Relatives

The Work with Dog Relatives page permits you to see related animals to the selected dog. To activate work with Relatives, select a dog on the Work with My Animals page.

You can choose to see four different kinds of information about a dog:

- **Progeny:** The first generation descendants of the selected dog.

- **Sire Siblings:** Dogs that share the same Sire (but maybe not the same Dam) as the selected dog.

- **Dam Siblings:** Dogs that share the same Dam (but maybe not the same Sire) as the selected dog.

- **Full Siblings:** Dogs that share the same Sire and Dam as the selected dog.

The Work With Relatives page looks like this:

You can select a dog and zoom into its Dog Information window in order to edit the information or make other changes, or to see a pedigree.

You can also Use the back button to go back where you came, or you can click the close link to close out the Dog Relatives window and go back to the Work with My Animals window.

Heats

The Work with Dog Heats page permits you to see related animals to the selected dog.

The Work with Heats window looks like this:
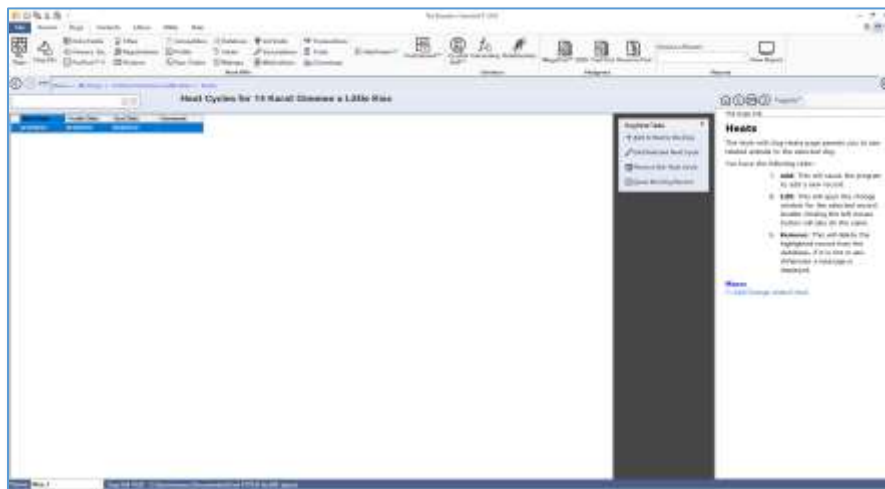
You have the following Links:

7. **Add:** This will cause the program to add a new record.

8. **Edit:** This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.

9. **Remove:** This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

Add/Change Animal Heat

When you add or change a heat record, you receive the Heats pop-up window.

The Heats pop-up window looks like this:
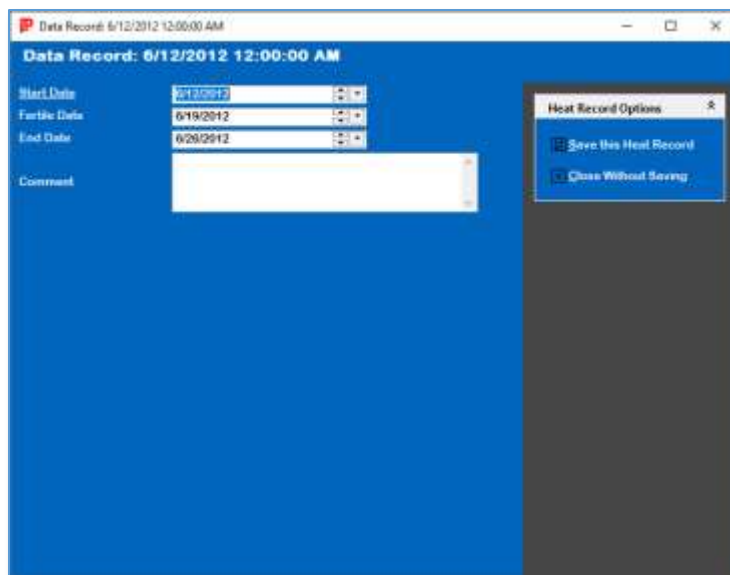
You have the following fields:

- **Start Date:** Enter the start date of the heat.
- **Fertile Date:** Enter the fertile date of the heat.
- **End Date:** Enter the end date of the heat.
- **Comment:** Enter a free-form comment. This is private and does not appear on pedigrees or reports.

Click **Save** to save this event and close the window.

Click **Close** to close the pop-up and abandon all changes since the last save.

Matings

The Breeder's Standard® stores mating information for each animal, showing date mated, animal mated to, its owner and the person who supervised the mating. This information is ordered by mating date.

The Work with Matings page looks like this:
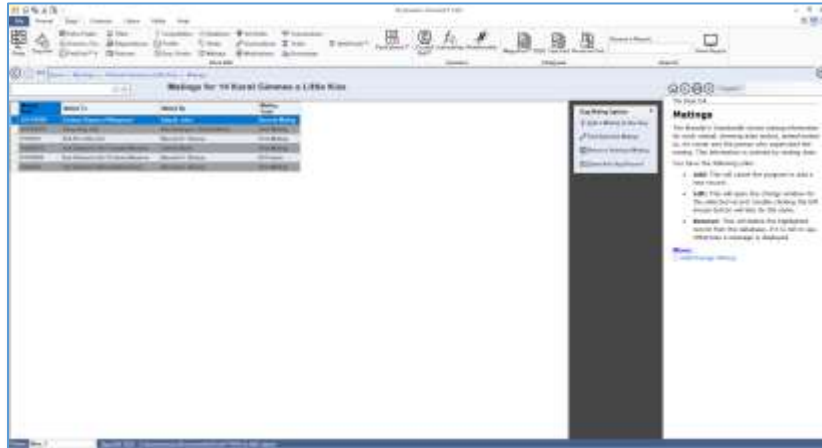
You have the following Links:

- **Add:** This will cause the program to add a new record.

- **Edit:** This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.

- **Remove:** This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

Add/Change Mating

The Breeder's Standard® enables you to store a virtually unlimited matings per dog. Both the dog and its mate must be on the database of this kennel. Adding the record of mating to either of the mating pair automatically records it for both animals, thus saving you the tiresome effort of duplicate entries. So, you can enter matings for just the dams and the sire's mating record will automatically be correctly reflected.

The Add/Change mating window looks like this:
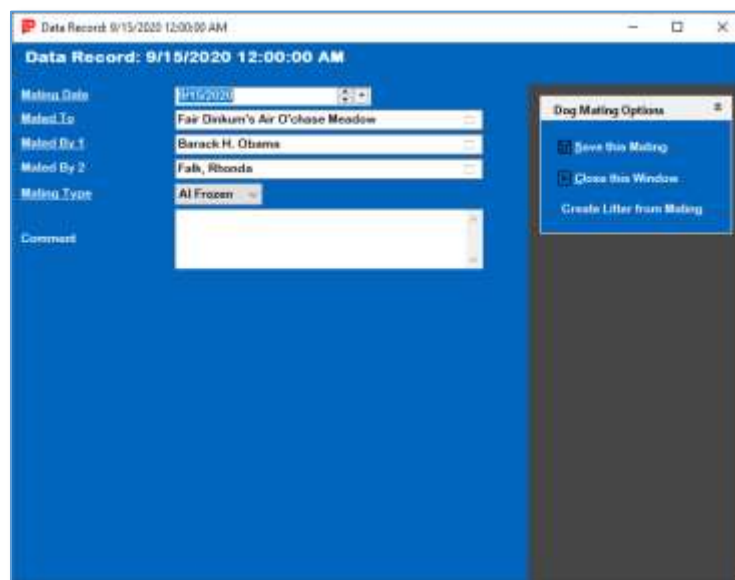
You have the following fields to work with:

- **Date:** The date that this mating happened.

- **Mated To:** This is a lookup control to find the dog that you have mated your animal to. It must exist in the database in order to use it. You must choose a mate dog with owner information in it or the program will not allow the dog to be used as a mate.

- **Mated by and Mated by 2:** These fields are lookup controls for the contact that served as each of mated by 1 and 2. Choose the person(s) who supervised the mating of these animals. If they are not on the database, you may add them from here.

- **Comment:** Enter a free-form comment. This is private and does not appear on pedigrees or reports.

Click **Save** to save this event and bring up the preview window of the Show Entry.

Click **Close** to close the pop-up and abandon all changes since the last save.

When the Mating is connected to a litter, you also have these links:

- **Go to Mating's Litter:** Clicking this link will open the litter for this mating, if you created the litter from this mating. The mating will close (without saving any changes made since the last save) and the Litter Information Page for the linked litter will open.

- **Detach Litter from Mating:** Clicking this link will *permanently* break the link between litter and mating.

When the mating is not connected to a litter, you are given this link on existing matings:

- **Create Litter from Mating:** Clicking this link will take the mating information from this record and create a new litter record and link them together. You can then choose to go to the litter, in which case the mating will close (without saving any changes made since the last save) and the Litter Information Page for the linked litter will open. If no, you will remain in the mating record, but you will have the options to go to the litter or detach available to you.

Creating a mating on the other animal: When you save the mating for the first time, the program will ask you if it should creating the mating for the other animal in the mating as well. IF you choose yes, the information will be completely copied from the mating you have just entered, but that will have the animal and the mated-to animal swapped. So if you mated Harry and Sally, and entered the mating to Sally, the exact same mating will also be put on Harry's mating history.

Transactions

The Breeder's Standard® will store detailed financial transactions for each dog, both for money taken in and money spent. You can record these transactions using transaction types, which let you review transactions by what kind of transaction took place.

The Work with Transactions page looks like this:
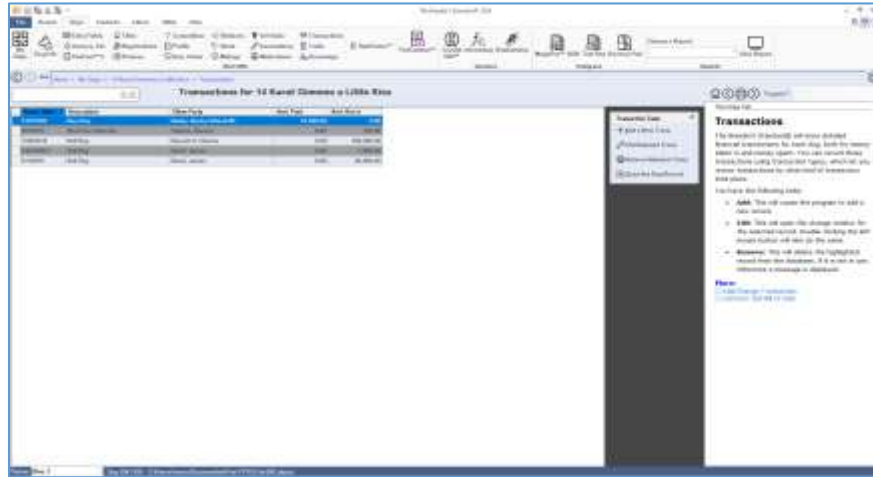
You have the following Links:

- **Add:** This will cause the program to add a new record.

- **Edit:** This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.

- **Remove:** This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

Add/Change Transaction

The Breeder's Standard® enables you to store up to over one million transactions per dog. These transactions can have different types, and can track cash both spent and received for the dog. In addition, you can define Contract text and use these contracts, and can also create a uniform generic Bill of Sale for any transaction. These things are accomplished from the Add/Change Transaction window.

The Add/Change Transaction window looks like this:

You have the following fields to work with:

- **Date:** This is the date that the transaction took place.

- **Tran. Type:** This is a lookup control which lists all of the transaction types in the database. If you type in something not already on the database, then The Breeder's Standard prompts you to add what you typed into the database.

- **Other Party**: This is a lookup control for the contact for the other party to this transaction. If you type in a name not already on the database, The Breeder's Standard will prompt you to add it.

- **Delivery Dates (if applicable):** Delivery dates are **important** AKC-required fields. It is from this set of fields that the AKC report (Ownership Information for a Dog) gets its required information. Other registries have similar requirements. The fields are:

  o **Reg. App/Cert:** Enter the date that you delivered the Registration Application or certificate to the other party.

  o **Bill of Sale:** Enter the date that you delivered the Bill of Sale or other transfer document to the other party.

  o **Contract:** Enter the date that you delivered the contract to the other party.

- **Contract:** Choose the type of contract covering this transaction, if applicable.

- **Amt. Paid:** Amount you paid out in this transaction.

- **Amt. Received:** Amount you received in this transaction.

- **Comment:** Enter a free-form comment. This is private and does not appear on pedigrees or reports.

Click **Save** to save this event and bring up the preview window of the Show Entry.

Click **Close** to close the pop-up and abandon all changes since the last save.

Contract and Bill of Sale

When you are working with an existing transaction (you must save it first), and the Transaction Type Activity is set to Sell, you will have the ability to create a Bill of Sale or a Contract for that transaction. When the transaction is eligible, you will see these links:
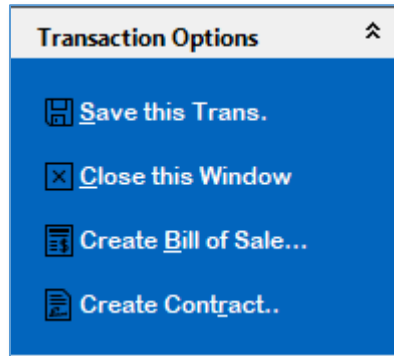
If you click to create a Bill of Sale, the program will fetch the transaction and start up the Report Preview Window with a Bill of Sale.

The Bill of Sale Preview window looks like this:
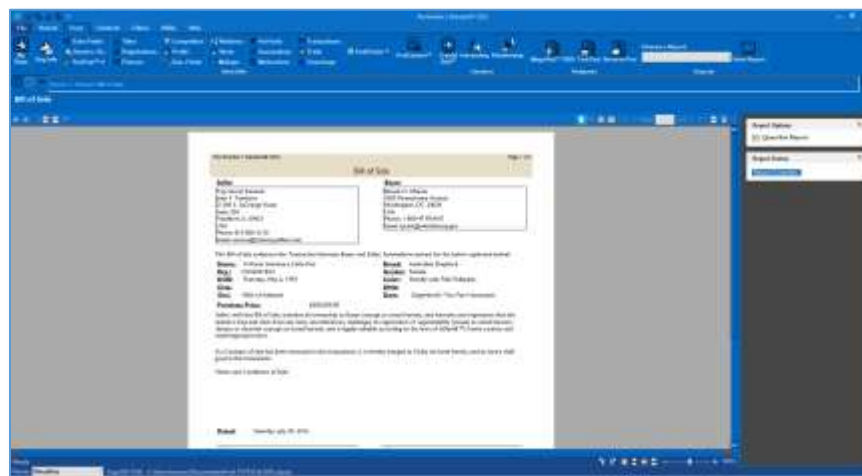
When you choose to create a contract, the program will fetch the transaction (you need to have selected a contract type or the contract will be blank – nothing at all), and will start up the Report Preview window with a Contract.

The Contract Preview window looks like this:

Helpful Contract and Bill of Sale Hints:

- Make sure that your Kennel Information is fully filled out with your name, address, and phone or email, so that it will appear in the contract and Bill of Sale.

- Ensure that the other party's contact information is also fully filled out, so that it will appear on the contract.

- Remember that you should have a licensed attorney draft your contract language! We don't give legal advice, and the license agreement has a warning:

  o "You are notified that any Bill of Sale or Contract produced by this software are not guaranteed to meet the legal requirements of your locality, or the requirements of any governmental agency, or the requirements of any kennel club, and expressly hold Company harmless for their use.

  o "You understand that contract text is not provided to you, and that you are expected to retain the services of a licensed attorney in your locality to draft contract language suitable to your needs. You, in any event, acknowledge that Company has no liability in any circumstance with respect to the use or enforceability or legality of any Contract or Bill of Sale produced by the Software."

Vaccinations

The Breeder's Standard® will store a detailed vaccination history for each dog.

The Work with Vaccinations page looks like this:
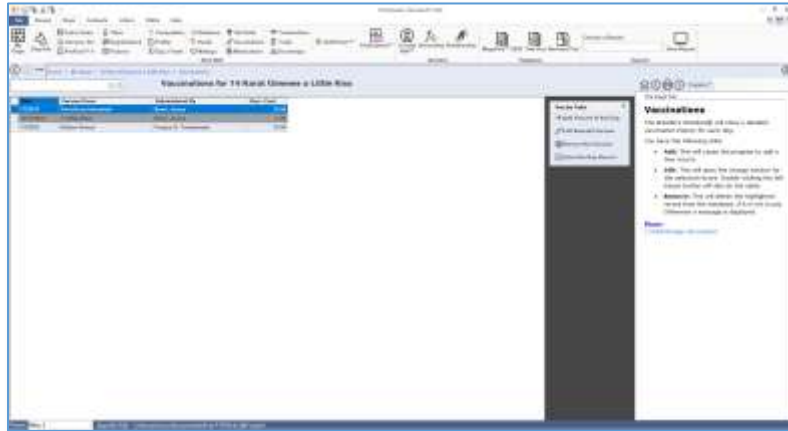
You have the following Links:

- **Add:** This will cause the program to add a new record.

- **Edit:** This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.

- **Remove:** This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

Add/Change Vaccination

When you Click Add or Change, you will get the Vaccination Pop-up window. You then can enter or change information for that vaccination.

The Vaccination Pop-up looks like this:

You have the following fields to work with:

- **Vaccine Given:** This is a lookup control to choose or create the type of vaccine given.

- **Date:** Enter the date administered.
- **Administered by:** This is a lookup control for the contact of the person who administered the vaccination.
- **Vacc. Cost:** The cost to you for this vaccination.
- **Comment:** Enter a free-form comment. This is private and does not appear on pedigrees or reports.

Click **Save** to save this event and bring up the preview window of the Show Entry.

Click **Close** to close the pop-up and abandon all changes since the last save.

Veterinary Visits

The Veterinary Visits (formerly: Medical History) data grid shows you the veterinary visits and other medical history items in date order for this dog.

The Veterinary Visits   looks like this:
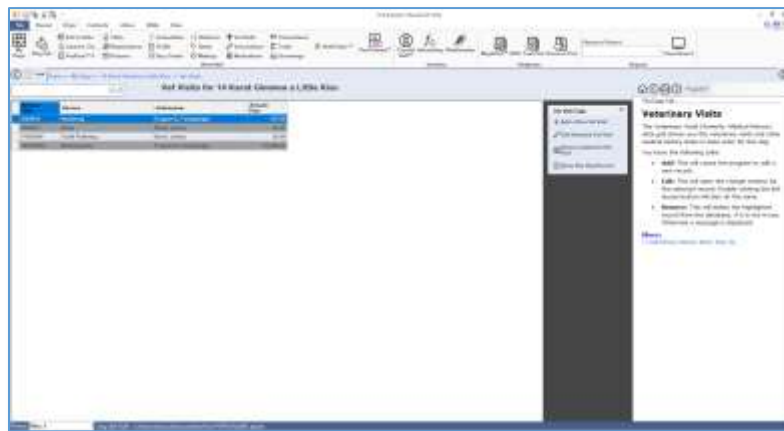
You have the following Links:

- **Add:** This will cause the program to add a new record.
- **Edit:** This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.
- **Remove:** This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

Veterinary History Entry Pop-Up

This window is used to add or change Vet visit information for one appointment for this dog.

The Vet History pop-up looks like this:

You have the following fields to work with:

- **Vet. Visited**: This is a lookup control. If you visited a vet, you can type in his/her name here. If the name is not on the database, you will be given the chance to add it.

- **Date**: The date that this service was rendered.

- **Service**: This is a lookup control which will enable you to choose a vet service which was performed on this occasion. If you type in a service description which is not on the database, you will be given the chance to add it.

- **Next Appt.**: Return visit information is used to create an automatic reminder for a future vet visit. You have up to 255 characters for the reason, and this text will be placed into the reminder and be dated with the return date, with a 3-day notice lead.

- **Amt. Paid**: How much you spent for the services depicted on this record.

- **Comments**: You have up to 255 characters to make any notations you wish to about this record.

Click on the Save link to save your work.

Click on the Close link to throw away any changes you've made and/or to go back to the last saved version.

Traits

The Breeder's Standard® allows you to store traits for a dog and then to analyze the traits instead of the dogs using Crystal Ball™. When on the dog in My Dogs, or when you are in any of the dogs windows, click the Traits link on the Dogs tab.

The Animal traits window looks like this:
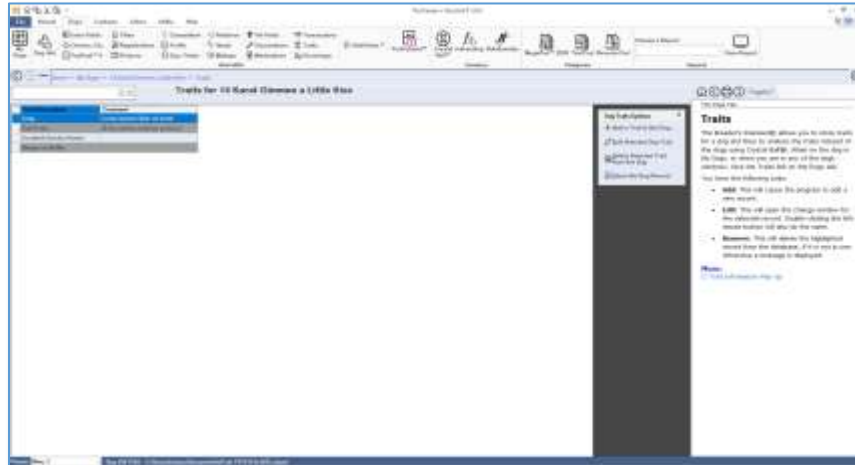
You have the following Links:

- **Add:** This will cause the program to add a new record.

- **Edit:** This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.

- **Remove:** This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

Trait Information Pop-Up

When you Click Add or Change, you will get the Trait Information Pop-up window. You then can enter or change information for that vaccination.

The Trait Information Pop-up looks like this:
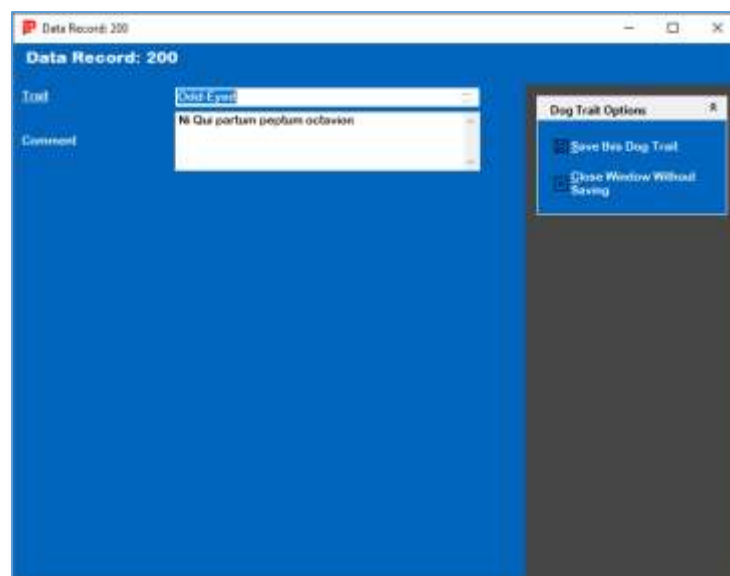
You have the following fields to work with:

- **Trait Type:** Type in the trait you want to assign to this dog. This is a lookup control. If the trait you typed in is not on the database, you will be given the chance to add it.

- **Comments**: You have up to 255 characters to make any notations you wish to about this record.

Click on the Save link to save your work.

Click on the Close link to throw away any changes you've made and/or to go back to the last saved version.

Medications

New with The Breeder's Standard® is the ability to enter and track prescription and other mediDogions to your Dogs. These differ from vaccinations in that these are not intended to prevent disease, but rather to treat temporary or persistent conditions. When on the Dog in My Dogs, or when you are in any of the Dogs windows, click the MediDogions link on the Dogs tab.

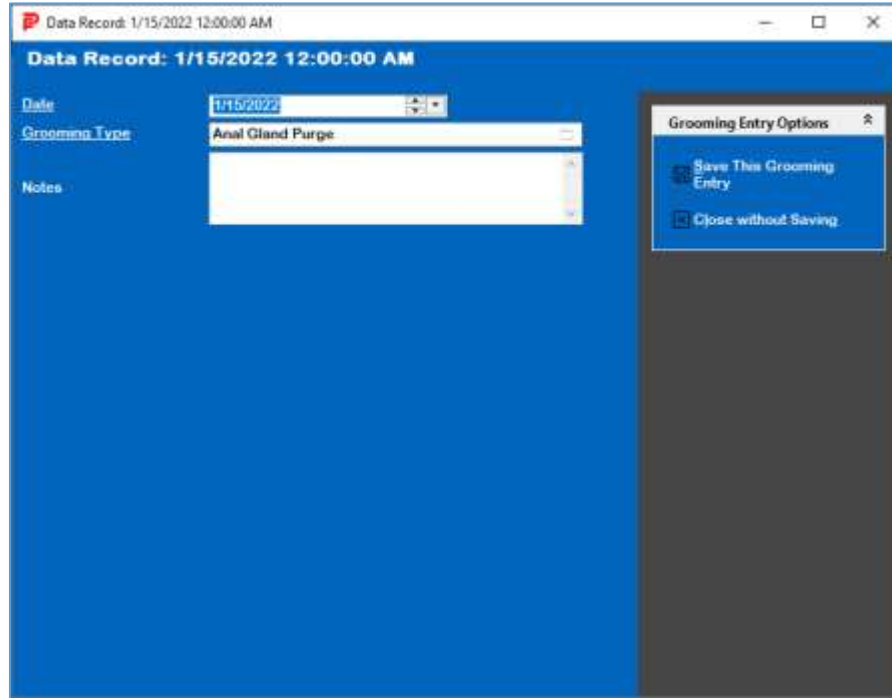The Animal Medications window looks like this:
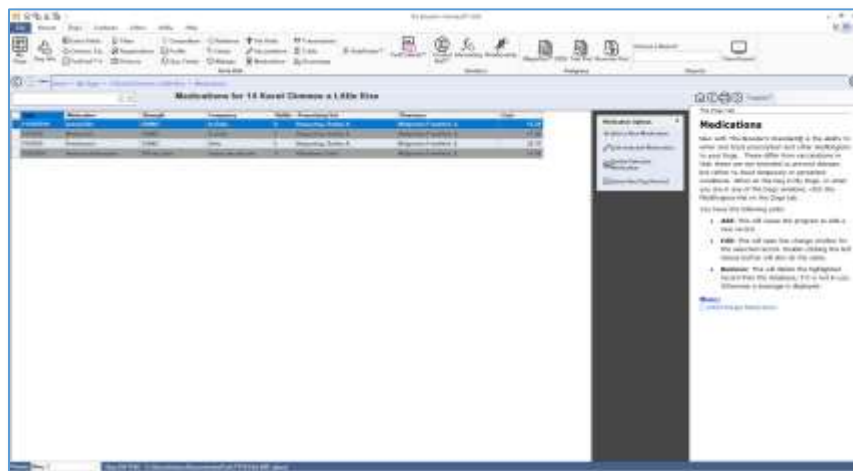
You have the following Links:

- **Add:** This will cause the program to add a new record.

- **Edit:** This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.

- **Remove:** This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

Add/Change Medication

When you Click Add or Change, you will get the Medication Pop-up window. You then can enter or change information for that Medication.

The Add/Change Animal Medication Pop-up looks like this:

You have the following fields to work with:

- **Medication**: This is a lookup control where you can type in the medication and add it to the medications database if it isn't there already.

- **Strength**: Strength of the medication.

- **Frequency**: Prescription Frequency

- **Date**: Prescription Date.

- **Refills**: Number of refills on this prescription.

- **Prescribing Vet**: This is a lookup control to associate a contact to this medication as a prescribing veterinarian.

- **Pharmacy**: This is a lookup control to associate a contact to this medication as the filling pharmacy.

- **Cost**: Enter a cost for this medication

- **Comment**: Enter an optional free-form comment.

Click on the Save link to save your work.

Click on the Close link to throw away any changes you've made and/or to go back to the last saved version.

Groomings

The Breeder's Standard® enables you to keep track of grooming work done for your animal. You can note the type of work done and keep a long free-form comment field full of information.

The Groomings page looks like this:
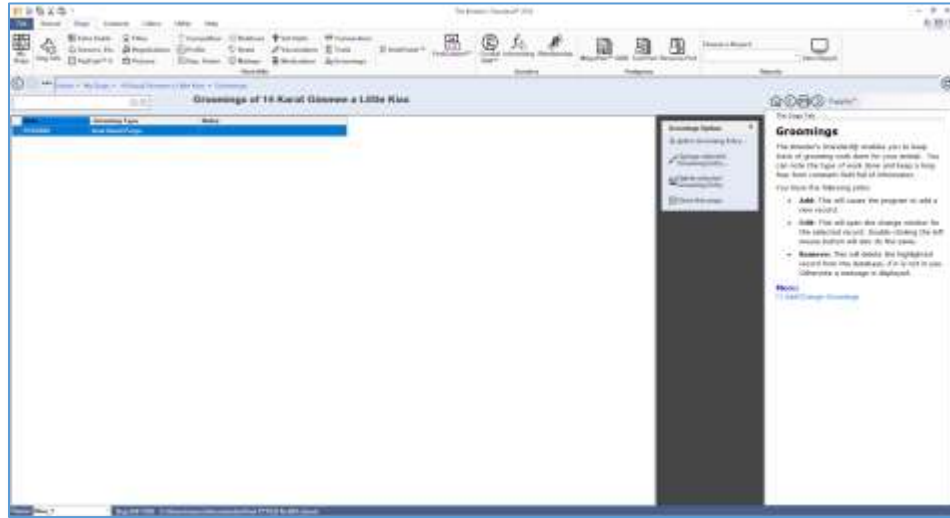
You have the following Links:

- **Add:** This will cause the program to add a new record.

- **Edit:** This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.

- **Remove:** This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

Add/Change Groomings

When you Click Add or Change, you will get the Grooming Pop-up window. You then can enter or change information for that Grooming.

The Grooming Pop-up looks like this:

You have the following fields to work with:

- **Date**: Prescription Date.

- **Grooming Type**: This is a lookup control to choose or add a grooming service to this event.

- **Comment**: Enter an optional free-form comment.

Click on the Save link to save your work.

Click on the Close link to throw away any changes you've made and/or to go back to the last saved version.

Individual Animal Reports

When you right click an animal in My Dogs, The Breeder's Standard® will show the individual animal reports window.

The Individual Animal Reports window looks like this:
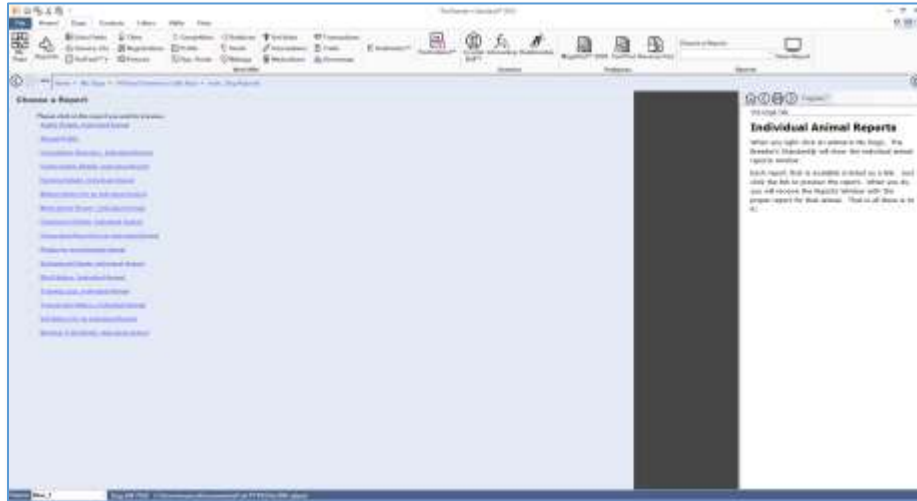
Each report that is available is listed as a link. Just click the link to preview the report. When you do, you will receive the Reports Window with the proper report for that animal. That is all there is to it!

HoleFinder™

The HoleFinder™ feature will analyze your pedigree from anywhere from 5 through 12 generations, and find any missing ancestors. You receive a list of the ancestors with missing parents, as well as an interactive map of pedigree "holes" where an ancestor is missing. You can hover on any map position to see the animal information and click to enter sire and dam to "fill in" the holes.

The HoleFinder™ window looks like this:
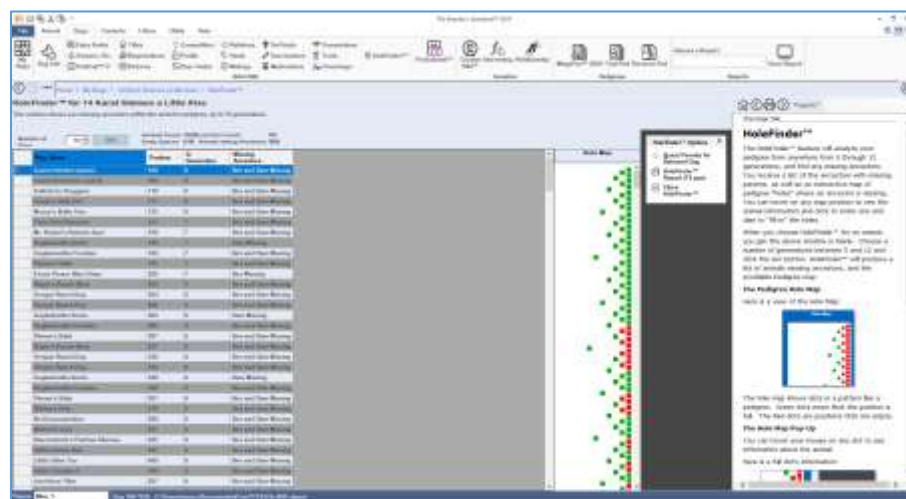
When you choose HoleFinder™ for an animal, you get the above window in blank. Choose a number of generations between 5 and 12 and click the *Go!* button. HoleFinder™ will produce a list of animals missing ancestors, and the scrollable Pedigree map.

The Pedigree Hole Map

Here is a view of the Hole Map:
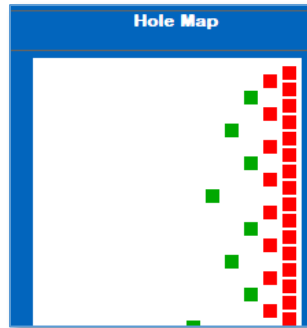
The hole map shows dots in a pattern like a pedigree. Green dots mean that the position is full. The Red dots are positions that are empty.

The Hole Map Pop-Up

You can hover your mouse on any dot to see information about the animal.

Here is a full dot's information:
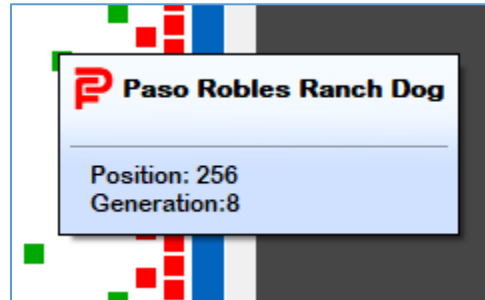
Here is an empty dot's information:
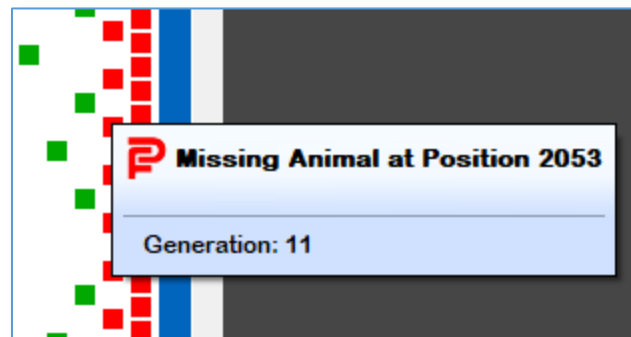
Here is a full dot with one or more missing parents:
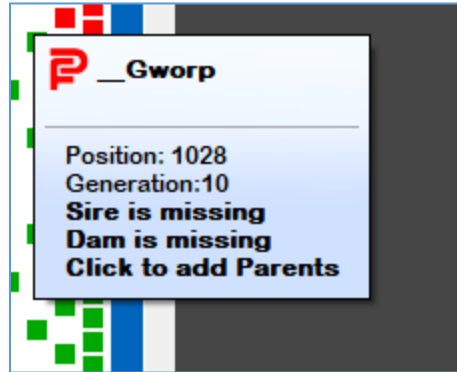
You can click on a full dot with one or more missing parents and receive a popup to enter the ancestors.

Quick Parents

When you click on a HoleFinder entry in the list and choose quick parents, or you click on a green Hole Map that has missing parents (red dots for sire or Dam), you will receive the Quick Parents window.

The Quick Parents window looks like this:

You have the following fields to work with:

- **Sire:** This is the name of the dog's sire. This is a lookup control.

  You can choose an existing name and it will be selected.

  If you type in a new name, you'll be asked if the name should be added to the database. If you choose "no," you will have to re-enter the name. If yes, the name will be added to the database.

- **Dam:** This is the name of the dog's dam. This is a lookup control.

  You can choose an existing name and it will be selected.

If you type in a new name, you'll be asked if the name should be added to the database. If you choose "no," you will have to re-enter the name. If yes, the name will be added to the database.

Click OK to add the Sire and the Dam and close the window. The HoleFinder™ window will reload itself. Click cancel to close the window without changing the animal's parents.

PedCabinet™

PedCabinet™ File Storage Optional Feature

PedCabinet™ is an optional feature that enables you to store files and documents with each animal, contact or litter in your database as well as the database itself. When you activate your program, or when you use PedCabinet for the first time (whichever comes first), you have 14 days to try the feature out. After 14 days, you will need to purchase the PedCabinet™ option in order to continue to use it.

You can drag files from your computer's disk drive into PedCabinet™ and once they are in, you don't need to keep them on the disk drive anymore, because they are now inside your database file. This offers you additional security since any files in PedCabinet are automatically backed up along with your database file.

You select an animal and click the PedCabinet™ button, and you will get the PedCabinet page.

PedCabinet looks like this:
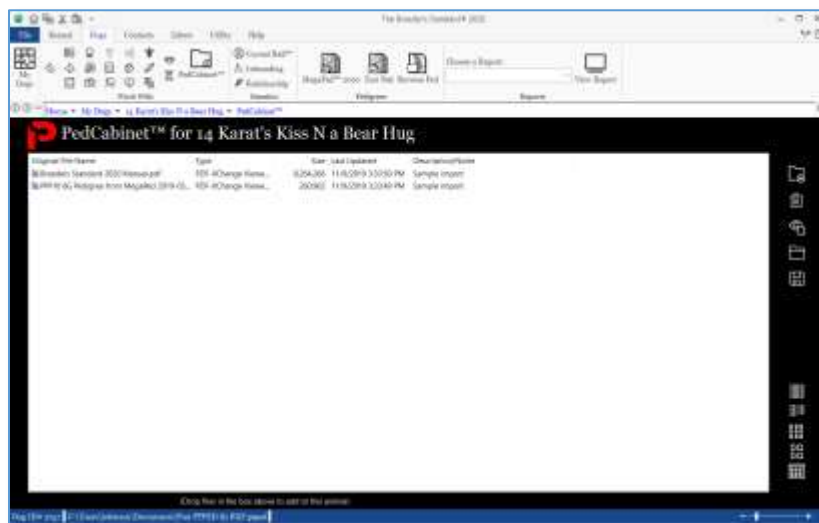
There are a couple of ways to add and work with the files in your PedCabinet™. There are buttons and you can also drag and drop files from Windows into the PedCabinet.

PedCabinet's buttons:

	Add a file: Click this button to add a file to this animal's PedCabinet.
	Delete a file: Click one or more files (multiple select by holding down CTRL and clicking multiple files, and then click this button to remove files from this animal's PedCabinet. **Note: Once you confirm the deletion, the files are permanently removed from the PedCabinet and this action cannot be undone.**
	Preview a file: Click one file and click this to preview the file in the PedCabinet. Previewing is described in detail later.
	Open a file: Click one file and click this button to open the file with the program that you have in Windows to open the type of file that is selected.
	Save a file: Click one file and click this button to save the selected file to your computer. This makes a copy of the file on your computer, but does **not** delete the file from the PedCabinet.
Tiled	Shows icon and "tiles" containing information. Like this:
Large Icons	Shows Large Icons with names. Like this:
Small Icons	Shows Small icons to the left of the description. Like this:

List	Shows a list of icons and names. Like this: P PedCabinet™ for 14 Kar Breeders Standard 2020 Manual.pdf PPP10 8G Pedigree from MegaPed 2019-03-20.pdf
Details	Produce a fully detailed and sortable list. Like this: P PedCabinet™ for 14 Karat's Kiss N a Bear Hug Original File Name · Type · Size · Last Updated · Description/Notes Breeders Standard 2020 Manual.pdf · PDF-XChange Viewe... · 8,264,266 · 11/9/2019 3:33:50 PM · Sample import PPP10 8G Pedigree from MegaPed 2019-03... · PDF-XChange Viewe... · 260,962 · 11/9/2019 3:33:49 PM · Sample import

Dragging and Dropping

You can drag one or more files from a Windows Explorer window into the large white area. You will then get an add/change information window to add information to each of the dragged file(s) and store them into your database.

Right Click Menu:

You can right click on any file and receive a context menu. The right click menu for a file looks like this:

Kasim Superfield Pedigree 2019-02-01.pdf...
- Open...
- Preview...
- Change Info...
- Delete

You have the following menu options:

- **Open:** Open the selected document with the program that Windows has for that file.

- **Preview:** Preview the file using the PedCabinet™ Preview Window.

- **Change Info:** Change the information for the file (but not the file itself) in the PedCabinet™

- **Delete:** Delete the file.

Add or Change File Information

When you choose to add a file to the PedCabinet, either by choosing it with the Add File button or by dragging files into the PedCabinet, you will be asked for information.

The Add or Change File Information window looks like this:
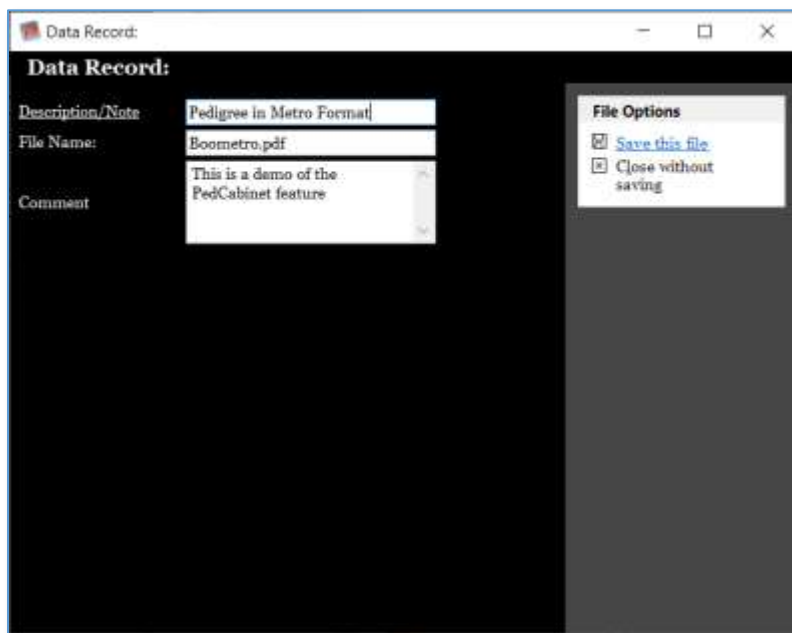
You have the following fields:

- **Description/Note:** Type in a free form description of the file.

- **File Name:** (only appears when adding a single file) This is a file name for the file. It is filled in with the file name of the file and can be any valid windows file name (without folders).

- **Comment:** Enter any free form comment that you want to associate with this file.

Click the Save link to save the file(s) and information into the selected animal's PedCabinet. Click the Close link to close without saving.

The PedCabinet™ Preview Window

PedCabinet™ empowers you to preview its files within the program. Previews are supported for:

- Images

- Word Documents

- Rich Text (RTF) Files

- PDF Documents

Here is a sample preview:

You can preview a file by clicking to select a file and clicking the preview button, or by right clicking and choosing Preview.

Genetics

Crystal Ball™ Genetics

Easily the most important question any breeder asks is "What will be the result if I mate this dog and this bitch?" If any person or program could provide an ironclad answer, or even a substantially correct guess, the person would be rich, or the program's author would be wealthy and popular.

Crystal Ball™ is our attempt to answer the question. We provide the breeder with three tools:

- One is the "What-If" pedigree. You choose the dog and the bitch, and print a pedigree for the proposed mating, now with the full power of MegaPed and all of its layouts.

- Another is the inbreeding contribution report, which calculates each ancestor's genetic contribution, based on its position in the pedigree and the number of times it appears.

- Finally, there is trait analysis. Divorcing the individual animal from the genetic contribution and looking at the traits separately, trait analysis is designed to give the breeder an alternative look at what traits will be passed along to puppies from any prospective mating.

Note: No tool can predict the exact outcome of any mating. We do not represent that the trait analysis report or any other report generated by The Breeder's Standard® is able to predict the kinds of puppies which will come out of any mating. We only supply a tool to aid your judgment, and we accept no responsibility for your use of it.

Crystal Ball™ is located on the Dogs Tab. Pressing the Crystal Ball button on the tab will bring up its window. The Crystal Ball window is not dependent on any dog to run.

The Crystal Ball window looks like this:
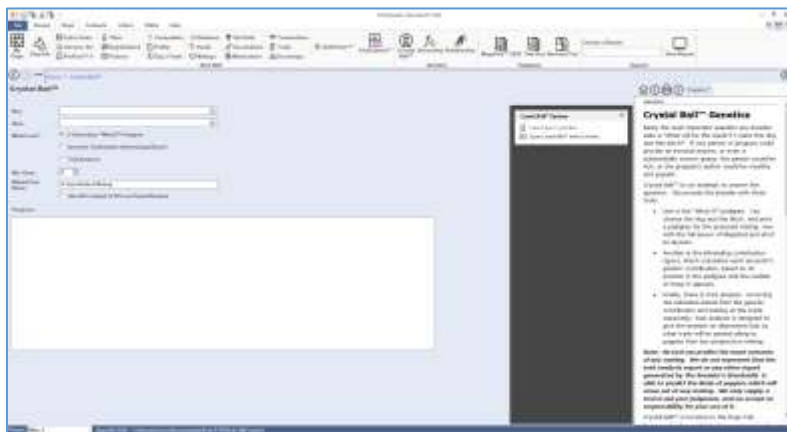
The following controls are present on the Crystal Ball window:

Sire: This is a lookup control to select a male animal from the database. You can type in the beginning of the name to look up. You cannot add new animals to the database from Crystal Ball™.

Dam: This is a lookup control to select a female animal from the database. You can type in the beginning of the name to look up. You cannot add new animals to the database from Crystal Ball™.

What to Do: From this you select one of three options:

- **"5-Generation What if pedigree"** This option invokes MegaPed, initially with a 5-generation pedigree. When in MegaPEd, you can use it with any available pedigree format.

- **"Inbreeding Report"** – This option invokes the Crystal Ball Inbreeding Report, which shows ancestor genetic contribution. The Inbreeding report will analyze the number of generations you specify and produce a list of the ancestors in the pedigree, showing the number of times detected and the percentage of genetic contribution, in reverse order from the most prevalent ancestor on down. The results are shown in a print preview window (see Previewing). The same functions available to you in print preview are also available in the Crystal Ball windows.

- **"Trait Analysis"** – This option invoked the Crystal Ball™ Trait Analysis Report, which uses the ancestors' traits as you assigned them in the Dog Traits Window. The trait analysis report will use the traits attached to a dog to produce a report like the inbreeding report, but only looking at the traits assigned to the ancestor dogs. This report appears in a preview window, and does not list dogs but rather traits, grouped by dominant, recessive, polygenetic and unknown, and then by what they affect (type, coloration, etc).

  Trait analysis is heavily dependent upon the reliability of the underlying data. You have to determine the traits belonging to as many dogs in the pedigree as you can, and assign them using the Traits functions on the Dogs tab.

Nbr. Gens: Select a number of generations from 5 through 10, for use by the Inbreeding Report and/or Trait analysis.

What-If Ped. Name: Use this field to type in a name for the target animal when generating a what-if pedigree. Has no effect on Inbreeding Report or Trait Analysis.

Progress: This window shows the step-by-step progress as Crystal Ball is working. **Ten-generation operations may take some time.**

When you have set your options click the "Run Crystal Ball" link on the right. From that point, the Crystal Ball™ module will do its work and present a pedigree or report, as you have selected.

Calculate Wright's Coefficient

The Breeder's Standard® contains a 10-generation calculation mechanism for the Wright Coefficient of Inbreeding. Unlike previous versions of this software, the calculator "shows its work." It lists all of the ancestor calculation information, enabling you to see how each ancestor figures into the Wright COI calculation.

To access the calculation for any animal, you can go to the Animal's information page, and click or touch the "C.O.I." button. You will be presented with the page where the calculation will take place.

The Coefficient of Inbreeding page looks like this:
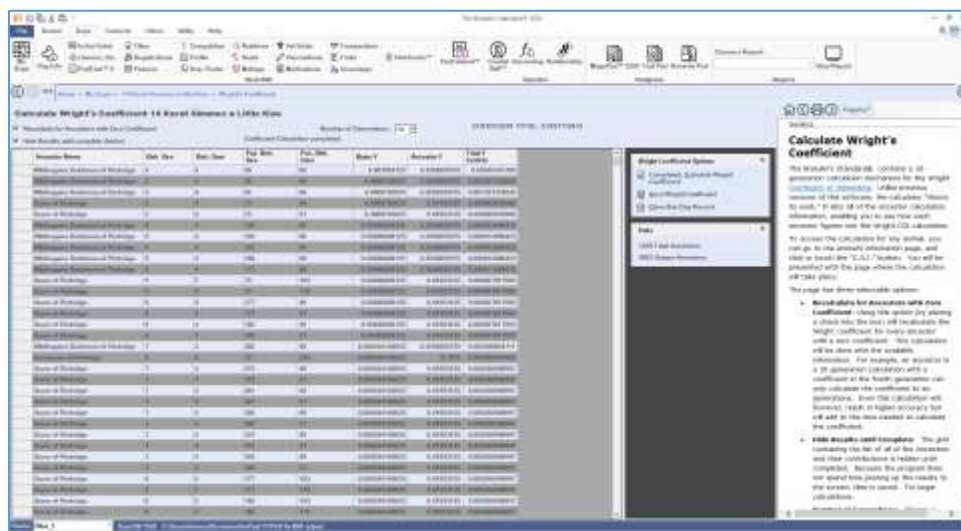
The page has three selectable options:

- **Recalculate for Ancestors with Zero Coefficient**: Using this option (by placing a check into the box) will recalculate the Wright coefficient for every ancestor with a zero coefficient. This calculation will be done with the available information. For example, an ancestor in a 10-generation calculation with a coefficient in the fourth generation can only calculate the coefficient to six generations. Even this calculation will, however, result in higher accuracy but will add to the time needed to calculate the coefficient.

- **Hide Results until Complete**: The grid containing the list of all of the Ancestors and their contributions is hidden until completed. Because the program does not spend time posting up the results to the screen, time is saved. For larger calculations.

- **Number of Generations**: Choose a number between 5 and 16. The program will use all generations available up to and including the maximum number chosen.

Click or touch **Calc** to calculate the coefficient. When the calculation is done, click or touch the **Save** button to save the number into the animal. Click the Close button to close the page and go back to the My Animals page.

Explaining the Results Window

The results window has one line for each line connecting a common ancestor between the Sire and the Dam. Once a common ancestor is counted once, its direct ancestors are no longer counted. This is in accordance with the calculations for the Coefficient of Inbreeding.

You may see one ancestor appear several times as it connects to the corresponding ancestor on the other side of the pedigree.

The entries you will see for each line are:

- **Ancestor Name:** The registered name of the ancestor.

- **Beh, Sire:** The number of generations this occurrence of the ancestor lies behind the animal's sire.

- **Beh. Dam:** The number of generations this occurrence of the ancestor lies behind the dam.

- **Pos. Behind Sire:** the Ahnentafel position on the sire's side of the pedigree for this ancestor.

- **Pos. Behind Dam:** the Ahnentafel position on the dam's side of the pedigree for this ancestor.

- **Basic F:** The amount of inbreeding added to the coefficient because of this connection, *without* counting the ancestor's coefficient. The Coefficient formula is:

$$F_x = \sum ((0.5^{n+n!+1})(1 + F_a))$$

  …in which Fx and Fa are the coefficients for the individual and the common ancestor, respectively, and N and N! are the number of generations between the common ancestor and the sire and dam, respectively. This number omits the "(1+Fa)" part of the calculation.

- **Ancestor F:** The Coefficient of Inbreeding for the Ancestor. If you have checked off the "Recalculate for ancestors" option, the program will recalculate the coefficient to the number of generations available to it.

- **Total F Contrib:** The total contribution, taking into account the Ancestor F, for this occurrence.

Important Notes

You need to be aware of some critical bits of information. First of all, it is possible to badly *skew the results* and over-report the coefficient of inbreeding by filling in open pedigree slots with "unknown" or "not recorded" or some other entry. That will be stored by the program as an animal, and will be consistently used in the calculations as a common ancestor.

If you want an accurate inbreeding coefficient, you should <u>never</u> use dummy placeholder animals to indicate an empty pedigree spot. Please leave the spot empty. Moreover, future tools designed to help you navigate to pedigree holes to fill them in will not function properly, and the Sire / Dam indicator in the My Animals *page will not be accurate.*

Calculate Relationship Coefficient

The Breeder's Standard® calculates the Coefficient of Relationship of a proposed mating between two animals. The Coefficient of Relationship is a measure of the degree of consanguinity – the biological relationship – between two individuals. A coefficient of inbreeding can be calculated for the resulting offspring of a proposed mating as a measure for the amount of pedigree collapse within that individual's genealogy. The term coefficient of relationship was defined by Sewall Wright in 1922, and was derived from his definition of the coefficient of inbreeding of 1921.

In the program, you choose a proposed Sire and Dam to calculate.

The Coefficient of Relationship window looks like this:
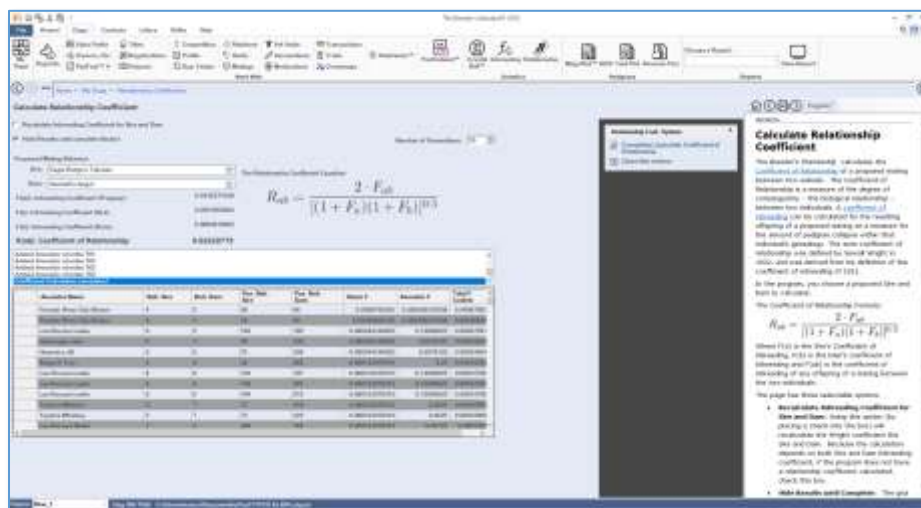
The Coefficient of Relationship Formula:

$$R_{ab} = \frac{2 \cdot F_{ab}}{[(1 + F_a)(1 + F_b)]^{0.5}}$$

Where F(a) is the Sire's Coefficient of inbreeding, F(b) is the Dam's coefficient of Inbreeding and F(ab) is the coefficient of inbreeding of any offspring of a mating between the two individuals.

The page has three selectable options:

- **Recalculate Inbreeding Coefficient for Sire and Dam**: Using this option (by placing a check into the box) will recalculate the Wright coefficient the Sire and Dam. Because the calculation depends on both Sire and Dam Inbreeding coefficient, if the program does not have a relationship coefficient calculated, check this box.

- **Hide Results until Complete**: The grid containing the list of all of the Ancestors and their contributions is hidden until completed. Because the program does not spend time posting up the results to the screen, time is saved, especially for larger calculations.

- **Number of Generations**: Choose a number between 5 and 16. The program will use all generations available up to and including the maximum number chosen.

Note that the same factors that can skew the Coefficient of Inbreeding can also skew the Coefficient of relationship. Avoid the use of "unknown" or "empty" dummy animals in pedigrees. If you don't know an ancestor, please *leave that ancestor's place blank*.

Pedigrees

MegaPed™ - An Introduction

The Breeder's Standard® uses PedFast Technologies' MegaPed printing engine to create customizable pedigrees. In order to use MegaPed in the program, you go to the My Animals page, and double-click / double-touch an animal or click / touch an animal and then click/touch the MegaPed button on the Animal Info page. The MegaPed window then appears, and previews the pedigree using the latest settings.

The MegaPed window looks like this:

MegaPed is a tabbed window, similar to what you will see in Microsoft Office products.

You may go between the tabs, adjusting the look and feel of the pedigree. Then you can press the Preview button to see the pedigree.

Once you like what you see, choose the PDF button to print the pedigree into a PDF file, or the Print button to output the pedigree onto your default printer.

The close button is at the **lower right hand corner of the page.**

The MegaPed window tabs are explained below:

The MegaPed™ Home Tab

The HomeTab comes up- when you first start MegaPed. There are several groups that give you options.

The Render Group

This group has the buttons in it to:

- **Preview:** Render the pedigree again in the window, using the settings presently set for MegaPed.

- **Print:** Render the pedigree using the settings set for MegaPed, to the printer you have attached to the computer. *NOTE: Changing the paper size or the orientation in the printer settings will not change the layout of the pedigree.*

- **PDF:** Render the pedigree using the settings set for MegaPed, to an Adobe® Acrobat® PDF file. You will be asked for the file name of the PDF file to save. *NOTE: Changing the paper size or the orientation in the printer settings will not change the layout of the pedigree.*

The Layout/Format Group

This group allows you to choose a layout and /or change the pedigree format to be used.

What is a pedigree layout?

A pedigree layout is a choice of format (see below), fonts, colors, fields, logo, watermarks – everything needed to render the pedigree as you specify.

When you choose an existing layout, it will set the values for all of these items. Anything you have set previously will be erased unless you choose to save a new layout before you change to a different one.

What is a Pedigree Format?

The pedigree format is the "blank form" of the pedigree. The page size, orientation, background, lines, number of generations, and a base font have been selected. If you change pedigree format, you can then adjust the other settings, preview and see what you get.

The program comes with several formats pre-installed. Coming soon, the Pedigree Power Packs will be available for this version of MegaPed, and will appear in this list.

The Print Options Group

The print options group lets you turn certain parts of the pedigree on or off. You have the following print options that can be switched on or off:

- Logo

- Watermark

- Animal Picture

- Ancestor Pictures

- Certification

- Pedigree Lines

- SuperFields™

Click or touch the button so that it looks indented to select to print the option; click or touch the button so that it does not appear indented to select not to print.

The Formatting Group

This group has one control that controls how long pedigree lines are handled. If the line is longer than the space allotted for it, MegaPed will attempt to get control over it by doing what this control tells it. You have the following options for when the name is too long:

- **Use Settings in Format**: The pedigree format determines the settings.for long names.

- **Shrink name to Fit**: MegaPed reduces the font size until the name fits into the space that is provided for the name.

- **Make name field wider**: MegaPed tries to expand the name field to fit the name. This can cause names to run together.

- **Wrap text to next line**: MegaPed tries to wrap the text onto the next line. This can cause text to collide with lines 2 and 3.

- **Let Name be Chopped Off**: MegaPed lets the name get chopped off when the place is filled up.

Note: If Superfields are on, this feature is disabled.

Avoiding weird looking pedigrees:

To avoid weird font sizes, try these strategies:

11. Put only the animal's Titled name on line 1 (see the Fields Tab).

12. Choose "narrow" fonts if your animal names are long (see the Fonts Tab).

The Help Group

This group has one control: A check box.

If the check box is checked then the Help pane will appear with help for the active part of MegaPed. If the check box is not checked, the help pane will be hidden.

The Fonts Tab

The Fonts tab allows you to choose font face, weight and color for the pedigree elements. You can also choose the color of the lines in the pedigree.

Here's a sample font selection:
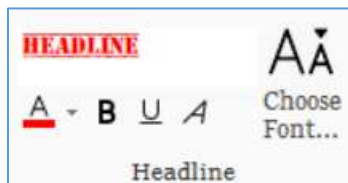
Use the drop down to select a font face from the fonts installed into your computer. MegaPed always controls the size of the font.

          This is the button you use to choose the font face of the pedigree element. When you click this button, you will have a pop-up with a drop-down with all of the fonts in your computer available. Choose a single font and click OK.

    Use this button to choose a color for the font or for the pedigree lines.

    Use this button to toggle between regular and bold weight for the Font.

    Use this button to toggle font underlining on and off

    Use this button to choose between regular or italic emphasis for the font.

You can select fonts for:

- Headline (the big line at pedigree top)
- My Info (your information from My Info page)
- Animal Names: You have two selections here:
  - Titled: Animals with titles
  - Untitled: Animals without titles.
- Certification: An optional certification paragraph printed at the bottom of the pedigree.
- Pedigree lines: Choose a color for the lines in the pedigree format.

The Fields Tab

The Fields tab is where you set up the fields to print on the pedigree.

The Field Setup Group
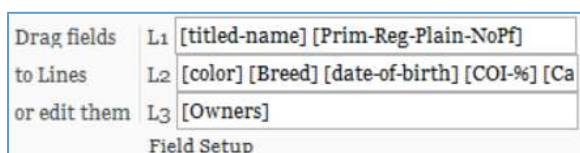
Each animal in the pedigree, depending on position, may have 1-3 lines. You can directly edit the fields on each line, or drag selected fields from the list onto L1, L2 or L3.

Generally, for the best look on narrower pedigrees, consider just the titled name on line 1.

The SuperFields™ Group

New to MegaPed™ with the 2020 version are SuperFields™ Instead of one to three lines of straight text, SuperFields use HTML technology to render animal name and supplemental information with much more control over their appearance.

Without SuperFields:

With SuperFields:

SuperFields™ control word wrapping, offer a better fit into the pedigree format, and offer an indentation to make for clearer reading. Here is the SuperField Group:

You have four check boxes:

- **Use SuperFields™:** If this is checked, MegaPed™ 2020 will employ SuperFields technology to render the pedigree. *The pedigree format may not allow SuperFields to render as expected. Experiment with font faces and settings, and save what you like as a new Layout.*

- **Reduce Lines 2+:** The Line 1 contents will be rendered at the normal font size of the format. All fields placed into L2 and L3 will be reduced to a different font size. *This option will be disabled unless a check box appears in Use SuperFields™.*

- **Indent Lines 2+:** Line 1 contents will not be indented; all contents of Line 2 and Line 3 will be indented. *This option will be disabled unless a check box appears in Use SuperFields™.*

- **Last Gen L1 only:** If checked, SuperFields will not add any fields on L2 or L3 to the last generation, and for the next-to-last generation, it will not add fields placed on L3. *This option will be disabled unless a check box appears in Use SuperFields™.*

The Certification Group

There are three lines for you to type in any certification information you wish to print onto the pedigree. This will or won't appear based on the Print Options that are set on the Home Tab.

The Other Group

There is a field for the Title of the pedigree, for what text, if any, you wish to print in front of the target animal's name in the title line of the pedigree format.

There is also a check box, "Omit Animal Name from Title," which will print only the text in the title. This can be used to set up a title that is only the kennel name or some other value that does not need the animal's name.

After you make any changes here, press the preview button to see the changes in the preview window. You can do this as often as you want to get the pedigree to look the way that you want it.

The Graphics Tab

This is the tab where graphical additions to the pedigree are controlled.

The Logo Group

You can add logos to the pedigree. Logos are small graphics, as close to square as possible, that print to the left of your information in most formats.

You can use the Add Logo button to choose a file (BMP, JPG, PNG) to be your logo. You can click on the logo you want in the format. You can also toggle whether or not the logo prints on this pedigree. The check box here is the same setting found in the Home tab on the Print Options group.

The Watermark Group

You can add watermarks to the pedigree. Watermarks are that print faded behind the pedigree information. MegaPed supports text watermarks as well as graphical ones.

You can use the Add Watermark button to choose a file (BMP, JPG, PNG) to be your watermark. You can click on the watermark you want in the format. You can also toggle whether or not the watermark prints on this pedigree. The check box here is the same setting found in the Home tab on the Print Options group.

For the text watermark, you can type in the text, choose the amount of fade (light, medium or dark) and the font face, as well as bold, underline or italic.

The Legends Tab

The Legends Tab in MegaPed is used to specify legends that can be printed in the pedigree before and after certain fields. For example, if in the Fields Tab, you choose [Date-of-Birth], MegaPed will, *if the field is present on the animal,* print any legends you choose.

For example, if the Legends are set like this:

And the animal has a date of birth of 1/15/2000, MegaPed would print **DOB: 1/15/2000.**

The Right Legend: You can set up a legend on one or both sides of the field. For example, you can put "(" on the Legend Left of the registration number, and ")" on the Legend Right, and MegaPed™ 2020 will render non-blank registration numbers as "(AA123123/45)" if the number is AA123123/45.

If you uncheck the Show box, Legends won't be used. For specific fields, you can also blank out the legend or key in new legends for any field.

Double-click the box for the field, type or remove the information in the legend, and press Enter.

Text Pedigree

The Breeder's Standard® generates a quick text-pedigree for pasting into email or other text files for easy transmission. The Text Pedigree function creates a five-generation pedigree and displays it.

To create a text pedigree, select the animal in the My Dogs window and then click the Text Pedigree icon on the Dogs Tab in the Pedigrees group box. The text pedigree is then generated and displayed.

The Text Pedigree looks like this:

You can scroll up and down if your screen isn't large enough to display the text pedigree on one window.

There are two available options:

- **Copy to Clipboard**: This will take the entire text pedigree and copy it to the Windows clipboard. You will

- **Close this Window**: This will close the window and return to My Dogs.

Reverse Pedigree

The Reverse Pedigree creates a list of descendants of the animal going down as far as ten (10) generations.

You can collapse certain descendants and expand them as needed.

To create a Reverse pedigree, select the animal in the My Dogs window and then click the Reverse Pedigree icon on the Dogs Tab in the Pedigrees group box. The Reverse pedigree is then generated and displayed.

The Reverse Pedigree looks like this:
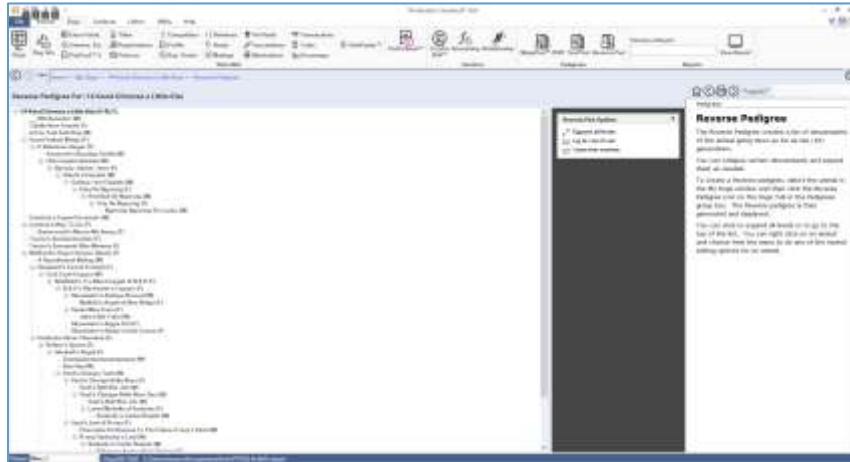
You can click to expand all levels or to go to the top of the list. You can right click on an animal and choose from the menu to do any of the normal editing options for an animal.

The Contacts Tab

The My Contacts Page: Overview

Whenever you click the Contacts tab, you will receive the My Contacts page. This page features a list of contacts in the program. Contacts are persons who own, breed, sell or purchase contacts. You also have a means to rapidly move through the list, as well as links to add, change or delete contact records in the database.

The My Contacts page looks like this:
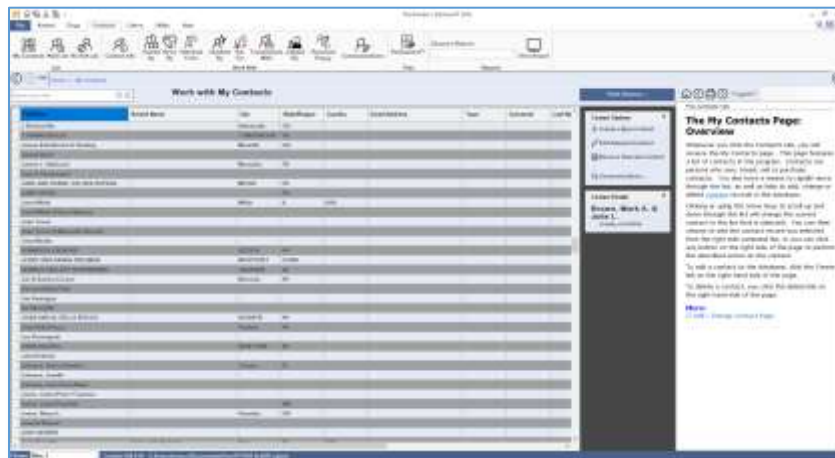
Clicking or using the arrow keys to scroll up and down through the list will change the current contact in the list that is selected. You can then choose to edit the contact record you selected from the right side command list, or you can click any button on the right side of the page to perform the described action on the contact.

To add a contact to the database, click the Create link on the right hand side of the page.

To delete a contact, you click the delete link on the right hand side of the page.

Add / Change Contact Page

The Contact Information Page is where you add or change the basic information for an individual contact. You have several fields with which to work, as well as choices of other pages of contact information.

The Add/Change Contact page looks like this:
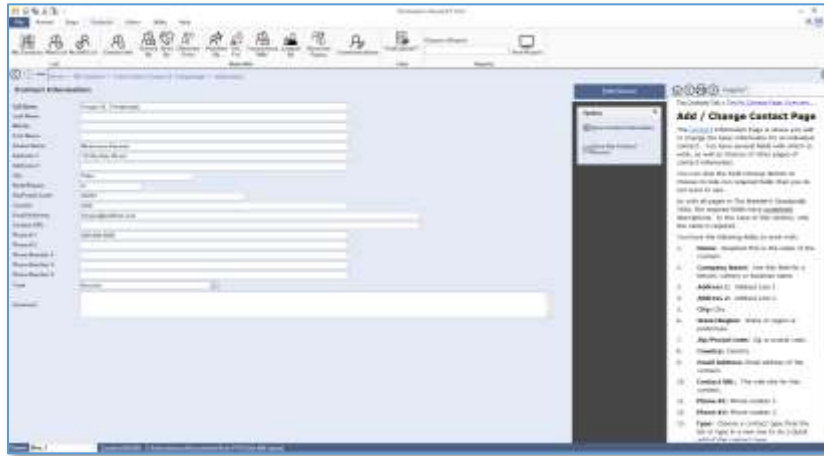
You can click the Field Chooser Button to Choose to hide non-required fields that you do not want to use.

As with all pages in The Breeder's Standard® 2020, the required fields have <u>underlined</u> descriptions. In the case of this window, only the name is required.

You have the following fields to work with:

1. **Name:** Required This is the name of the contact.

2. **Company Name:** Use this field for a kennel, cattery or business name.

3. **Address 1:** Address Line 1

4. **Address 2:** Address Line 2

5. **City:** City

6. **State/Region:** State or region or prefecture.

7. **Zip/Postal Code:** Zip or postal code.

8. **Country:** Country

9. **Email Address:** Email address of the contact.

10. **Contact URL:** The web site for this contact.

11. **Phone #1:** Phone number 1.

12. **Phone #2:** Phone number 2.

13. **Type:** Choose a contact type from the list or type in a new one to do a Quick add of the contact type.

14. **Comment:** Enter a free form comment of up to any length here for internal reference. This comment is not available on reports and may be treated confidentially.

Please note that some of the above fields may be hidden if you choose to reduce what you see using the Field Chooser window.

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Click Save to save the contact to the database.

Click Close to close the page and go back to the My Contacts Page.

Related Animals

The Contacts Tab has a number of Work with windows that show animals related to a specific type of Contact by the type of Relationship the contact has to the animal.

After selecting the contact, you need only to choose the window by clicking the appropriate icon. When you do so, you receive a window listing the animals, if any, and the relationship that the anima has to the contact. You have the following options:
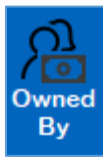
-
  Animals Owned by the contact.

-
  Animals Bred by the contact.

-
  Animals Obtained from the contact.

-
  Animals with Competition records where this contact was listed as the handler/agent.

-
  Animals with Medical History where this contact is listed as Veterinarian.

- Animals with [Transaction History](#) where this contact is the other party in the transaction.

- Animals with Competition records where this contact is listed as a judge.

- Puppies sold or given to the contact are listed with this button.

For any animal listed, you can right click on the animal and choose a menu option to access the animal's information.

Customer Relationship Management

Customer Relationship Management – An Introduction.

Responsible breeders like you often find yourselves in competition with unscrupulous breeders. Nowadays, you have to keep contact with potential and past customers, know to whom you ought never to sell, and handle things like applications, deposits and communications.

The Breeder's Standard® empowers you to do exactly that with its new CRM features. These features include:

- **Contact communications history**: track every time you send or receive communications with a contact. Useful for tracking phone calls, emails or letters received and sent, as well as your actions such as approving or declining an application for a Puppy.

- **Waiting List**: Keep a detailed waiting list for either a general or specific Puppy and track what contract you use and when you receive, approve/decline an application and even when you finish the sale or lease.

- **No-Sell List:** Responsible breeders like you often encounter or hear of unscrupulous persons who may abuse animals or are on the lookout for animals to become "breeders"

in an irresponsible backyard-breeder or puppy mill. Now mark any contact as "do not sell" or add contacts of persons to whom who you will not sell.

- **Reporting: The Breeder's Standard® CRM includes new reports for the waiting list, do not sell list and also for mailing labels in two formats so that you can send mailings out to your contacts to advertise and stay in touch.**

Accessing The Breeder's Standard® CRM Pages

To access the CRM pages in The Breeder's Standard® you have a couple of new buttons on the Contacts tab of your program:

In the List group:

Wait List	Work with the Waiting List for Animals. You can see who is on the waiting list, and what is their status.
No Sell List	Work with the No-Sell list. Shows all contacts with whom you do not want to do business and keeps internal notes as to why.

In the Contacts "Work With Group"

Communications	This shows the contact Communications page, which lists your records of all communications you have kept with your contacts.

You can also access the Waiting List page from the Waiting list button on the Home Page of The Breeder's Standard®.

Work with Waiting List

The Waiting list window shows all persons on the waiting list, along with their statuses. You can get to this page from the Contacts tab, List Group, "Wait List" button.

The Waiting List page looks like this:
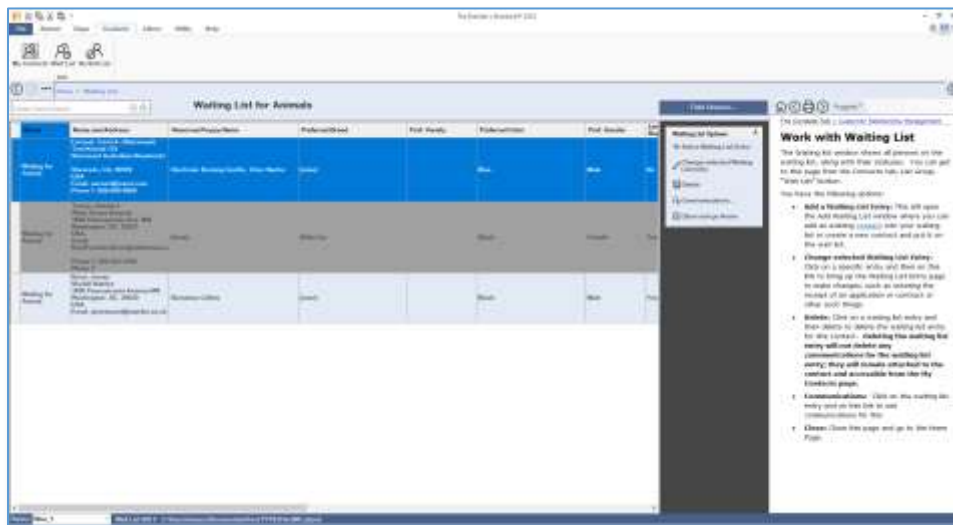
You have the following options:

- **Add a Waiting List Entry:** This will open the Add Waiting List window where you can add an existing contact into your waiting list or create a new contact and put it on the wait list.

- **Change selected Waiting List Entry:** Click on a specific entry and then on this link to bring up the Waiting List Entry page to make changes, such as notating the receipt of an application or contract or other such things.

- **Delete:** Click on a waiting list entry and then delete to delete the waiting list entry for this contact. **Deleting the waiting list entry will *not* delete any communications for the waiting list entry; they will remain attached to the contact and accessible from the My Contacts page.**

- **Communications:** Click on the waiting list entry and on this link to see communications for this

- **Close:** Close this page and go to the Home Page.

Edit Waiting List Entry

You use this window to add and or maintain individual waiting list entries. You can track who wants a Puppy and information about their preferences, and the status on the waiting list. You can also track application statuses on the waiting list, contract status, and store comments as you see fit.

The Edit Waiting List Entry window looks like this:
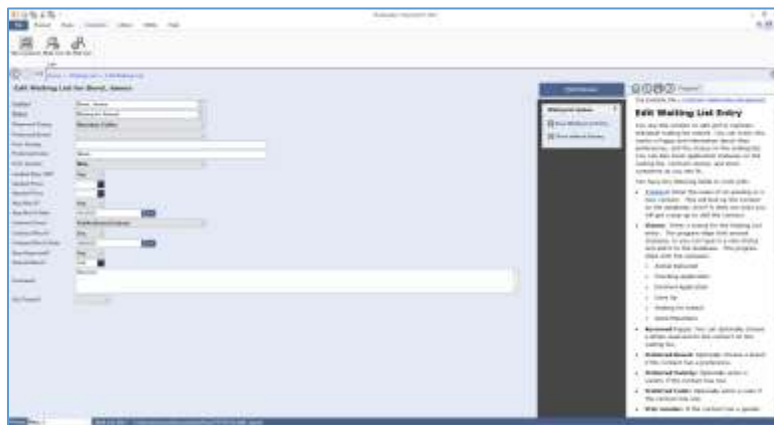
You have the following fields to work with:

- **Contact:** Enter the name of an existing or a new contact. This will look up the contact on the database, and if it does not exist you will get a pop-up to add the contact.

- **Status:** Enter a status for the Waiting List entry. The program ships with several statuses, or you can type in a new status and add it to the database. The program ships with the statuses:

  o   Animal Delivered

  o   Checking Application

  o   Declined Application

  o   Gave Up

  o   Waiting for Animal

  o   Went Elsewhere

- **Reserved Puppy: You can optionally choose a kitten reserved for the contact on the waiting list.**

- **Preferred Breed:** Optionally choose a breed if the contact has a preference.

- **Preferred Variety:** Optionally enter a variety if the contact has one

- **Preferred Color:** Optionally enter a color if the contact has one.

- **Pref. Gender:** If the contact has a gender preference, you may choose it here.

- **Limited Reg. OK?:** Optionally choose yes or no to indicate if the contact will accept a limited registration that will show registry entry but prohibit registering Puppies bred from this animal.

- **Quoted Price:** Optionally enter the price that you quoted the contact for a Puppy.

- **Agreed Price:** Optionally enter the price agreed between the contact and you.

- **App Rec'd?:** Optionally indicate if you received a application back from the contact. Yes/no.

- **App Rec'd Date:** Optionally enter the date the application was received.

- **Contract Used:** Optionally enter the type of contract you are using for the sale or lease of this Puppy.

- **Contract Rec'd?:** Optionally indicate if you received a contract back from the contact. Yes/no.

- **Contract Rec'd Date:** Optionally enter the date the Contract was received

- **App Approved?:** Optionally indicate if you approved the application. Yes/no.

- **Deposit Rec'd:** Optionally enter the amount of deposit left for the Puppy.

- **Comment:** This is a free form comment field. You may press ENTER in order to make a multi-line comment.

- **G/L Posted:** Optionally indicate if the money received was posted to the general ledger.

  - Click **Save Waiting List Entry** to save the entry and go back to the waiting list.

 - Click **Close without Saving** to exit without saving any changes to the database.

Work with No-Sell List

The No-Sell list is used to mark contacts to whom you do not wish to sell. You could also add a contact vet will also be marked in this manner. This gives you the ability to protect yourself from unscrupulous people such as backyard breeders and puppy mills.

The No-Sell list page looks like this:
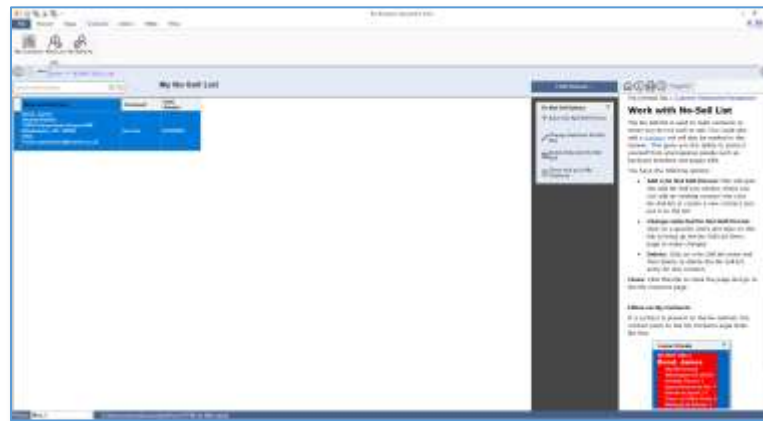
You have the following options:

- **Add a Do Not Sell Person:** This will open the Add No-Sell List window where you can add an existing contact into your No-Sell list or create a new contact and put it on the list.

- **Change selected Do Not Sell Person:** Click on a specific entry and then on this link to bring up the No-Sell List Entry page to make changes.

- **Delete:** Click on a No-Sell list entry and then delete to delete the No-Sell list entry for this contact.

Close: Click this link to close the page and go to the My Contacts page.

Effect on My Contacts

If a contact is present on the No-Sell list, the contact pane on the My Contacts page looks like this:
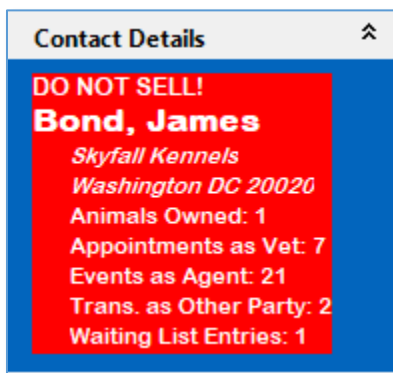
This makes it easy to spot the contacts that are on the No-Sell list.

Edit No-Sell List Entry

The Edit No-Sell List Entry page lets you choose or add a contact for the no-sell list.

The Edit No-Sell list entry page looks like this:
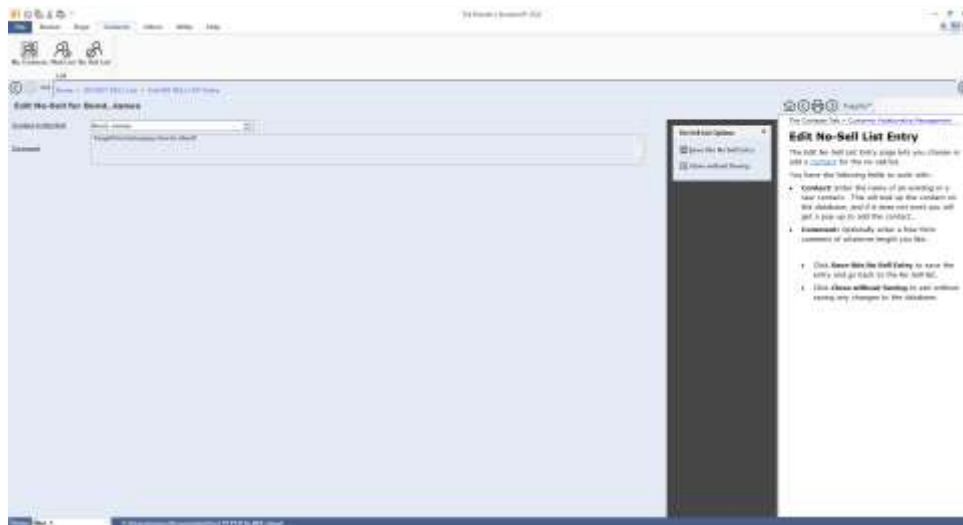
You have the following fields to work with:

- **Contact:** Enter the name of an existing or a new contact. This will look up the contact on the database, and if it does not exist you will get a pop-up to add the contact.

- **Comment:** Optionally enter a free-form comment of whatever length you like.

- Click **Save this No Sell Entry** to save the entry and go back to the No-Sell list.

- Click **Close without Saving** to exit without saving any changes to the database.

Contact Communications

You can also keep a detailed log of all communications with a contact, either as part of a waiting list entry or directly on the contact record itself.

Work with Contact Communications

The Work with Contact communications page provides you with the communications log at the contact level. From the My Contacts page, you click on a contact, and on the "Communications link at the right ot in the top bar. This provides a dated log of your communications with the contact.

The Work with Contact Communications page looks like this:
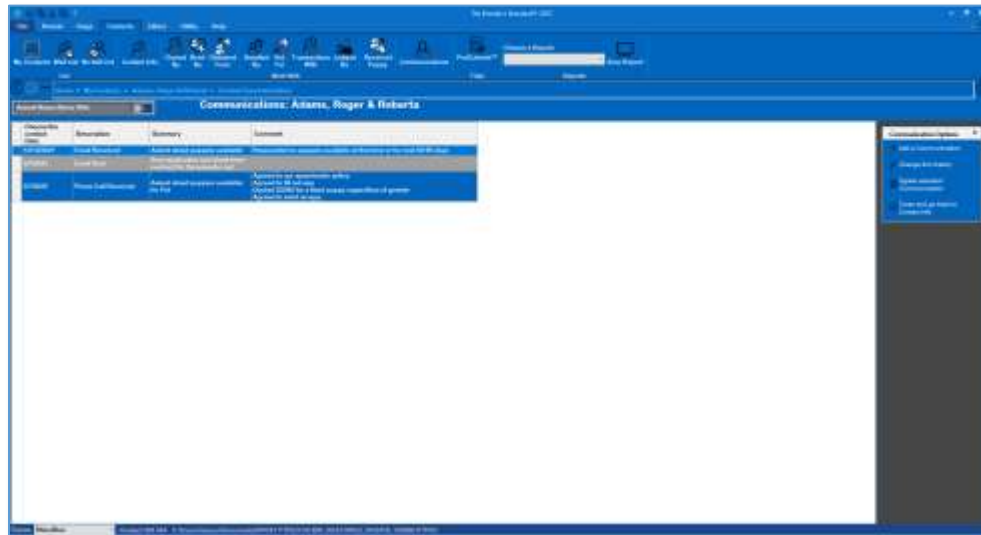
- **Add a Communication:** This will open the Add Communication window where you can create a new communication and put it on the list.

- **Change selected Communication:** Click on a specific entry and then on this link to bring up the Communication Entry page to make changes.

- **Delete selected Communication:** Click on a Communication entry and then delete to delete the Communication entry for this contact.

Close: Click this link to close the page and go to the My Contacts page.

Add or Change Communication Entry

The Add/Change communication page is used to record an interaction between you and a contact. You record the date, type, a short summary and a free form comment for each communication.

The add or change communication entry page looks like this:
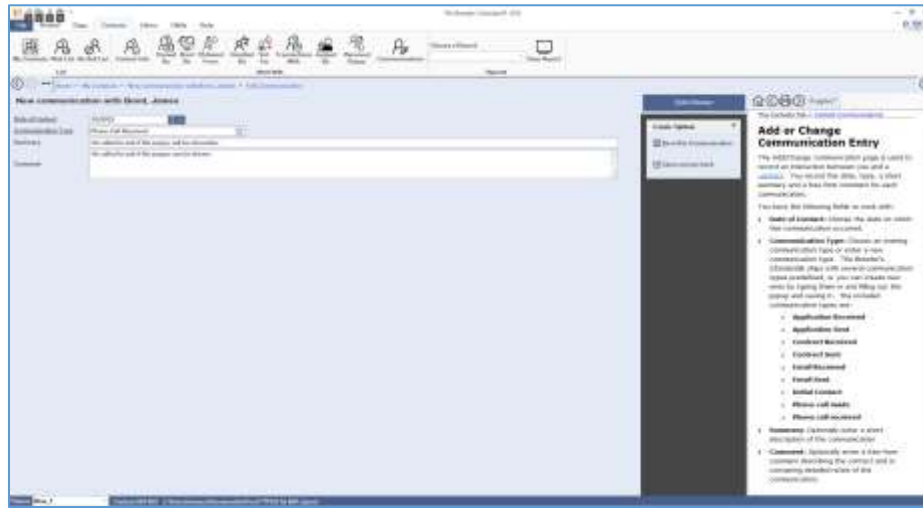
You have the following fields to work with:

- **Date of Contact:** Choose the date on which this communication occurred.

- **Communication Type:** Choose an existing communication type or enter a new communication type. The Breeder's Standard® ships with several communication types predefined, or you can create new ones by typing them in and filling out the popup and saving it. The included communication types are:

  o **Application Received**

  o **Application Sent**

  o **Contract Received**

  o **Contract Sent**

  o **Email Received**

  o **Email Sent**

  o **Initial Contact**

  o **Phone call made**

  o **Phone call received**

- **Summary:** Optionally enter a short description of the communication

- **Comment:** Optionally enter a free-form comment describing the contact and or containing detailed notes of the communication.

- Click **Save this Communication** to save the entry and go back to the contact communication page.

- Click **Close without Saving** to exit without saving any changes to the database.

CRM Additions to the Utility Menu

In addition to the wait list, contact communications and the No-Sell list, The Breeder's Standard® has added some entries to the Utility Menu.

These are:

- Communication Types

- Waiting List Statuses

You can see these entries on the Utility Tab, Core Data section.

Work with Communication Types

Communication types are used to classify communications for contacts / Waiting List Entries. You can add and change communication types, and if the type is unused, you can delete that unused type.

The Work with Contact Communication Types page looks like this:
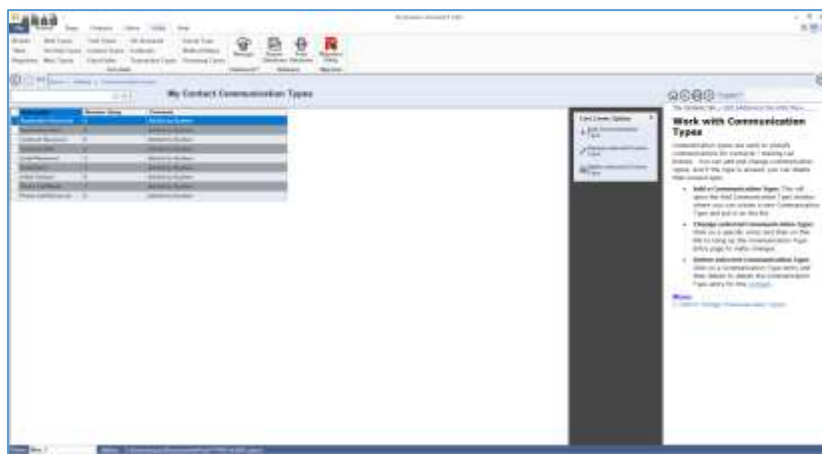
- **Add a Communication Type:** This will open the Add Communication Type window where you can create a new Communication Type and put it on the list.

- **Change selected Communication Type:** Click on a specific entry and then on this link to bring up the Communication Type Entry page to make changes.

- **Delete selected Communication Type:** Click on a Communication Type entry and then delete to delete the Communication Type entry for this contact.

Add or Change Communication Types

If you Click to add a communication type, or if you Click to change an existing type, you get the Add or Change Communication Types page.

The Add or change Communication Type page looks like this:

You have the following fields to work with:

- **Type of Communication:** Enter the description of the Communication type. You cannot enter a duplicate communication type description.

- **Comment:** Optionally enter a free-form comment of whatever length you like.

Click **Save Communication Type** to save the entry and go back to the Work with Communication Types page.

Click **Close without Saving** to exit without saving any changes to the database.

Work with Waiting List Statuses

Reading list statuses are used in order to help you track the state of your various reading list contacts. You can add, change and, if there are no waiting list entries using it, delete a waiting list status.

The Work with Waiting List Status page looks like this:
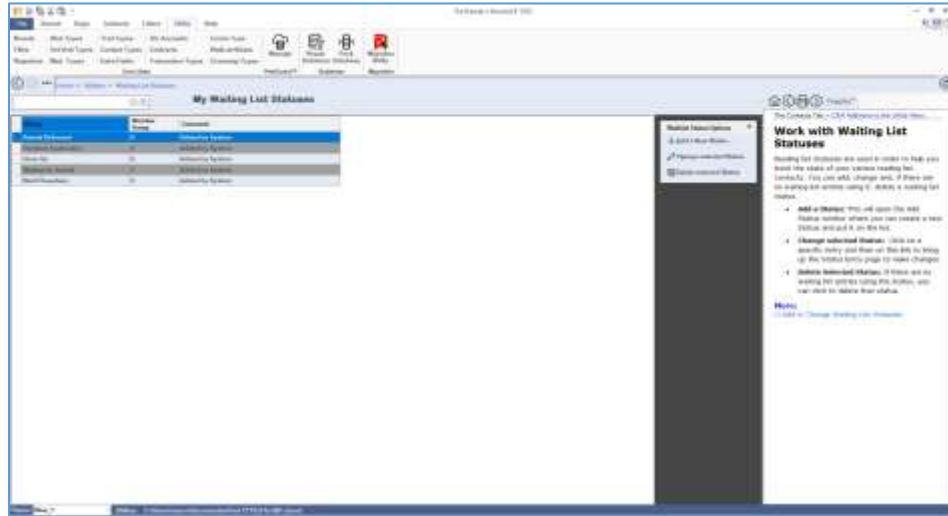
- **Add a Status:** This will open the Add Status window where you can create a new Status and put it on the list.

- **Change selected Status:** Click on a specific entry and then on this link to bring up the Status Entry page to make changes.

- **Delete Selected Status:** If there are no waiting list entries using the status, you can click to delete that status.

Add or Change Waiting List Statuses

If you Click to add a Waiting List Status, or if you Click to change an existing status, you get the Add or Change Waiting List Statuses page.

The Add or Change Waiting List Statuses page looks like this:
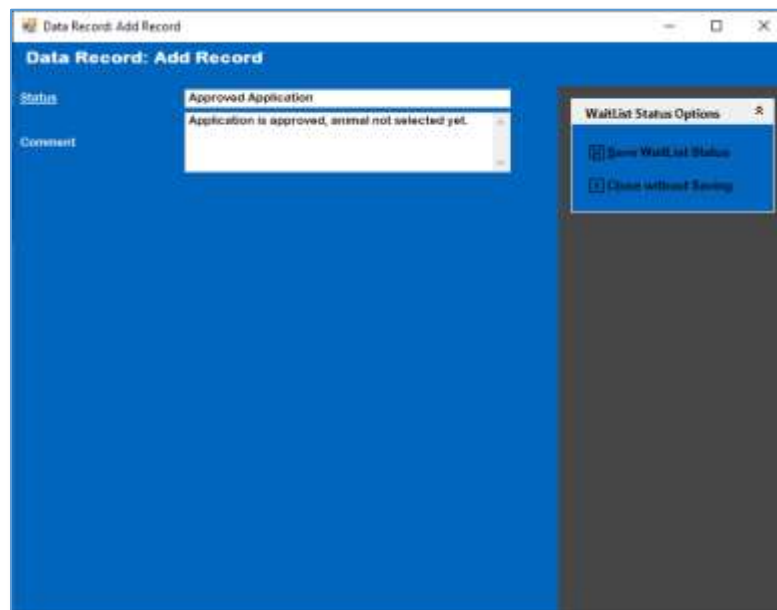
You have the following fields to work with:

- **Status:** Enter the description of the Status. You cannot enter a duplicate status description.

- **Comment:** Optionally enter a free-form comment of whatever length you like.

Click **Save WaitList Status** to save the entry and go back to the Work with Communication Types page.

Click **Close without Saving** to exit without saving any changes to the database.

The Litters Tab

Work with My Litters

The Breeder's Standard® has a full-powered litter module included. It keeps all of the information needed to produce the AKC-required litter-produced-by report. To access Litters, just click the Litters tab in the program.

The My Litters window looks like this:
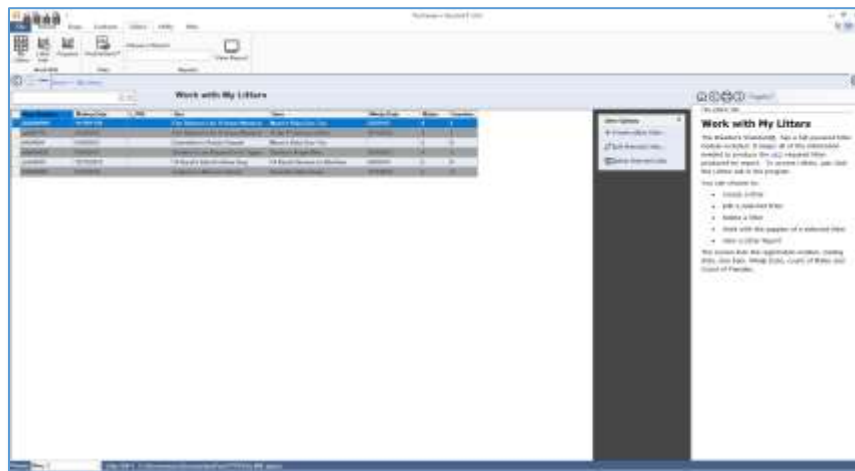
You can choose to:

- Create a litter
- Edit a selected litter
- Delete a litter
- Work with the puppies of a selected litter
- View a Litter Report

The screen lists the registration number, mating date, Sire Dam, Whelp Date, count of Males and Count of Females.

Litter Information

Clicking to create a new litter or to change an existing litter will bring up the Litter Information window. This is the window where you can enter individual litters and the puppies in a litter.

The Litter Information Window looks like this:
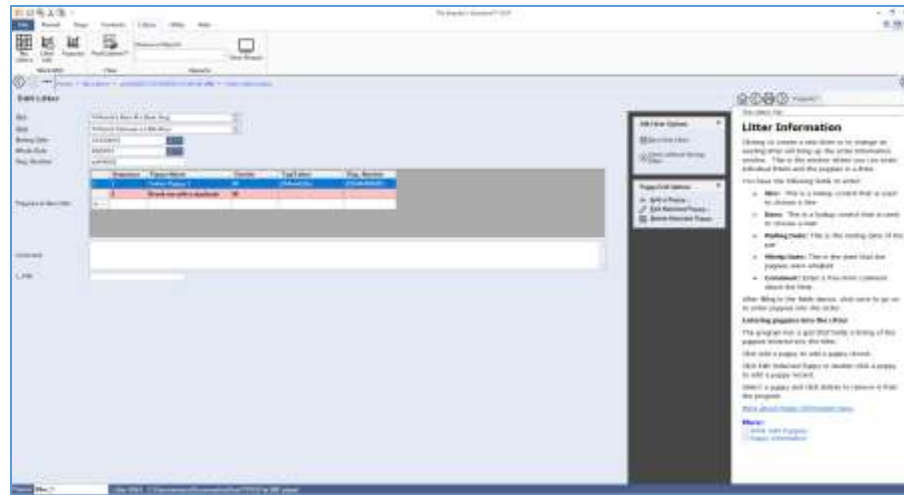
You have the following fields to enter:

- **Sire:** This is a lookup control that is used to choose a Sire

- **Dam:** This is a lookup control that is used to choose a Dam

- **Mating Date:** This is the mating date of the pair

- **Whelp Date:** This is the date that the puppies were whelped

- **Comment:** Enter a free-form comment about the litter.

After filling in the fields above, click save to go on to enter puppies into the Litter.

Entering puppies into the Litter

The program has a grid that holds a listing of the puppies entered into the litter.

Click Add a puppy to add a puppy record.

Click Edit Selected Puppy or double-click a puppy to edit a puppy record.

Select a puppy and click Delete to remove it from the program.

Work with Puppies

If you choose the Puppies option on the Ribbon, you will receive the Work with Puppies window. It is very similar to the Puppies grid on the Litter information window, but lets you get to the puppy information for a single litter more quickly.

The Work with Puppies window looks like this:
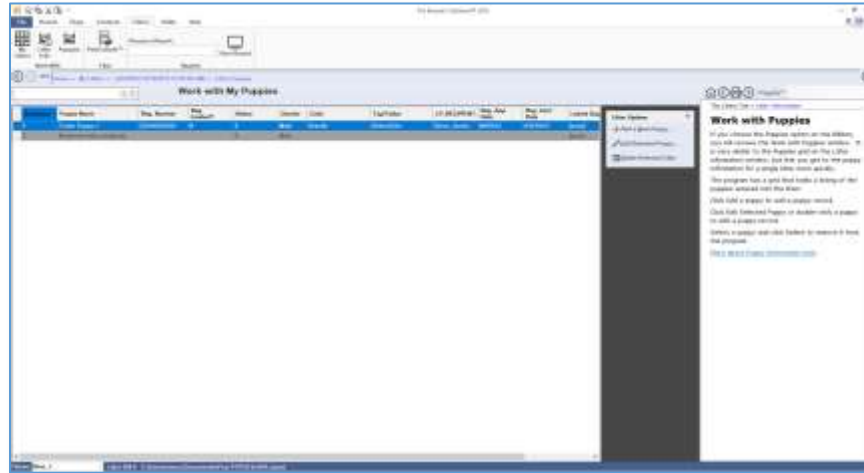
The program has a grid that holds a listing of the puppies entered into the litter.

Click Add a puppy to add a puppy record.

Click Edit Selected Puppy or double-click a puppy to edit a puppy record.

Select a puppy and click Delete to remove it from the program.

Puppy Information

Popup

When you click to create or change a puppy, you get the Puppy Information pop-up. This is where you enter information about each puppy in the litter.

The Puppy Information Pop-up window looks like this:
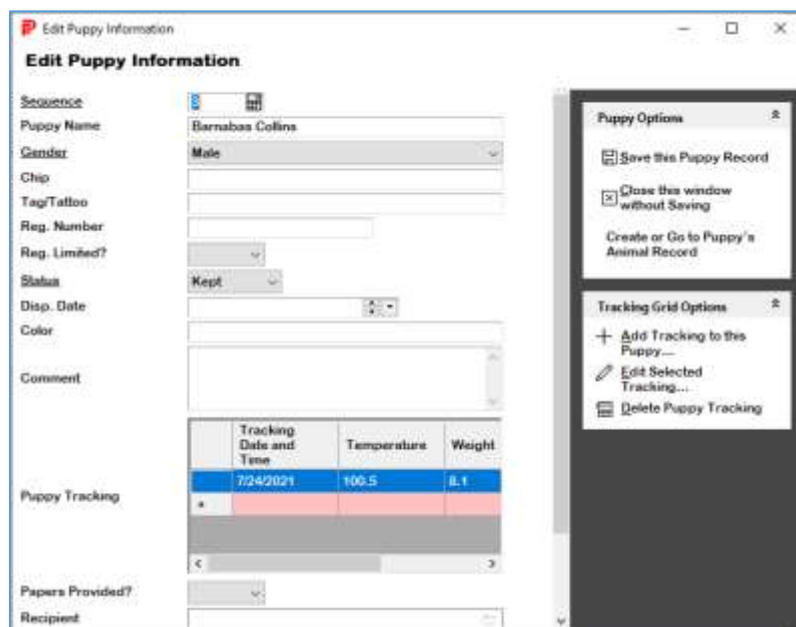
Full Window

When you choose a puppy from Work with Puppies, you will get Puppy information in a full window.

The Puppy Information Full Window looks like this:
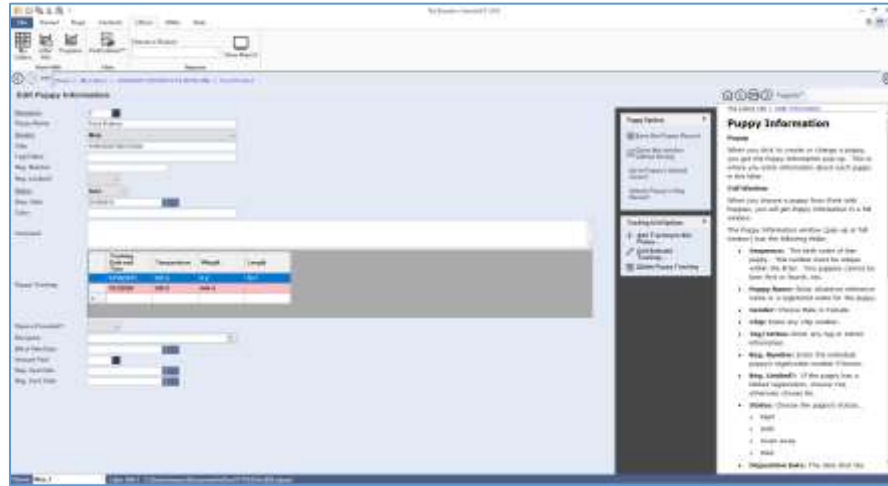
The Puppy Information window (pop-up or full window) has the following fields:

- **Sequence:** The birth order of this puppy. This number must be unique within the litter. Two puppies cannot be born first or fourth, etc.

- **Puppy Name:** Enter whatever reference name or a registered name for the puppy.

- **Gender:** Choose Male or Female.

- **Chip:** Enter any chip number.

- **Tag/Tattoo:** Enter any tag or tattoo information.

- **Reg. Number:** Enter the individual puppy's registration number if known.

- **Reg. Limited?:** If the puppy has a limited registration, choose Yes, otherwise choose No.

- **Status:** Choose the puppy's status...
  - Kept
  - Sold
  - Given away
  - Died

- **Disposition Date:** The date that the puppy was sold, given or died.

- **Color:** Coat coloration.

- **Comment:** A free-form comment about the puppy.

- **Papers Provided?**: Choose yes if papers were provided with the puppy at disposition.

- **Recipient:** This is a lookup control to choose a Contact to be the recipient of the puppy.

- **Bill of Sale Date:** Enter the Bill of sale date if any.

- **Amount paid:** Enter any amount paid for this puppy.

- **Reg. App. Date:** Enter any registration application date for this puppy.

- **Reg. Cert. Date:** Enter any registration certificate date for this puppy.

Click Save to save the puppy. When you do, the program will ask you if you want to create a corresponding Animal record in My Dogs. Clicking yes will use the information to do so. Clicking no will not create a corresponding animal record. Don't worry, if you choose not to create an animal record, just come back to the puppy and click save and if no corresponding animal record exists, the program will ask you to create it again.

Click cancel to close the window without changing any data.

Once you have created a corresponding animal record, you will have the "Go to Puppy's Animal Record" option, which will take you to the puppy's animal record.

If you have linked the wrong animal to a puppy, open the puppy and choose the "Detach Puppy's Animal Record" link.

Once a puppy is saved, you can then enter puppy tracking information.

Puppy Tracking

The program has the ability to keep metrics on each puppy day-by-day. This information is stored on the puppy's tracking grid. Click Add to add tracking information to a puppy, or select a tracking entry and click edit (or double click) to change information, or select a tracking entry or click delete to remove it from the program.

The Puppy tracking popup that you receive when choosing to add or edit looks like this:

You have the following fields:

- **Tracking Date and Time:** calendar date and time picker to choose the date and time of the tracking.

- **Temperature:** Puppy's Temperature.

- **Weight:** Puppy's weight.

- **Length:** Puppy's length.

- **Comment:** A free form comment.

Click Save to save the tracking entry.

Click close to close the pop-up without changing any data.

The Utility Tab

The Utility Menu

When you click the Utility Tab, The Breeder's Standard® displays the Utility Menu.

The Utility Menu looks like this:
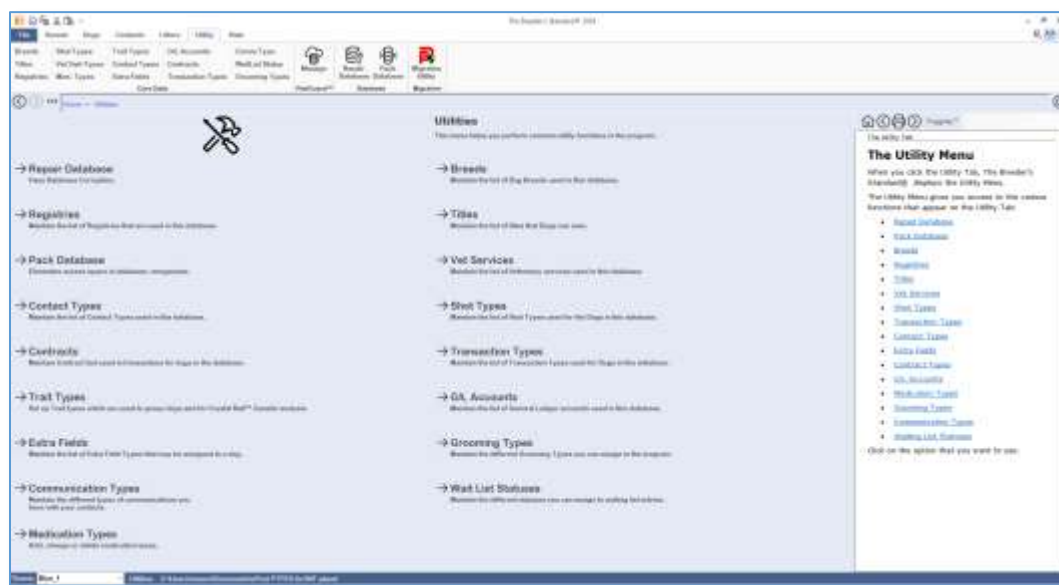
The Utility Menu gives you access to the various functions that appear on the Utility Tab:

- [Repair Database](#)
- [Pack Database](#)
- [Breeds](#)
- [Registries](#)
- [Titles](#)
- [Vet Services](#)
- [Shot Types](#)

- [Transaction Types](#)

- [Contact Types](#)

- [Extra Fields](#)

- [Contract Types](#)

- [G/L Accounts](#)

- [Medication Types](#)

- [Grooming Types](#)

- [Communication Types](#)

- [Waiting List Statuses](#)

Click on the option that you want to use.

Core Data Group

My Breeds

The Breeder's Standard® keeps a table of breeds for the animals you keep in its database. You assign a breed to an animal when you import the animal or when you create an animal record in the Animal info page.

The window lists each breed and its information.

The My Breeds window looks like this:
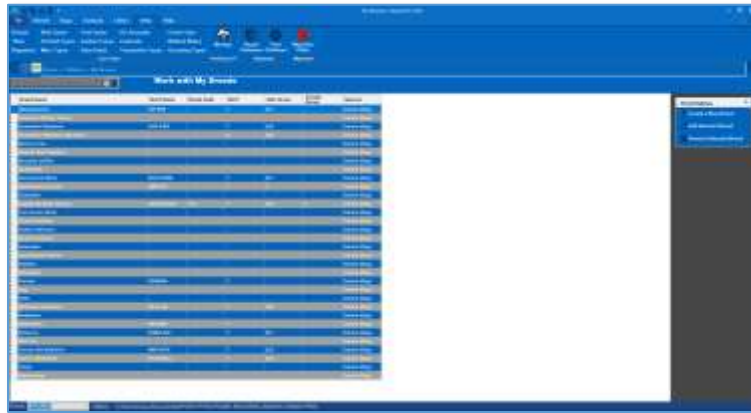
To add a breed, click Add.
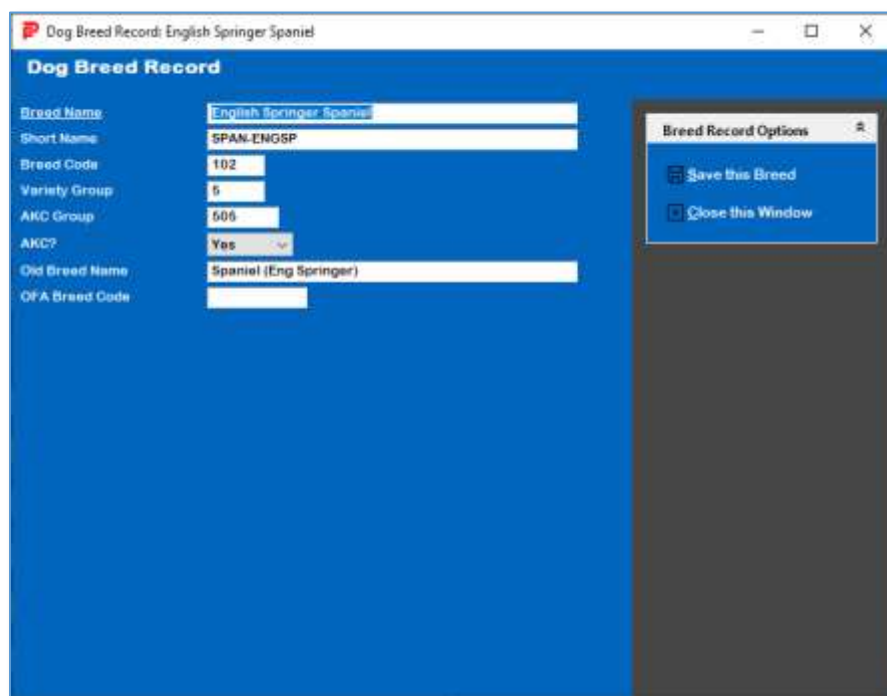
To change a breed, click the breed and choose Change.

To delete the breed, click the breed and then choose Delete. *NOTE: If the breed is assigned to one or more animals, the program will not allow you to delete it. This is to protect the integrity of the database and to keep you from losing animals.*

Add/Change Breed Pop-Up

When you choose to add or change a breed, you will receive the Add/Change Breed Pop-Up. This pop-up window will collect the breed information and then save the record.

The Add/Change Breed pop-up looks like this:

The fields you may enter are:

1.   **Breed Name:** Required. The name of the breed.

2.   **Short Name:** Used as a short (15 or fewer characters) name of the breed for reference purposes.

3.   **Breed Code:** Used for an ID code in animal registries that have breed codes for competition or other purposes (e.g., the American Kennel Club).

4.   **Variety Group:** Used to group varieties together to indicate that the "Breed" record is for a variety of breed. For example, you would enter the same code for Smooth and wire haired fox terriers because they may be crossbred and still registerable as pure-bred.

5.   **AKC Group:** This is the breed group number for registries that group breeds for competition purposes such as AKC.

6.   **AKC?:** Choose YES if this breed is officially recognized by AKC, no otherwise.

7.   **Old Breed Name: Used for backward compatibility to merge breeds properly from older PedFast Technology programs.**

8.   **OFA Breed Code:** Used to contain the two-or-three character breed code used by the Orthopaedic Foundation for Animals for this breed. In future versions, this will permit the program to import OFA downloads directly into it.

Click Save to save the information into the database.

Click Close to close the pop-up without saving any information.

My Titles

The Breeder's Standard® keeps a table of titles for the animals you keep in its database. You assign a title to an animal when you import the animal or when you create an animal record in the Animal info page.

The My Titles window looks like this:
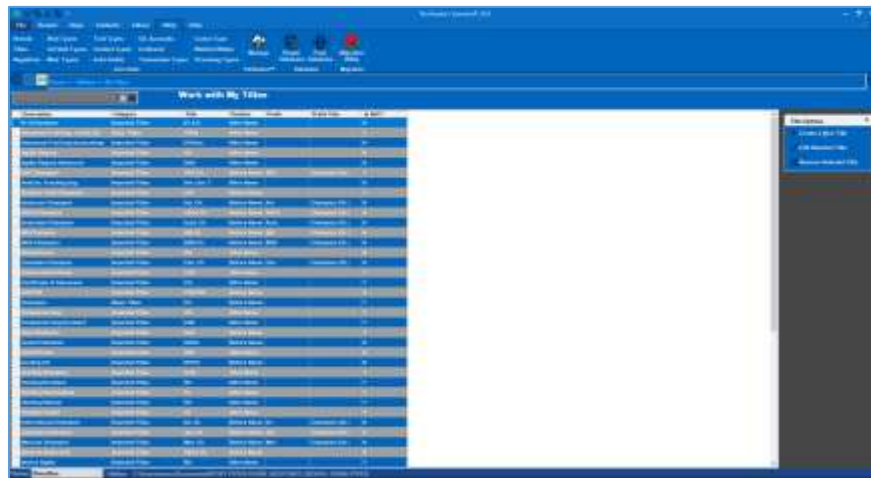
The window lists each title and its information.

To add a title, click Add.

To change a title, click the title and choose Change.

To delete the title, click the title and then choose Delete. *NOTE: If the title is assigned to one or more animals, the program will not allow you to delete it. This is to protect the integrity of the database and to keep you from losing animals.*

Add/Change Title Pop-up

When you choose to add or change a title, you will receive the Add/Change Title Pop-Up. This pop-up window will collect the title information and then save the record.

The Add/Change Title pop-up looks like this:

The fields you may enter are:

- **Description:** Required. The long name of the title.

- **Title:** Required. The characters that make up the title.

- **Title Position:** Choose **BEFORE NAME** for titles that go before the animal name, and **AFTER NAME** for those titles that go after the animal name.

- **Prefix:** If you have compound titles, such as **BIS BISS Am. Can. Ch.**, on the BISS Ch. Title, for example, you would put in BIS. Then if the animal has multiple championships, you can select these titles:

  o **BIS Champion**

  o **BISS Champion**

  o **American Champion**

  o **Canadian Champion**

  o **Champion**

  Then, if the animal's prefix title (see below) is on the animal, the program will use the Prefix characters instead of the Title characters. This is optional.

- **Prefix Title:** Type in the description of the title to look for as a condition to use the Prefix instead of the full title. This is optional.

- **Is AKC: Choose yes if this title is issued by the primary registry and should be printed on show entry forms.**

- **Category:** Choose Basic Titles or Imported Titles. Any title imported into the program by BXF will have the Imported category assigned by the program. This is for information only.

Click Save to save the information into the database.

Click Close to close the pop-up without saving any information.

My Registries

The Breeder's Standard® keeps a table of registries and certifications (e.g., OFA, CERF) for the animals you keep in its database. You assign registrations, linked to the animals to an animal when you import the animal or when you create an animal record in the Animal info page (for primary registration) or in the My Regs page for the animal for all other registrations and certifications.

The My Registries page looks like this:
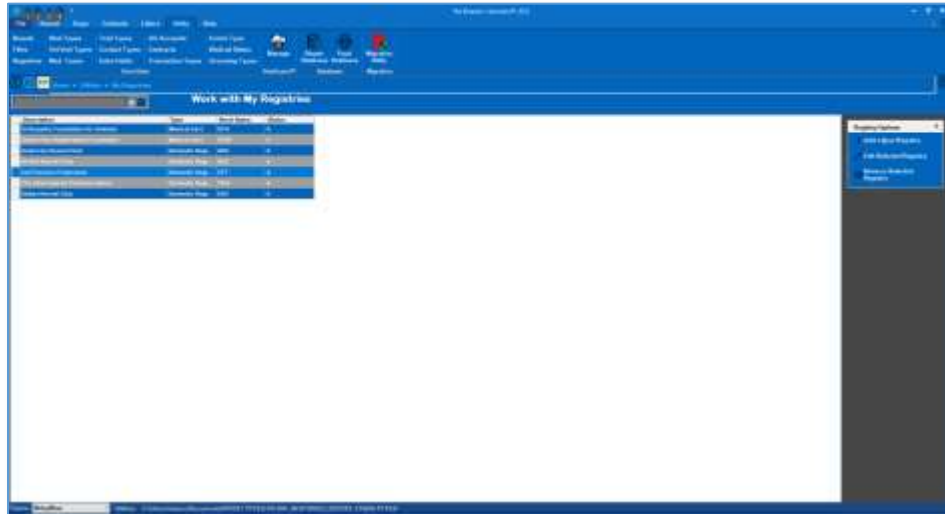
The window lists each registry and its information.

To add a registry, click Add.

To change a registry, click the registry and choose Change.

To delete the registry, click the registry and then choose Delete. *NOTE: If the registry is assigned to one or more registrations on animals, the program will not allow you to delete it. This is to protect the integrity of the database and to keep you from losing animals.*

Add/Change Registry Pop-Up

When you choose to add or change a registry, you will receive the Add/Change Registry Pop-Up. This pop-up window will collect the registry information and then save the record.

The Add/Change Registry Pop-Up looks like this:

The fields you may enter are:

- **Description:** Required. The long name of the registry.

- **Registry Type:** Choose from one of these types by typing in the name into the lookup control to select:
    - Domestic Registry
    - Foreign Registry
    - Medical Cert.
    - Non-Medical Cert.
    - Other

- **Short Name:** An optional short name to be used on Pedigrees if present.

- **Status:** Choose Active or Inactive. Inactive registries cannot be assigned to animal registrations.

Click Save to save the information into the database.

Click Close to close the pop-up without saving any information.

Shot Types

The Breeder's Standard® enables you to keep a distinct record of all vaccinations given to a dog. These vaccinations are categorized as shot types. By using Add/Change Dog Vaccinations

or this window, you can add or change the shot types. Work with Shot types is on the Utility menu under Shot Types.

Work with Shot Types looks like this:
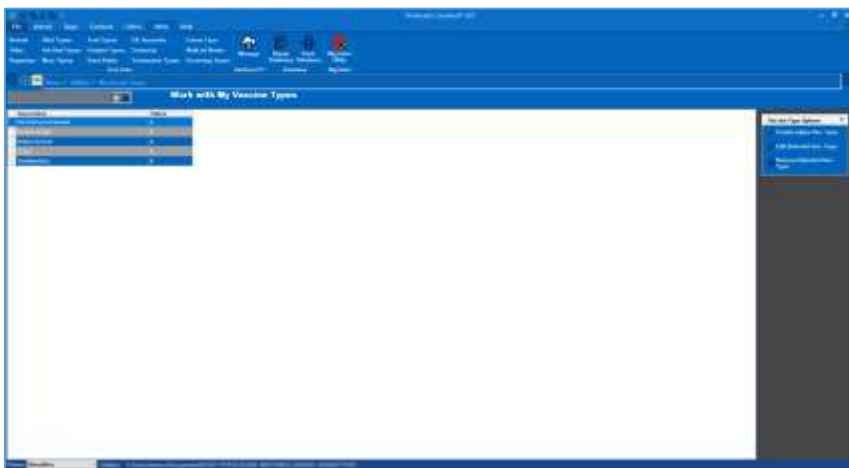
You have the following Links:

- **Create:** This will cause the program to add a new record.

- **Edit:** This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.

- **Remove:** This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

Add/Change Shot Types

When you choose to add a shot type from Add/Change Dog Vaccination or from Work with Shot Types, you will get the Add/Change Shot Type window.

The Add/Change Shot Type window looks like this:
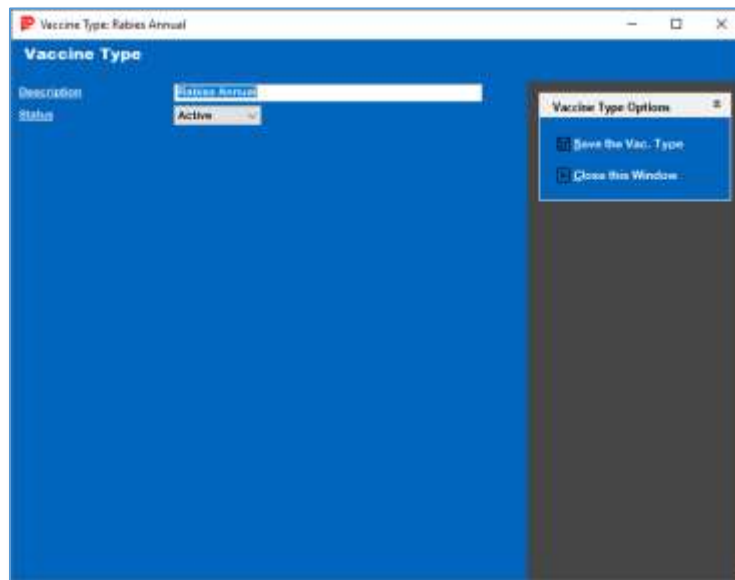
You have the following fields to work with:

- **Description:** This is the description for this shot.
- **Status: Choose Active or Inactive.**

Click the "Save" link to close this window and save your changes.

Click the "Close" link to close this window but to discard your changes.

Vet Visit Types

The Breeder's Standard® enables you to store medical records and assign vet services to them for the sake of grouping them and analyzing your medical usage. You can add new Vet Services from the Add/Change Vet Visits window or from here. You can get to this window from the Utility menu, Vet Services option.

Work with Vet Services looks like this:
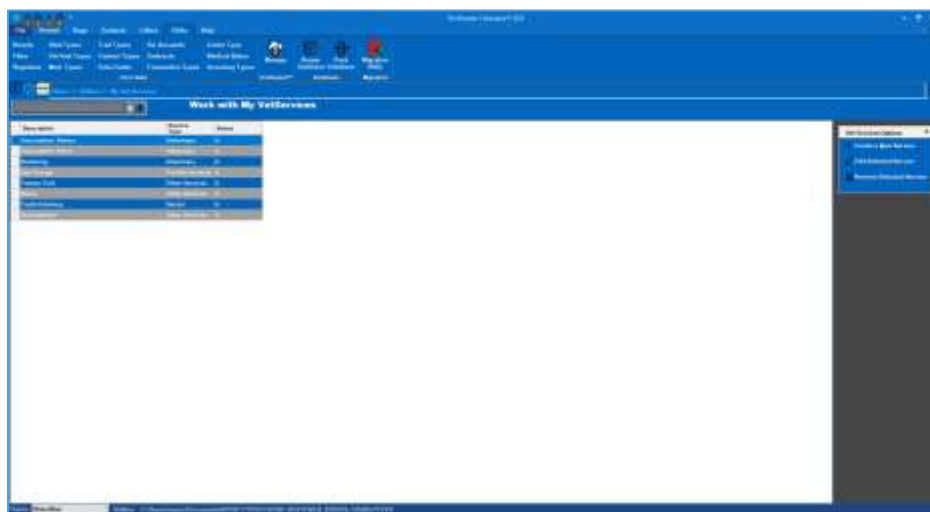
You have the following Links:

- **Create:** This will cause the program to add a new record.

- **Edit:** This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.

- **Remove:** This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

Add/Change Vet Services

When you choose to add or change a vet service from Add/Change Medical or Work with Vet Services, you will get the Add/Change Vet Services window.

Add/Change Vet Services looks like this:
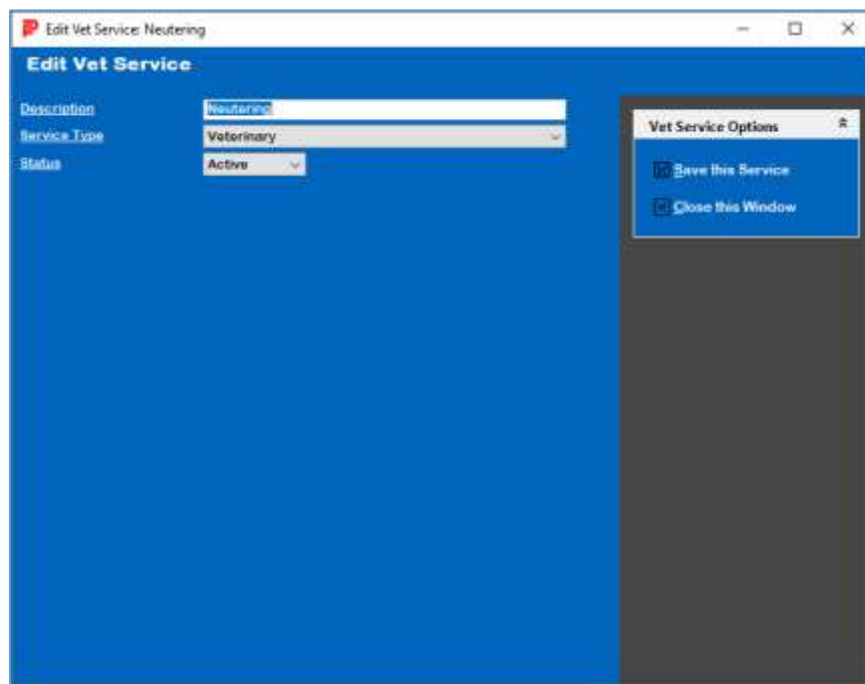
You have the following fields to work with:

- **Description:** This is the description for this service.
- **Service Type:** What type this service is. Choose from
  - Dental
  - Fertility Services
  - Grooming
  - Other Services
  - Testing
  - Veterinary

Click the "Save" link to close this window and save your changes.

Click the "Cancel" link to close this window but to discard your changes.

## Transaction Types

The Breeder's Standard® enables you to group transactions by type. These transaction types govern the way that certain reports (like dog ownership) work, and they can be added directly from Add/Change Transaction. You can also add and change them here. Work with Transaction Types is located on the Help Tab, Transaction Types option.

Work with Transaction Types looks like this:
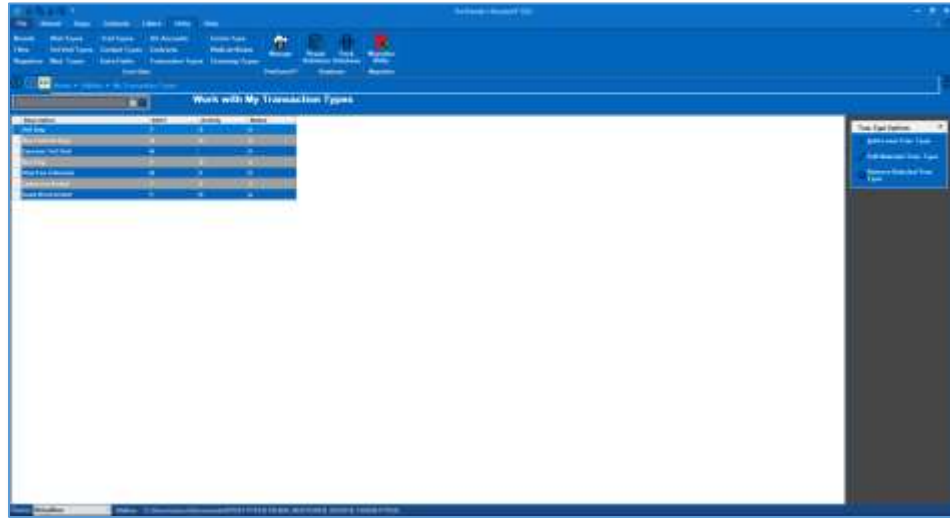
You have the following Links:

- **Create:** This will cause the program to add a new record.

- **Edit:** This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.

- **Remove:** This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

Add/Change Transaction Types

When you type in a new name in Add/Change Transaction, or you choose to add or change a type in Work with Transaction types, you will get the Add/Change Transaction Types window.

Add/Change Transaction Types looks like this:
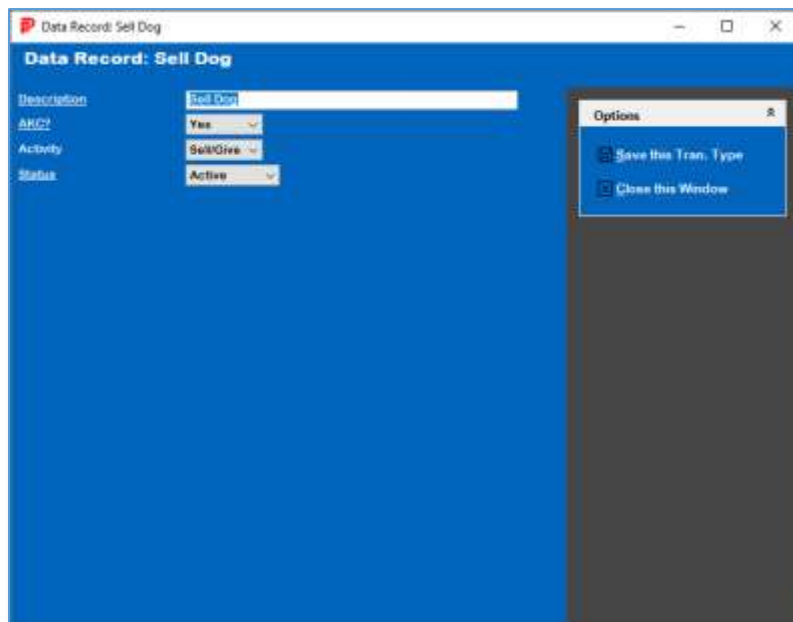
You have the following fields to work with:

- **Description:** This is the description for this type.

- **AKC?:** Choose Yes if this transaction affects AKC record keeping, "No" if it does not. With previous versions of The Breeder's Standard, this was an active field, but in this version it is a comment.

- **Activity:** What if any action this field has on record keeping. If the transaction type is an equivalent to buying a dog, choose "Buy Animal." This would include receiving as a gift, etc. Same with Selling, choose "Sell animal" for giveaways, trades, etc. "Leasing" is for lease-related transaction types.

- **Active?**: Choose Active or inactive.

Click the "Save" link to close this window and save your changes.

Click the "Cancel" link to close this window but to discard your changes.

G/L Accounts

This window is another link to the GreenShade™ Chart of accounts. It is explained in more detail at the GreenShade Chart of Accounts section.

Contact Types

The Breeder's Standard® enables you to group contact records by type. You are enabled to define any number of contact types you wish. You may do this by typing in a new contact type name in Add/Change contacts, or by accessing Work with Contact Types using the Contact Types option on the Help Tab.

Work with Contact Types looks like this:
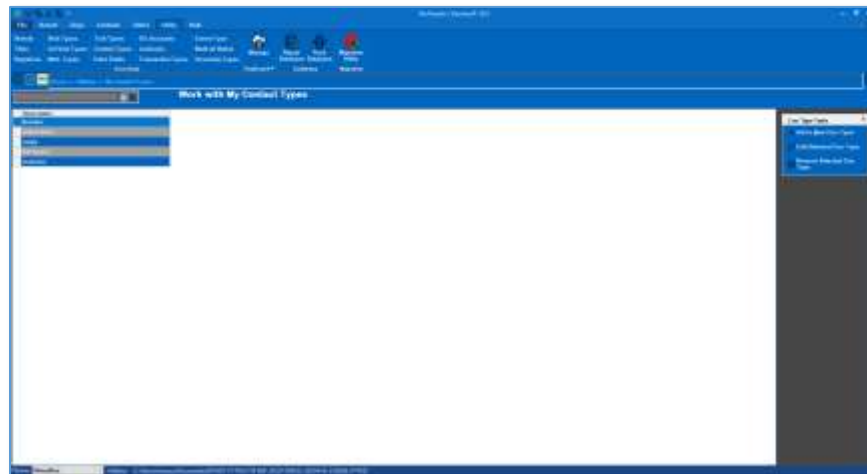
You have the following Links:

- **Create:** This will cause the program to add a new record.

- **Edit:** This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.

- **Remove:** This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

Add/Change Contact Type

The Add/Change Contact Type pop-up looks like this:
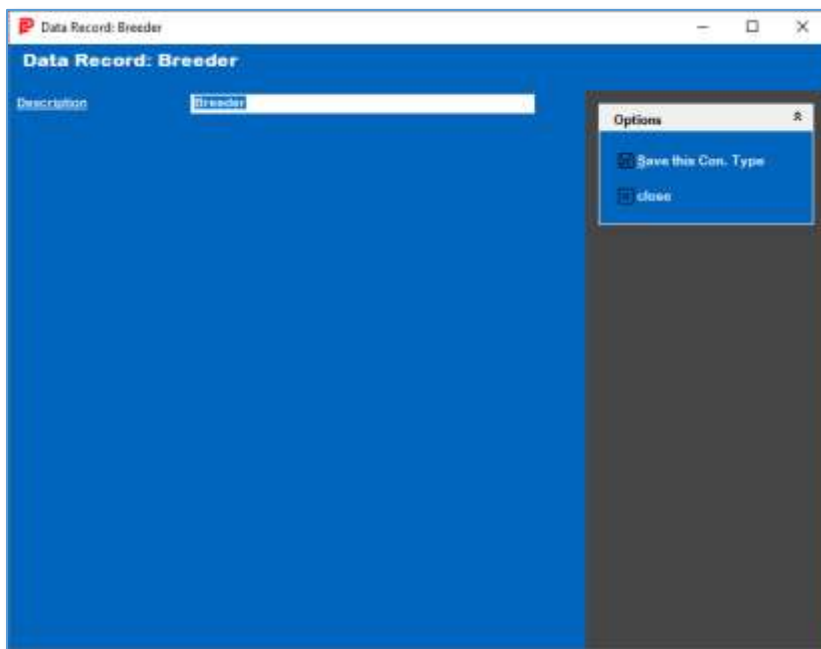
You have the following fields to work with:

- Description: This is the description for this contact type.

Click the "Save" link to close this window and save your changes.

Click the "Cancel" link to close this window but to discard your changes.

My Extra Field Types

The Breeder's Standard® keeps a table of Extra Field Types. These types allow you to create special places to hold information not stored in the fields prepared for you in TBS . You can have an unlimited number of extra fields per animal, but each one must have its own extra field type. You can get to these fields in the Extra Fields page for the animal.

The My Extra Field Types page looks like this:
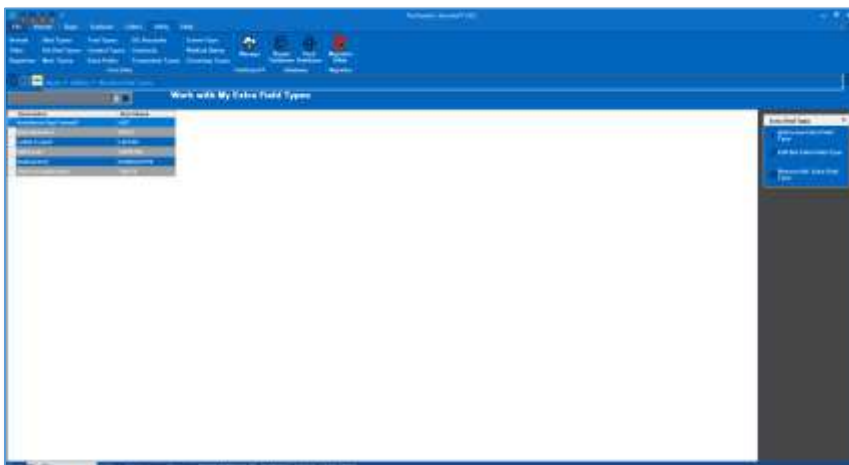
The window lists each Extra Field and its information.

To add an Extra Field Type, click Add.

To change an Extra Field type, click the Extra Field and choose Change.

To delete the Extra Field, click the Extra Field and then choose Delete. *NOTE: If the Extra Field is assigned to one or more animals, the program will not allow you to delete it. This is to protect the integrity of the database and to keep you from losing animals.*

Add/Change Extra Field Pop-Up

When you choose to add or change an Extra Field, you will receive the Add/Change Extra Field Pop-Up. This pop-up window will collect the Extra Field information and then save the record.

The Add / Change Extra Field Type Pop-Up looks like this:
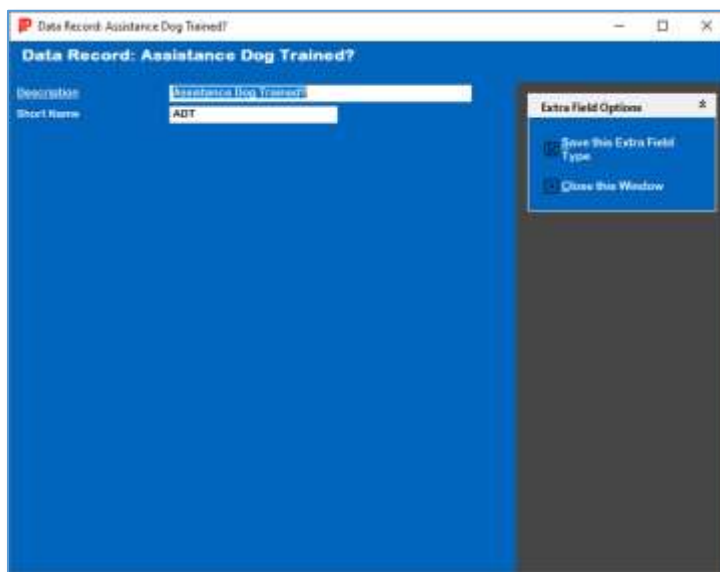
The fields you may enter are:

- **Description:** Required. The long name of the Extra Field.

- **Short Name:** An optional short name to be used on Pedigrees if present.

Click **Save** to save the information into the database.

Click **Close** to close the pop-up without saving any information.

Contracts

When you create or change transactions for a dog, you have an option to create a contract for that transaction. This is where you store the body text of the contract.

Unlike previous versions of The Breeder's Standard®, version supports an unlimited number of contract text forms.

Work with Contracts looks like this:
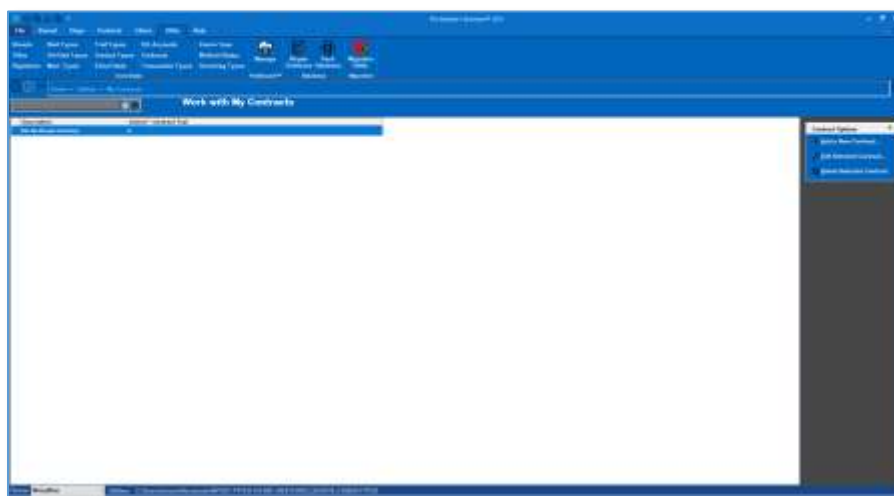
You have the following Links:

- **Create:** This will cause the program to add a new record.
- **Edit:** This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.
- **Remove:** This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

Add/Change Contract Text

When you choose to create or change contract text, you will receive the Add/Change Contract Text pop-up.

The Add/Change Contract text pop-up looks like this:

You have the following fields to work with:

- **Description:** A free form description for this contract.

- **Active?**: Yes for active, no for inactive.

- **Contract Text:** Once your attorney drafts the contract text, you may enter it in the program through this field. Type in the text, hitting return only after a complete paragraph. The contract text is rich-text and supports font and formatting options.

Click **Save** to save the information into the database.

Click **Close** to close the pop-up without saving any information.

IMPORTANT - From the License Agreement: You are notified that the Bill of Sale and Contract produced by this software are not guaranteed to meet the legal requirements of your locality, and expressly hold PedFast Technologies harmless for their use. You understand that contract text is not provided to you, and that you are expected to retain the services of a licensed attorney in your locality to draft contract language suitable to your needs. You, in any event, acknowledge that PedFast Technologies has no liability in any circumstance with respect to the use or enforceability or legality of any Contract or Bill of Sale produced by the Software.

Hints for Attorneys drafting Contracts for use in The Breeder's Standard®

When drafting the contract language, have the client print up the contract for a transaction. This will allow you to see the preamble and signature lines. You may also wish to see the Bill of Sale document produced by The Breeder's Standard .

Refer to Selling party as SELLER.

Refer to purchasing party as BUYER.

Refer to the animal as DOG.

Refer to the consideration as PRICE.

If you wish your client to paste in rather than type in the text, then prepare it in Microsoft Word and save it as RTF (Rich Text Format). That will paste in and retain formatting.

Trait Types

The Breeder's Standard® uses Trait types to keep track of traits for dogs. These traits can be printed and also used in the Crystal Ball Genetics Engine . You can add trait types from Add/Change Dog Traits or from Work with Trait Types. Work with Trait Types is accessed from the Help Tab, Trait Types Option.

Work with Trait Types looks like this:
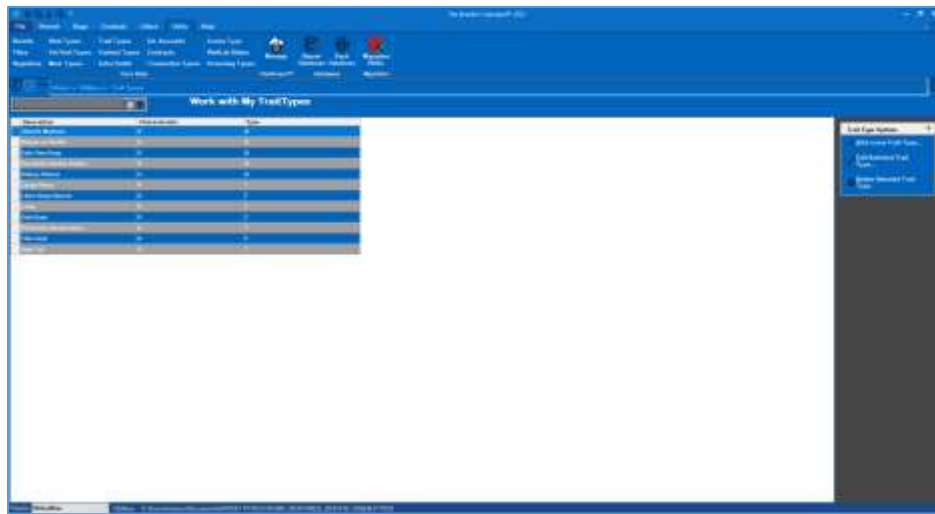
You have the following Links:

- **Create:** This will cause the program to add a new record.

- **Edit:** This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.

- **Remove:** This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

Add/Change Trait Types

When you choose to add a trait type from Add/Change Traits or from Work with Trait Types, the Add/Change Trait Types window is displayed.

The Add/Change Trait Types window looks like this:

You have the following fields to work with:

- **Description:** This is the description for this trait.

- **Characteristic:** Choose from Dominant, Recessive, Polygenetic or Unknown.

- **Type:** Choose from Behavioral, Coloration, Diseases or Type.
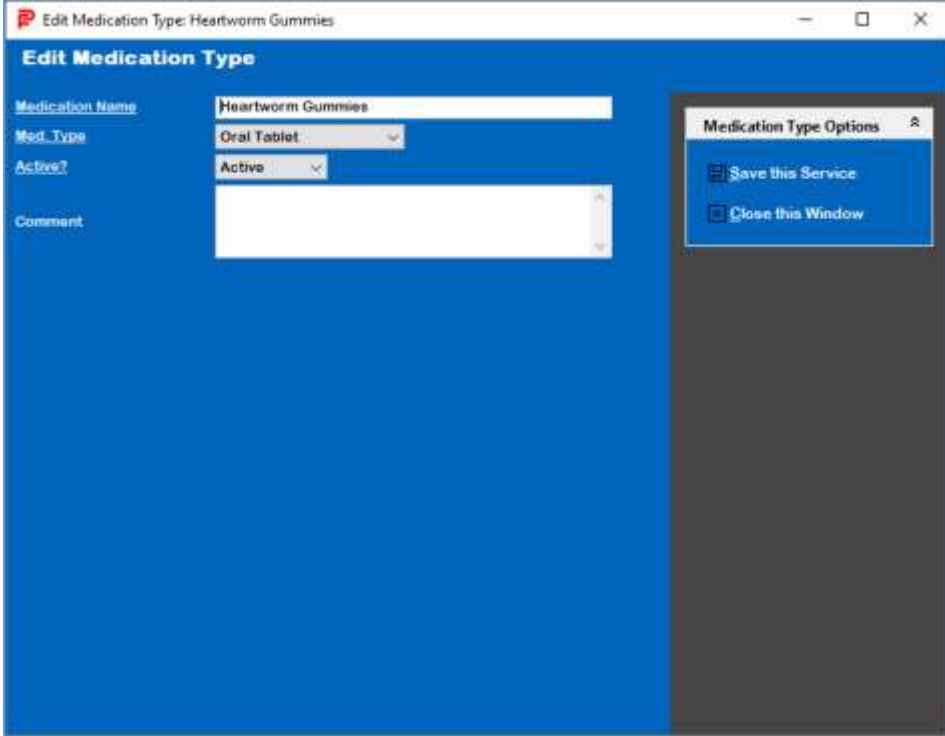
- **Status:** Active or Inactive.

Click **Save** to save the information into the database.

Click **Close** to close the pop-up without saving any information.

Medication Types

The Breeder's Standard® uses Medication Types to track non-immunization medications for the animals. You can add or change Medication types from this Work with Medication Types page. Work with Medication Types is accessed from the Utility Tab, Medications Option.

Work with Medications looks like this:
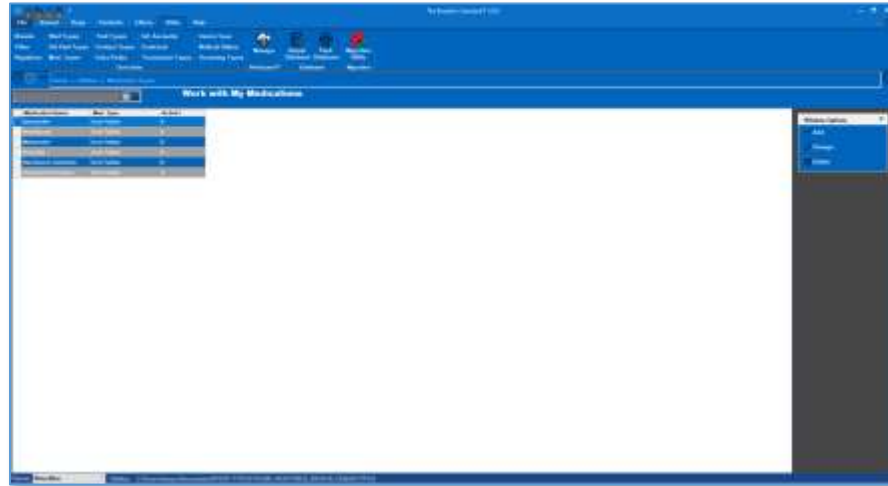
You have the following Links:

- **Create:** This will cause the program to add a new record.

- **Edit:** This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.

- **Remove:** This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

Add/Change Medication Types

When you choose to add a Medication type from Add/Change Medication Types or from Work with Medication Types, the Add/Change Medication Types window is displayed.

The Add/Change Medication Types page looks like this:

You have the following fields to work with:

- **Medication Name**: The name of the medication.

- **Med. Type:** Choose from Oral Tablet, Oral Liquid, Intranasal, injection or other,

- **Active?:** Active or Inactive.

- **Comment:** Type an optional free-form comment.

Click **Save** to save the information into the database.

Click **Close** to close the pop-up without saving any information.

Grooming Types

When you track groomings for your animal, you assign a grooming type to the event. Here is where you create and maintain those grooming types.

The Work with Grooming Types page looks like this:
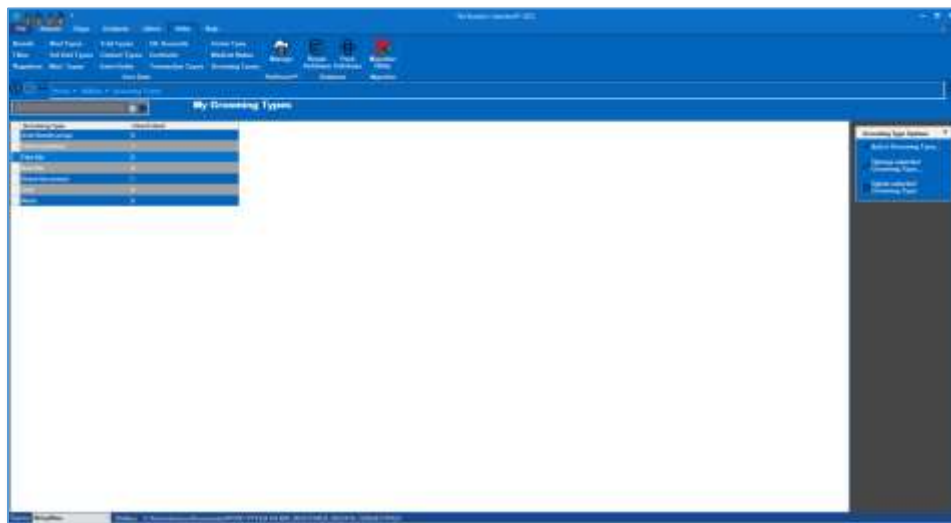
You have the following Links:

- **Add a Grooming Type:** This will cause the program to add a new record.

- **Change Selected Grooming Type:** This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.

- **Delete selected Grooming Type:** This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

Edit Grooming Type

When you choose to add or change you will receive a pop-up window to handle that add or change.

The edit Grooming Type window looks like this:
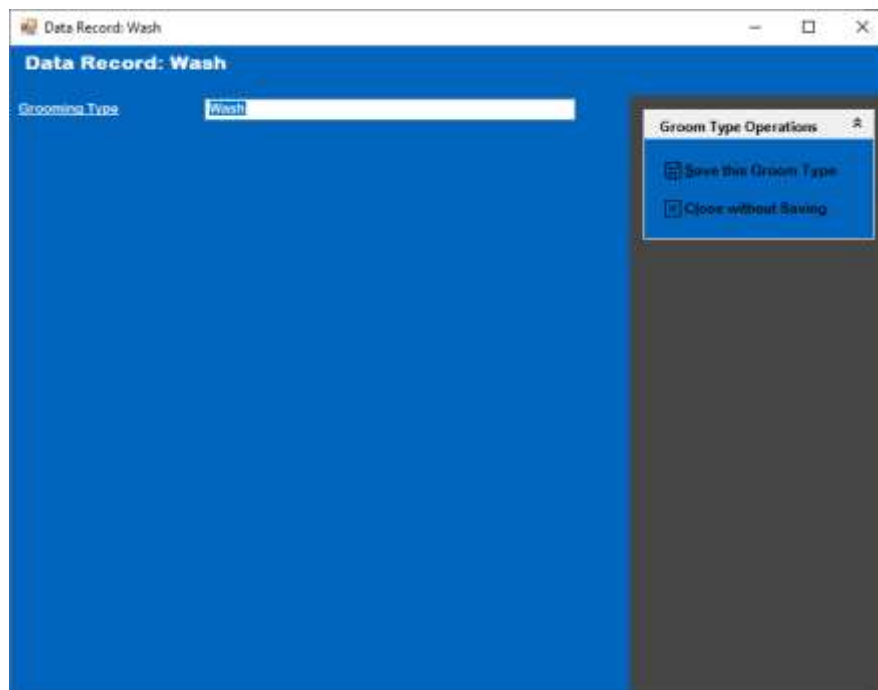
You have only one field to work with:

- **Grooming Type:** Type in a description of the grooming type. Duplicates of other descriptions are not allowed.

- Click **Save** to save the information into the database.

- Click **Close** to close the pop-up without saving any information.

Database Group

Repair Database

In the rare event that the .PTPED database somehow becomes corrupted, The Breeder's Standard® provides this database repair function. **Use of this function without being advised to do so by PedFast Technologies Product support is not recommended.**

In addition, you must make a copy of your .PTPED file before attempting a rebuild, or irretrievable data loss may occur! We are not responsible for data loss.

The Repair Database window looks like this:
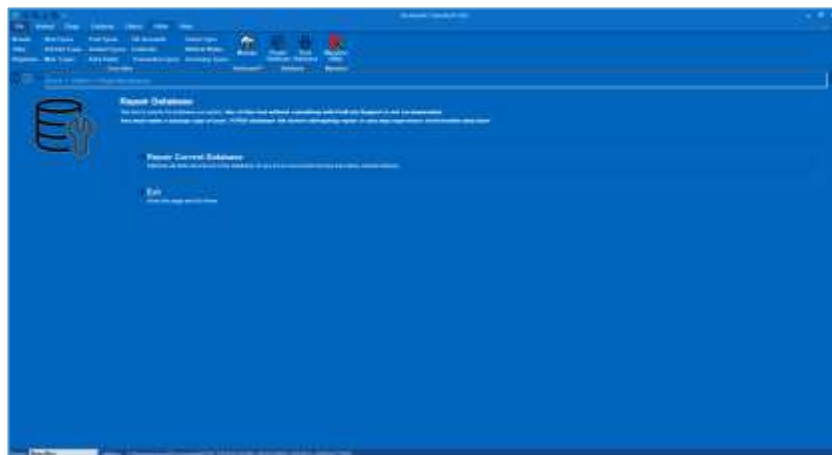
To repair the database, simply click on "Repair Current Database." The program will then rebuild the database.
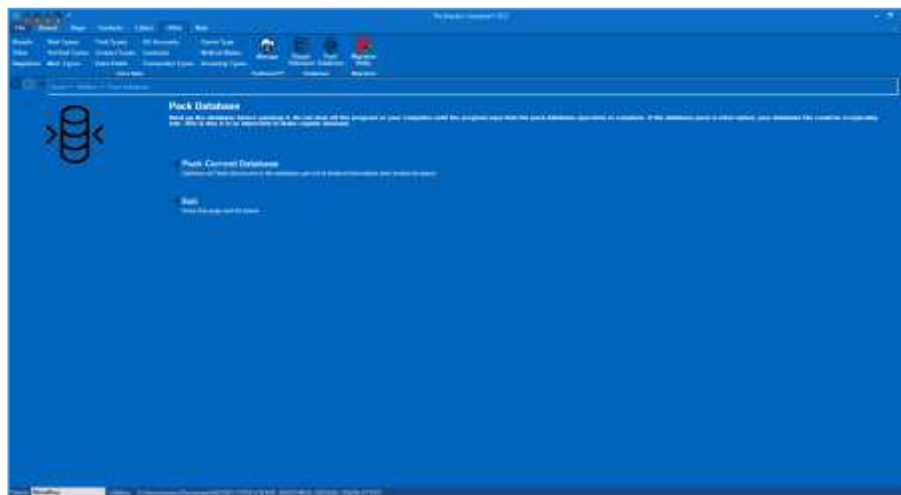
NOTE: Back up the database before repairing it. Do not shut off the program or your computer until the program says that the Repair database operation is complete. If the database Repair is interrupted, your database file could be irreparably and irretrievably lost. This is why it is so important to make regular backups.

Clicking the "Exit" link will close the Repair Database page and go back to the Home Page.

Pack Database

The Breeder's Standard® database technology is efficient and stores nicely into a single file. However, as time goes on and records are changed, added and deleted, there are "holes" inside the .PTPED file. The Pack Database command cleans up these "holes" and reduces the file size. It also makes the database run faster.

The Pack Database page looks like this:

To pack the database, simply click on "Pack Current Database." The program will then rebuild the database.

NOTE: Back up the database before packing it. Do not shut off the program or your computer until the program says that the pack database operation is complete. If the database pack is interrupted, your database file could be irreparably lost. This is why it is so important to make regular backups.
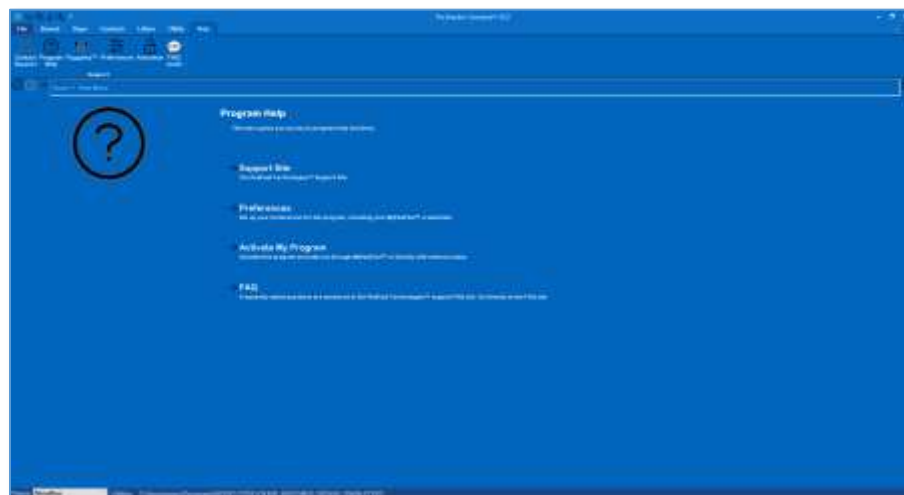
Clicking the "Exit" link will close the Pack Database page and go back to the Home Page.

The Help Tab

The Help Menu

The Breeder's Standard® has a Help tab with assistance options to help you use the program. When you click the Help Tab, you receive the Help menu.

The Help Menu looks like this:

You use the Help Menu to access the program assistance functions.

The Help menu gives you access to the various functions that appear on the help tab:

- Contact Support
- Program Help
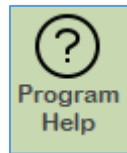- Puggsley™
- Preferences
- FAQ

Support Group

Contact Support

The Contact support button on the Help Tab will use the built-in Web Browser to navigate to PedFast Technologies' Support Web site. From there you may:

- Read Support policies

- Find online copies of user manuals

- Search and read our Frequently-Asked Questions (FAQ) database

- Open a product support ticket.

Requires an active Internet connection.

Program Help

Clicking the Program help button shows a pop-up window that pops up and contains the entire program help text, based on this manual.

This same help is also available in the top right of the Window's title bar, with a miniature icon:

Puggsley™

Puggsley™ is the mechanism in The Breeder's Standard® to provide interactive help. On the Help Tab, there is a toggle button to activate the Puggsley live help pane. That button looks like this:

The same button appears in miniature in the top right of the window's title bar, like this:
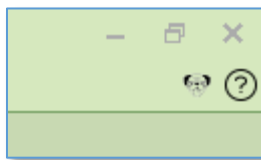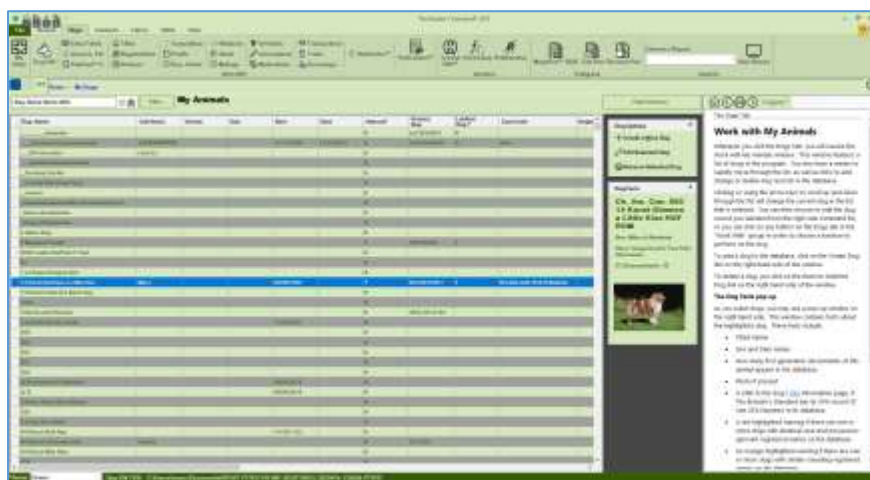
Clicking the button once so that it is highlighted activates the Puggsley Panel, which shows help to the right hand side of the window that is active. Clicking so that it is inactive closes the Puggsley Panel and hides the help.
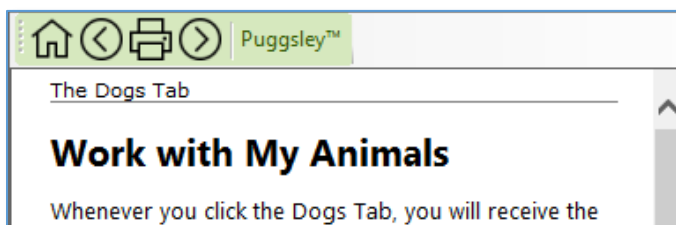
The Puggsley™ Panel

The Puggsley Panel appears along the right hand side of the program when Puggsley is activated.

Here is an example:

Puggsley shows you the help of the window that you are on, and supports clicking links in the help file and even printing the topic in the Puggsley Panel. You have controls:

The Home button will go back to original topic – the help that is for the current window. Use this to get back if you click links inside of Puggsley™ to read about other help.

The left arrow will go back if you have navigated away from the original topic, the right arrow will go forward if you have a place to go from which you went backwards.

The Printer button will print the topic in the window to your default printer, much as your web browser will support printing.

The Breeder's Standard$^®$ remembers the state of the Puggsley Panel when it closes, and will reopen it if you had it opened last. MegaPed has its own Puggsley Panel and honors your Puggsley Panel setting.
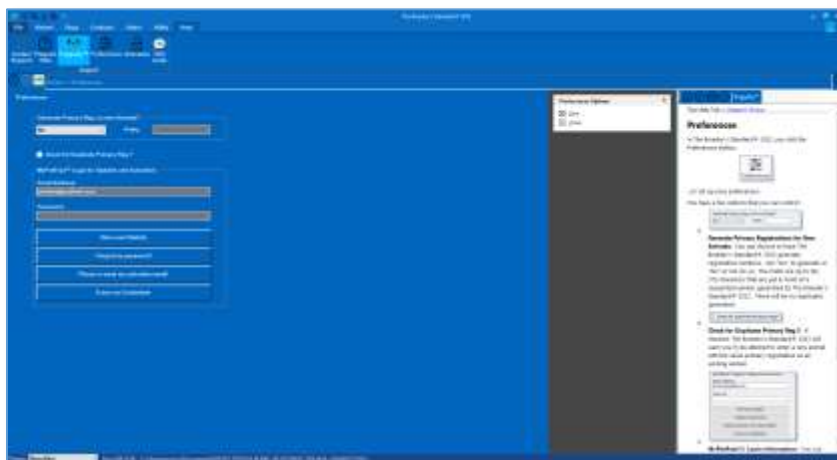
Preferences

In The Breeder's Standard® , you click the Preferences button:
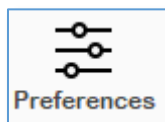
...to set up your preferences.

The Program Preferences window looks like this:

You have a few options that you can control:

- **Generate Primary Registrations for New Animals:** You can choose to have The Breeder's Standard® generate registration numbers. Set "Yes" to generate or "No" to not do so. The Prefix are up to ten (10) characters that are put in front of a sequential number generated by The Breeder's Standard® . There will be no duplicates generated.

- **Check for Duplicate Primary Reg.?:** If checked, The Breeder's Standard® will warn you if you attempt to enter a new animal with the same primary registration as an existing animal.

-
    MyPedFast™ Login Information: You can enter new MyPedFast credentials, or delete existing ones here. You have additional choices to get a password reminder or an email to reactivate an inactive MyPedFast account.
    Note: You must have a valid MyPedFast™ credential to use MyActivate™ or AutoUpdate™ III, or to get product support from PedFast Technologies™.

Click the Save button to save your changes. However, changes to your MyPedFast™ credentials are instantly saved.

FAQ

The Breeder's Standard® contains a direct link to the PedFast Technologies™ knowledge base. This base includes frequently-asked questions and their answers, and is updated as new issues are encountered and solved. You access the FAQ on this button on the Help Tab:

The FAQ page looks like this:
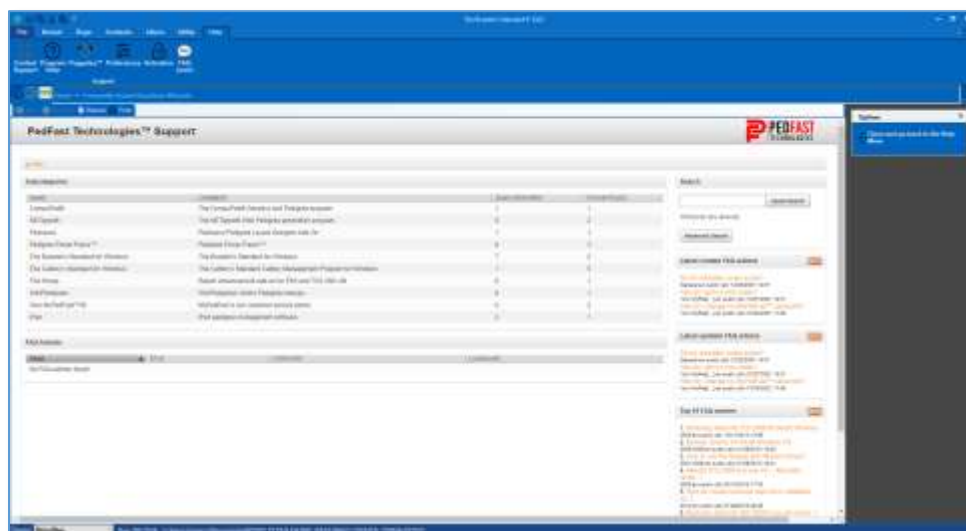
You navigate through the FAQ site as any other web page. When you click the close link, you will be brought back to the help menu.
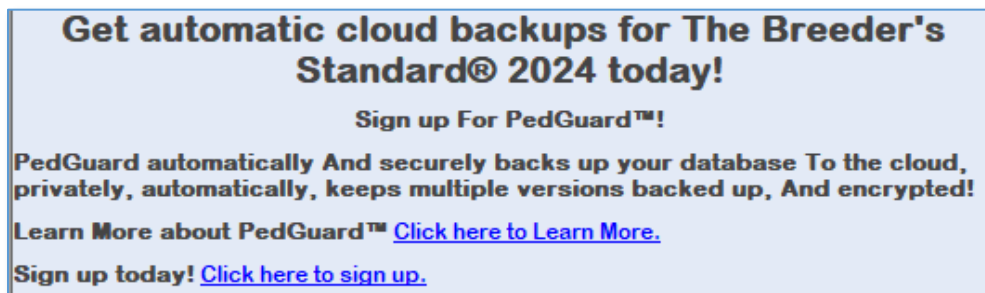
PedGuard™ Cloud Backups

PedGuard™: An Introduction

PedGuard™ is a subscription-based cloud backup add-on for your program. PedGuard™ conducts automatic and manual back-up operations of your .PTPED database, securely, to PedFast's cloud servers. You can store up to fourteen previous version of your .PTPED databases.

Signing up for PedGuard™

When you start up your program, the Home Page of the program will let you know that you can sign up (requires internet connection and that you are logged in to your program with your MyPedFast™ ID). The signup link appears at the upper right half of your home page.

It looks like this:

If you would like to learn about PedGuard™, then click the link to learn more and your program will open the Web Browser page and show you the detailed description of PedGuard™.

If you would like to sign up to PedGuard™, click the link to sign up and your program will open up the Web Browser page to securely sign you up to PedGuard™ (major credit card required; PedGuard will automatically renew unless you turn renewals in the PedGuard Account Administration Page.

Automatic and Manual Backups

PedGuard™ is set up to automatically back up your database every time you close the program, with settings designed to prevent too many backups from being automatically made. Also, you can whose

PedGuard Status Display

When you have an active PedGuard™ subscription, whenever you start your program or go to your home page, you get a status display. That display appears in the upper right half of your home page.

The PedGuard™ Status Display looks like this:
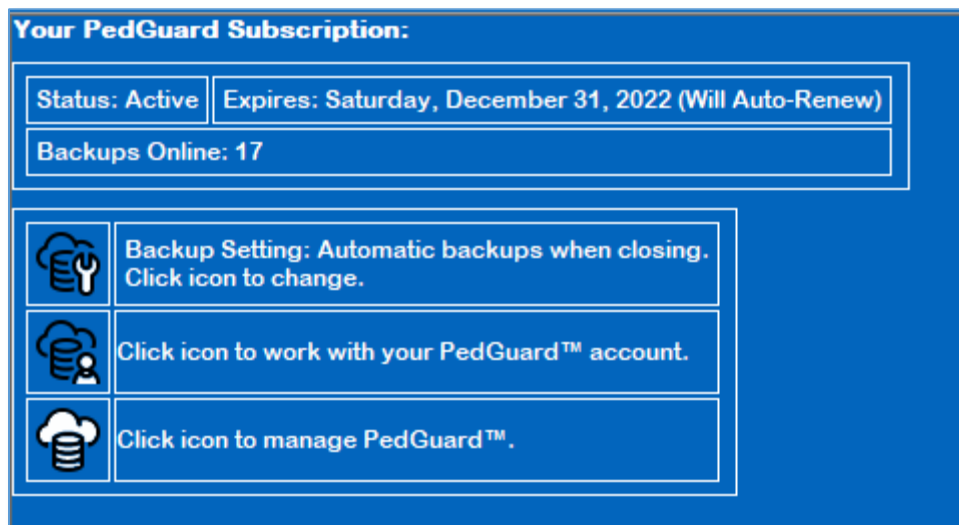
You can do one of three things:

You can click this icon to toggle the automatic backup feature. If it is on, PedGuard™ will automatically back up your current database to PedFast's cloud servers. If it is off, you will have to go to the PedGuard™ administration page to manually back up your data. If your last backup is more than 3 days ago, and you are an active PedGuard subscriber, your program will ask you to make a backup when you close it.

You can click this icon to manage your PedGuard account. This is where you can choose to turn automatic renewals on or off, change your payment card information, or change your subscription length (as of the next renewal).

You can click this icon to go to the PedGuard™ management page. From this page, you can do manual backups, restore from cloud backups and delete backups you no longer want so that you can control which backups you keep.

The PedGuard™ Management Page

PedGuard™ backups and restores are managed from the PedGuard™ Management Page. You control settings and work with backups.

The PedGuard™ Management Page looks like this:

You can do the following things in the PedGuard Management Page:

You can click this icon to toggle the automatic backup feature. If it is on, PedGuard™ will automatically back up your current database to PedFast's cloud servers. If it is off, you will have to go to the PedGuard™ administration page to manually back up your data. If your last backup is more than 3 days ago, and you are an active PedGuard™ subscriber, your program will ask you to make a backup when you close it.

You can click this icon to manage your PedGuard™ account. This is where you can choose to turn automatic renewals on or off, change your payment card information, or change your subscription length (as of the next renewal).

This setting tells PedGuard™ that, no matter how many times you shut off your program, to make an *automatic* backup no more than one time within the number of minutes you specify. For example, if you have this set to 120 minutes and you shut your program off three times in three hours, it will make a backup only if the last backup was more than two hours before. This keeps you from filling up your limit of 14 backups with repeated backups where little or no data changed.

Clicking this button will cause PedGuard™ to make an immediate manual backup of the open database and send it to our cloud servers.

Clicking one of the backups in the list and this button will retrieve a copy of the backup from our servers, and store it in your documents folder. **PedGuard™ will not let you write over any existing file with this restore.** It will give you a file name to which the database will be restored, but you can change it to any other name you would like to use that is not already in use.
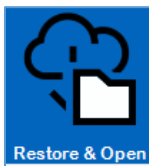
Clicking one of the backups in the list and this button will retrieve a copy of the backup from our servers, and store it in your documents folder. **PedGuard™ will not let you write over any existing file with this restore.** It will give you a file name to which the database will be restored, but you can change it to any other name you would like to use that is not already in use.

And then PedGuard will have your program open the restored database. This can come in especially helpful for moving data between desktop and laptop as well as for restoring when you have a corrupted database.

Clicking one of the backups in the list and this button will delete the selected backup. You will be asked to confirm, and if you choose Yes, the backup will be deleted.

PedGuard™ Account Management Page

You can access PedGuard™ account management from your own program or from any browser. This page lets you adjust your membership information and see your billing history.

The Account Management page looks like this:
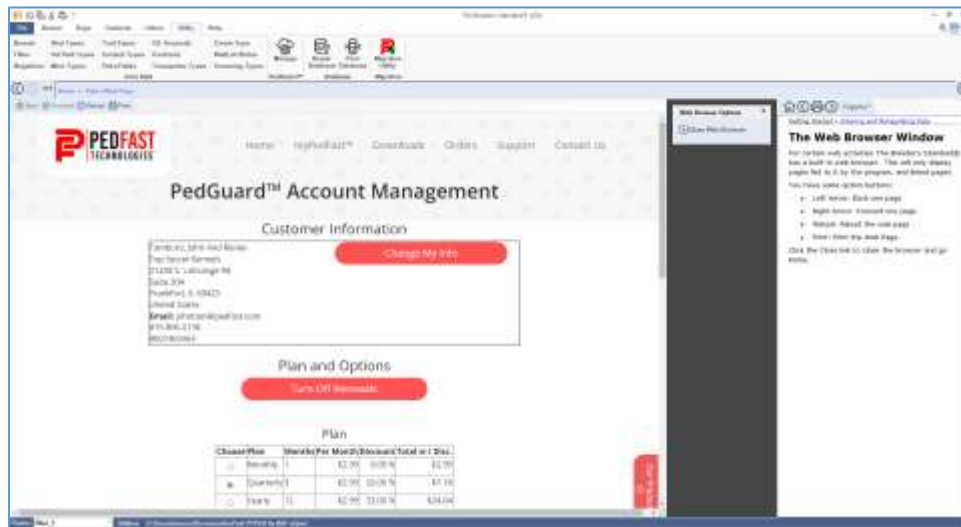
You have the following options:

- **Change my information**: You use this button to change your email address, or your address information. This change affects all PedFast systems. If you change your email address in our records, you will need to log your program back in to MyPedFast with your new email address.

- **Turn Off Renewals / Turn On Renewals**: If you click the button when it says to Turn off Renewals, future automatic renewals of PedGuard™ will be stopped, and you will no longer see your plan and payment card information. To reactivate Renewals, click "Turn On Renewals", and renewals will be active again. **Once your PedGuard account is expired, you will need to sign up again.**

- **Plan:** Click the plan you want. The next renewal will use the plan you select.

- **Change my Card:** Click this button to change your payment card. PedGuard™ will run a small ($1 or less) authorization transaction, which will fall off in a day or two, to ensure that the card is valid.

- **Billing History:** A list of your billings appears in this section. You may review those billings.

PedGuard™ How-To Guide

Here is a short tutorial for how to do things in PedGuard:

How to move my PedGuard™-supported program to a new computer

When you get a new computer, PedGuard™ makes it very easy to move to the new computer. Here are instructions:

1. Start your program in your old computer.
2. Go to the PedGuard™ Management Page.
3. Take a manual backup of your database.
4. Go to New computer.
5. Install your program into new computer
6. Start your program.
7. Sign in to your program with your myPedFast ID.
8. When you are asked to open a database, the last option will be to restore a database from PedGuard™. Choose that option.
9. You will receive a popup version of the PedGuard Manager window. Click on the back you want and then the "Restore & Open" button. PedGuard™ will download the backup file to the name you specified, and then open it in your program.

How to restore a backup when my computer crashes

PedGuard™ makes it very easy to restore your backup after a crash. Here are instructions:

1. Install your program into new or recovered computer
2. Start your program.
3. Sign in to your program with your myPedFast ID.
4. When you are asked to open a database, the last option will be to restore a database from PedGuard™. Choose that option.

5. You will receive a popup version of the PedGuard Manager window. Click on the back you want and then the "Restore & Open" button. PedGuard™ will download the backup file to the name you specified, and then open it in your program.

How to change the minimum length of time between automatic backups

PedGuard™ has a feature to keep it from making too many backups if you frequently start and stop your backups. Here are instructions:

1. Go to the PedGuard™ Management Page.

2. Go to the field "Auto backup no more than once in [number] minutes."

3. Use the up down buttons, arrows or keypad to set a number of minutes between 15 minutes and 1440 minutes (24 hours).

How to change PedGuard™ to manual-only backups and back to automatic

PedGuard™ has a feature to restrict it to manual backups only. In this setting **PedGuard™ will not do any backups unless you specifically start one up.** Upon exit, if you have manual backups configured, and it has been three or more days since the last backup, if you want to make a manual backup right then and there. Click yes to make that backup.

To turn manual backups on or off:

1. Go to the PedGuard management page.

2. Click this icon:

3. If the backups were automatic, they will switch to manual. If they were manual, they will switch to automatic.

How to Change my Payment Card Information

You can change your payment card information from your Account Management Page. Here is how to do it:

1. Go to the PedGuard management page or your Program's Home Page.

2. Click this icon:

3. The Account Management page will appear.

4. Click the "Change my Card" button.

5. A popup will appear. Fill in the card number, expiration date and card security code and click to save. If the card is valid, it will save and that will conclude what needs to be done.

Troubleshooting Guide

What to Do when There's a Problem

What to Check

Try rebooting the computer if you get a goofy error or a shutdown message or an exception. Before you do that, however, **write everything down** so you have it handy if you need to contact us for support.

Information to have ready for Technical Support

- When you call or post a message to PedFast Technologies, please have the following information immediately available:

- Your Control number, from the invoice and/or registration sheet;

- The number (if any) and the full text of any message you've received. Important! Include the full text of any message you receive! These messages contain vital information we need to solve problems.

- Exactly what you did to receive this message;

- What happened if you followed the steps outlined in the manual (if there were steps) to correct the problem?

This will greatly help us to quickly identify and resolve your problems.

Contacting Product Support

PedFast Technologies™ gives you numerous avenues to get support for your in-support-lifecycle program.

Opening a Support Case

You can now open a support case from inside the program. Not only will this take down the details of the program, but it will provide a support pack that will give us information that we can use to diagnose and repair your issue.

NOTE: You must be online with the internet and signed in to your program for the support case creation mechanism to work.

You click on the **Open Support Case** icon on the Help menu, or you can click the little "support engineer" button on the top bar of the program, next to the Puggsley and help buttons:

When you Click either of these buttons, you receive the Open Support Case pop-up window.

The Open Support Case pop-up window looks like this:

You have the following things that you will need to fill in:

- **Subject:** Enter a one-sentence description of the issue.

- **Category:** Choose a category for the issue from the list provided. If none of the specific categories fit, choose the one named "Unexpected Result."

- **Happens after Reboot?**: Choose Yes, no, did not try or don't know

- **Details:** Describe your issue in as much detail as you can. You have 1000 characters to do so.

Tell us:

1. What error message(s) you have received, and in what order

2. What you did beforehand

3. What you expected to happen

4. Anything else you think could help us.

Click on "Create Support Case" to create a support case, and send us the Support Pack.

Click on "Close this Window, no ticket" to close the window without opening the support case.

You must be online with the internet and signed in to your program for the support case creation mechanism to work.

Opening our Support Site in the Program

On the Help Tab in the program we have a "life vest" button that will contact our Product Support site on the Internet. As long as your computer is connected to the Internet, this is the fastest way to get support for The Breeder's Standard®.

To use this feature, you simply need to click on the button and the program will contact our site and send information to the site for us to help you.

Internet

PedFast Technologies has one of the largest animal-related sites on the Internet. On this site, we have product news, demos, patches, free utilities and support information. Our World Wide Web address is:

http://www.pedfast.com

We have a dedicated product support web site, complete with a searchable solution database and a means to create support incident reports online. That address is:

http://support.pedfast.com

Use the support website to report incidents to us and to receive responses through our new support ticket system. Direct email support has been retired in order to provide a more controlled and documentable support experience.

Support Tickets

All product support is provided by our support ticket system. You can access it on the web at **http://support.pedfast.com** or by email to **support@tickets.pedfast.com**. We will respond by email.

What we Need to Render Effective Help

Have you checked our FAQ? We operate a Frequently-asked questions site that can answer many of your questions quickly. You can reach this information on our support page. We ask you to look in the FAQ before opening a ticket.

Please reply to the ticket email or something else we send on your ticket, so that you don't open multiple tickets. Our ticketing system looks at the subject line of the email to know to what ticket to link your reply. That gives our technicians the ability to understand the context of the issue quickly, which means you get a faster and better answer. The ticket number appears in brackets in the subject line. Please don't remove or change that information.

We need as much information as possible. We have to know what is going on - exactly - in order to give you an effective answer or solution.

If you have a technical issue, we must know all of the following:

13. Exactly which program you are using. This is **not** just the name, but the version number. Saying that you have "your PedFast program" isn't helpful since we have over a dozen programs, and many different versions. A really great answer would be something like, "I have The Breeder's Standard 2024, and my version is 17.0.15561.9561."

14. Your operating system, and if you know it, 32-bit or 64-bit. A good answer is something like, "I have Windows 7 Home Premium 64-bit." For a Mac, it would be something like, "I have OSX Mojave."

15. Exactly what happened. A request that requires follow-up would be "My program isn't working right. Help!" A really great request would be like, "I was entering an animal and pressed the down arrow on Sire and no dogs came up, but I have many males in my database."

    If there is an error message we need the entire text of the error message, especially the **first** one received. If you get an "Unhandled Exception" error, we need you to click the "Details" button, highlight all of the details, and press CTRL+C to Copy, and then paste the message into an email to this ticket by pressing CTRL+V.

16. If you have not given us all of this data, please do so by replying to the acknowledgement notice with what we need. It will save us time and get you to your answer faster.

17. **If you open a support ticket from inside the program, this is not needed, ecause the program collects this information and includes it in the support ticket.**

* NOTE: We reserve the right to assess a fee for product support or to terminate it altogether. The sale of any product does not include any product support, which is offered solely as an accommodation. No sale is contingent upon any level of product support. See the license agreement (Copyright and License).

Abusive Conduct is Not Tolerated

We are people and we have feelings.

You may be frustrated, but that does not give you an excuse to be nasty, angry, insulting or threatening. There is never an occasion where abuse is proper or tolerable. PedFast Technologies is saddened that its employees and contractors have been exposed to threats and abuse and is compelled to include these warnings and protections.

It is a breach of the License Agreement to threaten the company, its representatives, its products or its reputation in order to expedite support or express frustration. It is unacceptable to treat our representatives discourteously whether you are receiving electronic or telephone support. The threat to cause a credit card reversal is included in these threats since you have agreed to an *all sales final* purchase.

Frustration also does not give you the right to flame us on the Internet, which can give rise to legal action to protect our rights. Our support staff is instructed to terminate any support incident where the person bringing the incident is discourteous or threatens or commits adverse action of any kind against the company. All such incidents are also grounds for us to permanently ban you from access to our product support services and our web sites.

Any act that threatens us is grounds for the permanent termination of your support privileges with no refund (all sales are final), and any written or verbal threat which we believe violates the law will be, without delay or warning, reported to the authorities, and prosecuted to the fullest extent of the law.

Maintenance

Back up Your Data

The Breeder's Standard® , unlike other programs PedFast Technologies™ has sold in the past, stores data in a single file that can be placed anywhere on your computer, **except in a Program Files or Windows system folder.** PedFast introduced the PTPED format with the TBS 2012 release. We recommend making a separate folder to hold the .PTPED file or storing it in your My Documents folder.

Once you have the location of the database secure, **<u>back it up frequently</u>**. We have just introduced an automatic backup mechanism called PedGuard™. You have the following options for backing up:

<u>Option 1: Back up with PedGuard™ Automatic Backups</u>

PedFast Technologies now offers its PedGuard™ cloud backup service, which safely privately, and **automatically** backs up your database to our secure cloud servers. PedGuard keeps up to **fourteen** backups for you, and you can use PedGuard to transfer your data between a desktop and laptop as well. This is included for one very low monthly fee.

For details, please see this link:

<div align="center">

https://pedfast.com/pedguard.html

</div>

<u>Option 2: Back up with a third-party provider</u>

Microsoft provides OneDrive free of charge for a limited amount of data; if you store your .PTPED database file in the One drive Documents folder, OneDrive automatically backs it up.

There are also cloud backup providers like iDrive, which accomplish the same kinds of backups.

<u>Option 3: Manual Copy or CD Burn</u>

Your other option is to back up the PTPED file by hand-copying it onto a stick drive or burning it onto a CD or DVD media. Since the database is a single file, you treat is as you would copying a Word document or other simple file.

Restoring From a Backup

To restore from a backup, simply copy the file into a folder where you can access it. Them you only need to use your program to open the database and you are back in business.

NOTE: If you have backed up the file onto a CD or DVD, you will need to right click the file, choose properties, and uncheck the "read only" option if it is checked. Some, but not all, CD/DVD restores will leave the file marked "read only."

Glossary of Terms

Ahnentafel

An ahnentafel (German for "ancestor table") or ahnenreihe ("ancestor series") is a genealogical numbering system for listing an animal's direct ancestors in a fixed sequence of ascent. The subject (proband or progenitor) of the ahnentafel is listed as No. 1, the subject's father as No. 2 and the mother as No. 3, the paternal grandparents as No. 4 and No. 5 and the maternal grandparents as No. 6 and No. 7, and so on, back through the generations. Apart from No. 1, who can be male or female, all even-numbered individuals are male, and all odd-numbered individuals are female. In this schema, the number of any individual's father is double the individual's number, and a individual's mother is double the individual's number plus one. Using this definition of numeration, one can derive some basic information about individuals who are listed without additional research. The Breeder's Standard® 2012 uses Ahnentafel numbering in its Coefficient of Inbreeding and Coefficient of Relationship screens.

AKC

The American Kennel Club, the largest pure-bred dog registry in the United States of America, and the sanctioning body of most dog shows held in the United States..

BXF

BXF™ stands for **B**reeder's E**x**change **F**ormat, developed in 1993 by PedFast Technologies (then known as Man's Best Friend Software) as a means to reliably exchange dog, cat and horse ancestry information. This text-based format is the exclusive property of, and copyrighted by, PedFast Technologies, and is used to import into and export from the PedFast Technology line of products without worries about loss of data integrity.

Coefficient of Inbreeding

Dr. Sewall Wright, the most renowned geneticist of the 20th century, defined an inbreeding coefficient. This is a number which expresses the homozygosity (inbred like characteristics) of any animal as a mathematical equation. This equation is now known as the "F" Coefficient, "COI" or "Inbreeding Coefficient," and is recognized as the standard in objectively measuring the amount of inbreeding in an animal.

The following is from "Animal Breeding" by Laurence M. Winters, University of Minnesota. Winters stated that the formula for COI was developed by Dr. Wright, and published in 1922 in The American Naturalist.

"The effects of inbreeding are the fixation of characters and increased prepotency; these are in direct proportion to the percentage of homozygosis; the percentage of homozygosis is in direct proportion to the degree of inbreeding."

"The sire and dam of the inbred individual have a common ancestor or ancestors. The summation of the coefficients for every line by which the parents are connected gives the coefficient of inbreeding of the individual in question."

"Each line is traced back from the sire to a common ancestor and then forward to the dam. It passes through no individual more than once, but the same ancestors may occur in more than one line."

The formula for obtaining the coefficient of inbreeding is

$$F_x = \sum ((0.5^{n+n!+1})(1 + F_a))$$

in which Fx and Fa are the coefficients for the individual and the common ancestor, respectively, and N and N! are the number of generations between the common ancestor and the sire and dam, respectively.

The Breeder's Standard® 2012 calculates the COI through ten generations of ancestors. Its calculation has been verified as accurate by Dr. Leslie B. Hansen, University of Minnesota.

Coefficient of Relationship

The coefficient of relationship is a measure of the degree of consanguinity (or biological relationship) between two individuals. A coefficient of inbreeding can be calculated for an individual, as a measure for the amount of pedigree collapse within that individual's genealogy. The term coefficient of relationship was defined by Sewall Wright in 1922, and was derived from his definition of the coefficient of inbreeding of 1921.

In general, the higher the level of inbreeding the closer the coefficient of relationship approaches a value of 1, expressed as a percentage, and approaches a value of 0 for individuals with arbitrarily remote common ancestors.

The formula of the Coefficient of Relationship is:

$$R_{ab} = \frac{2 \cdot F_{ab}}{[(1 + F_a)(1 + F_b)]^{0.5}}$$

Where F(a) is the Sire's Coefficient of inbreeding, F(b) is the Dam's coefficient of Inbreeding and F(ab) is the coefficient of inbreeding of any offspring of a mating between the two individuals.

COMPOUNDEX

COMPOUNDEX™ is a proprietary, patent-applied-for fuzzy-matching technology designed especially for the multi-word registered names of dogs, cats and horses. It aids our duplicate checker technologies, to give you the power you deserve and that our "competitors" cannot conceive.

Contact

A "Contact" is any person or company which is affiliated in any way with the kennel. Examples of contacts include breeders, owners, show judges, buyers or sellers of dogs and veterinarians. The Breeder's Standard® 2012 stores the name, address, phone numbers, Email address and comments for contacts.

File-Open Dialog

This is a pop-up window that is used to choose an existing file to be opened. In Windows 10, it looks like this:
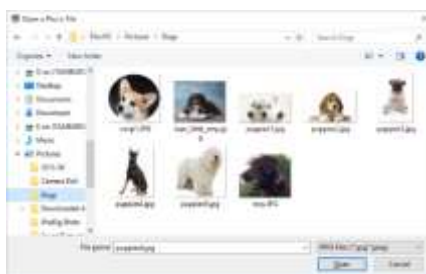
Choose the file you want by double clicking it or clicking it once and clicking Open.

OFA

The Orthopedic Foundation for Animals (OFA) is a not-for-profit organization based in Columbia, Missouri that aims to research and prevent orthopedic and hereditary diseases in companion animals.

Prefix Title

"Prefix Titles" are titles for a Dog which precede the "Champion" title. Some examples of Prefix Titles include "*BIS Ch.*", *Can. Ch.*" and "*Mex. Ch.*" Proper use of Prefix titles will yield a combined title of "*BIS Can. Mex. Ch...*" Generally, to make prefix titles work, add the Champion title after all of the specialized titles, so that The Breeder's Standard® 2012 knows the prefix titles are to be used.

PTPED

PTPED is the file extension for the PedFast Technologies Pedigree Database file. It is a single file database that holds all of your animal data. It is easily backed up, and can even be opened and worked with on a stick drive, network share or the like.

PTPED is a new technology, and is supported by all of our newer programs, making them all compatible at the database level.

Registry

A registry is an organization that keeps records of animals and usually issues each animal an identifying number. Examples of registries include the American Kennel Club (AKC), Orthopedic Foundation for Animals (OFA), and others. The registry may be stud-book in nature, such as AKC, or medical in nature, such as OFA. The program does not limit you to those purposes, however.

Save-As Dialog

A Save-As Dialog is a pop-up window that lets you choose the name of a file to be saved by The Breeder's Standard® 2012 and the drive and folder into which it will be saved.

The Save-As Dialog looks like this in Windows 10:
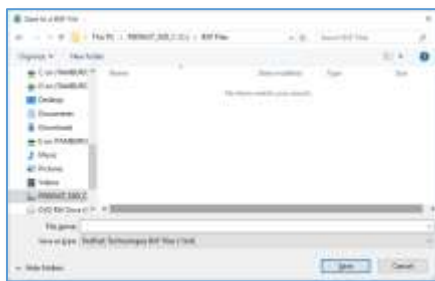
Navigate to the desired folder, type in a name, and click save. If the file exists, you may be asked to write over the file.

Stake Type

The Breeder's Standard® 2012 supports 15 Working Trial stake types:

- Open Puppy
- Open Derby
- Open Gun Dog
- Open All-Age
- Open Ltd. Gun
- Open Ltd. All-Age
- Backing In Gun
- Am. Walk. Puppy
- Am. Walk. Derby
- Am. Gun Dog

- Am. All-Age
- Am. Ltd. Gun Dog
- Am. Ltd. All-Age
- Water Test

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