User's Manual:

The Cattery's Standard™ 2019

The World Leader in Animal-Related Software.™

Contents

The Help Tab   119

Troubleshooting Guide   125

Maintenance   129

Glossary of Terms   131

Index   135

Welcome

Congratulations!

PedFast Technologies™ welcomes you to The Cattery's Standard™ 2019, the latest achievement in a 25-year-long string of achievements by the World Leader in Animal-Related Software.

The Cattery's Standard™ 2019 is the twelfth edition of our cattery management software, which was introduced in 1995. Here is a time-line of our achievements:

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 1993, 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 Cattery's Standard™ 2009 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, 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 and Mac, 2012.
- TCS 2013, the first 32 and 64 bit fully managed program for Windows and Mac, 2012.
- TBS 2018, more powerful implementation of our latest generation, 2017.
- And now, TCS 2019, 2018.

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

Copyright and License Agreement

This software is Copyright © 2016-18 by PedFast Technologies. All Rights Reserved. No part of this software may be duplicated for any reason or by any means, whether or not mechanical, under any circumstance prohibited by law or the herein-captioned license agreement. No employee (other than the Owner) of PedFast Technologies is empowered to grant permission to copy contrary to this notice. Unauthorized copying is a violation of Federal Copyright laws and will be prosecuted accordingly.

The Software discussed in this manual is also governed by the terms of a license agreement. No use of the software is permitted without complete agreement to all terms set forth in the License. Opening the envelope containing the program diskettes, or any other use of the software covered in this manual shall be deemed complete acceptance of the license agreement covering the Software. A copy of the License Agreement appears here in this manual, and also in the install program which places The Cattery's Standard™ 2019 onto your computer, and you must indicate acceptance of the agreement in order to install or use The Cattery's Standard™ 2019.

License Agreement

In consideration of the license purchase price of The Cattery's Standard™ 2019 software product (the "Software"), PedFast Technologies (the "Company") grants you a conditional, limited and non-exclusive license to use the Software. **If you do not agree to all of the terms listed on this license, do not open the envelope containing the program disk(s) or otherwise install or use the software on your computer. Opening the envelope or installing any copy of the software will be considered absolute evidence that you have accepted every term and condition of this license without objection or reservation.**

If you do not accept every term and condition of this license as written herein, your license to use the software is revoked and you must return this software, with the envelope unopened, to the point of purchase for a full refund, less shipping and handling fees. This license is a binding agreement, and contains limitations of liability and imposes obligations upon you. Read carefully before opening the disk envelope or installing.

License Terms and Conditions

You acknowledge that the Software, manuals, this license, and all other materials are Copyright © 1991-2018 by PedFast Technologies. All Rights Reserved. You understand that ownership of the Software itself at all times remains with the Company, and that this license grants you no ownership rights whatsoever to the Software, either now or in the future. You also acknowledge and agree that such copyright allows Company to require you to agree to all of the terms of this agreement, and you voluntarily accept all of these terms. This license governs all aspects of the transaction between you and Company, and not just the terms under which you may use the Software. This license supersedes any license agreement that may bind you with respect to a previous version of the Software, or any other Product we may produce, and the terms herein set forth govern your use of all versions of the software from the time this license becomes effective.

You acknowledge that you have read all of the terms and conditions herein, and by opening the envelope containing the program disk(s), you agree to them all. You agree that any of the following acts: 1) Opening the envelope containing the program disk(s) with the Software; 2) Installing a full or trial copy of the Program on any computer you own or have use of (whether or not that use is authorized); 3) Receiving, either in written form or by electronic means, any codes capable of activating the program; or 4) placing and tendering payment for (whether or not the payment is negotiable for any reason), executes this contract with the same force and effect as your signature witnessed by a Notary Public. In any dispute that may arise, it shall be conclusive proof that you have read and assented to the entirety of this agreement, of your own volition, if any of the acts mentioned in this paragraph have transpired.

You agree that this License is a binding contract, and you also agree to abide by every term and condition herein. You agree that, in the event that you violate any term or condition contained herein, your license will be permanently revoked (without any compensation due or owing to you) and that you will be liable for any and all applicable damages set forth herein, plus any penalties or damages allowed by law.

You agree that this document represents the entire agreement between you and Company. You acknowledge that no employee, agent, assign, dealer or distributor of the Company has the right to change, add or delete any provisions of this license and expressly confess that any and all verbal or written statements not in this license are not binding upon the Company in any way and are invalid and without value. You understand and agree that this contract is the final arbiter of both Company's and your rights and responsibilities under this contract.

No modification to this contract shall be valid unless signed IN ORIGINAL by both you and the chief executive officer or owner of Company, and witnessed by a Notary Public. Nothing in this clause shall be interpreted to state that Company may not unilaterally alter this license for any future versions of the Software, or that the terms of this agreement shall apply to any other product you buy from Company.

This Software is distributed freely as a 14-day evaluation copy. The software will cease to function after 14 days unless fully activated with our protocol, and you agree that any attempt to defeat or circumvent this mechanism is a material violation of this agreement and incurs damages under the law, and also as herein set forth. However, the mere fact that you may have received activation codes pursuant to a purchase and failed to enter them into the Software shall <u>not</u> transform any sale into an evaluation.

This software is made fully active and permanent using activation code(s) provided to you by Company upon payment of the purchase price in effect at the time, and your complete assent to these terms. You agree that these codes are confidential, for your use only, and you shall never make them available to any other party.

Once payment has been tendered to the Company for the Program, **<u>all sales are irrevocably final</u>**. If activation code(s) have been provided to you, it shall be conclusive proof that you have used these codes to activate the Program, and the sale may not be reversed for any reason.

You are granted permission to distribute the program disks (or downloaded program) freely to others interested in purchasing the software, provided that they do not manufacture a program that competes with the Software. You can only duplicate and distribute the disks themselves, or the download, which create the evaluation program.

You agree to load and/or use the registered version of Software on only one computer at a time. You are allowed to have backup copies of the Software to protect yourself from data loss. Once purchased, you may install the software and use the registration code(s) to activate it on up to three computers that you own, lease or lawfully may install such software upon, provided that no more than one of these computers shall be running the Software simultaneously.

You agree not to loan the registered Software to any party, nor may you rent, lease or sublease it to anyone. You agree never to copy the registered software for the benefit of any other party for any reason. You agree never to make any copies of the printed Manuals for any reason.

If you sell or give away the registered Software, you must destroy every backup copy of the Software, and you agree to do so. You must notify the Company in writing within three (3) business days of such a sale or transfer, and must provide the name and address of the actual purchaser or receiver of the Software. Once you sell or transfer the Software, you may not buy back or receive back the Software for a period of three (3) years, and you agree to this condition (However, you may of course purchase another copy of the software from Company or any authorized dealer at any time). You may not use somebody else's copy of the Software to access records or files made by your copy.

As soon as you sell the Software, you lose your license rights and all rights to use the Software. However, clauses in the License which restrict you from infringing Company's rights to its copyright, trade dress or patents (granted or pending) still apply and you agree that these terms will survive your loss of rights under this license, perpetually.

To the extent that such conduct exceeds the bounds of Fair Use under United States Copyright law, You may not sell give other otherwise transfer or provide the Software to any party which produces a software product that competes with the Software, to any employee, agent, assign, owner, shareholder, affiliate or any party with any kind of a relationship with such a person or company, or to any party which contemplates producing a product that competes with the Software. These same restrictions apply to parties who intend to produce any product or products which rely on the databases produced by the Software for any function whatsoever.

To the extent that such conduct exceeds the bounds of Fair Use under United States Copyright law, you agree that you will not attempt to reverse-engineer or disassemble the Software or attempt to do so at any time. You agree not to change any portion of the Software, including, but not limited to, icons, dialog windows, error messages, menus, string tables and the serial number(s) as embedded in various portions of the Software. You agree that such a change, in addition to being a material violation of this license agreement, is a violation of Federal Copyright and Trade Secret laws, and constitutes a crime.

You understand that the software employs various devices and algorithms designed to prevent infringements of Company's copyright by preventing the illegal use or copying of the Software. To the extent that such conduct exceeds the bounds of Fair Use under United States Copyright law, you agree not to remove, attempt to remove, defeat, attempt to defeat, circumvent, attempt to circumvent or cause any party to attempt to remove or defeat or circumvent these mechanisms for any reason whatsoever. You agree that any act in violation of this clause damages Company in an amount which is impossible to determine, and therefore shall be responsible to pay Company, as liquidated damages, and not as a penalty the sum of FIVE HUNDRED THOUSAND DOLLARS ($500,000.00) per offense for any violation of this clause.

You agree that you will not create or offer for commercial sale any "add-on" product that uses these databases for sale without the express advance written permission of the Company. Such permission may, at Company's sole discretion, be in the form of a Developer's License, which you agree would at the sole discretion of Company require the payment of additional fees.

You agree that Company has no obligation to issue you or any other party a Developer's License, and that no part of this License Agreement shall serve to impose such an obligation upon the Company, or entitle you to damages if Company refuses to grant a developer's license.

You agree that, since it is impossible to determine the effect of any violation of the above terms, that you will be liable for ONE HUNDRED THOUSAND DOLLARS ($100,000.00) for each individual violation of the copy, lease and loan provisions above, all as liquidated damages and not as a penalty. You agree that, if you violate this license in any way, that Company may at its sole discretion seek additional penalties and damages as permitted by law.

You agree, if you pay for the software and services by debit card, electronic checking debit, electronic funds transfer, credit card or charge card, that You permanently and irrevocably waive any and all right to cause a "chargeback" (that is, a disputed, reversed or contested charge) against this purchase for any reason whatsoever against Company or other reseller of this license, effective as soon as You click on the "I ACCEPT" button. You agree that, if you institute such a "chargeback", it

constitutes a material violation of this license, and damages Company in ways impossible to calculate, and with long-term adverse effects to the Company. Therefore, You agree to pay, and Company agrees to accept in compromise, for each chargeback you may issue or directly or indirectly cause to be issued against Company, the amount of EIGHT THOUSAND DOLLARS ($8,000.00) to Company (or the party selling you this license), as liquidated damages and not as a penalty. You expressly confess, in the event of such a "chargeback", that such chargeback constitutes fraud and confess such fraud. You agree to pay all costs incurred by Company or the seller of this license in collecting these amounts.

If You are a corporation, you agree that any corporate indemnification, explicit or statutory, against any and all officers, employees or owners of the corporation is waived, and the person(s) opening the envelope and/or using the software jointly and severally agree to be personally bound by this agreement. You agree that any judgment or arbitration award obtained against You for violating this license is a finding of fraud, confess such fraud, agree that such a judgment is fair, proper and not dischargeable or modifiable in any proceeding under the United States Bankruptcy Code, and agree to waive the right to notice, response or contest of any motion by Company or its attorneys to lift a stay so imposed against it.

You agree that you purchase this software "AS IS". You also agree that the only warranty provided is as follows: for a period of not more than THIRTY (30) DAYS after you purchase the software, the program disk(s) upon which the software is delivered to you will be free from defects in material or workmanship. Your sole remedy in a warranty claim is replacement of the defective disk(s). This warranty is not transferable.

You agree that any trait analysis report, inbreeding report, or any other number or report produced by the Software is produced as an informational tool only. Company does not represent that the Software is able to accurately predict the outcome of any mating, and you acknowledge and agree that it is impossible to do so.

You agree to hold Company harmless as to the results of any mating in which you consult the Software or reports generated therefrom in determining whether or not to actually effectuate the mating. If you use the Software on the behalf of another party, or permit another party to use the Software while on your computer, you agree to indemnify and hold Company harmless for the results obtained by that party.

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.

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.

NO OTHER WARRANTY IS PROVIDED. COMPANY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. COMPANY IS NOT RESPONSIBLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES SUSTAINED BY YOU OR ANY OTHER PARTY AS A RESULT OF USING OR POSSESSING THE SOFTWARE, EVEN OF COMPANY HAS BEEN NOTIFIED OF THE POSSIBILITY OF SUCH DAMAGES.

THIS SOFTWARE IS <u>BUSINESS</u> SOFTWARE, USED IN THE <u>BUSINESS</u> OF MANAGING A CATTERY. YOU AGREE THAT THIS SOFTWARE HAS ABSOLUTELY NO PERSONAL OR HOUSEHOLD USE WHATSOEVER, AND THAT THE CONSUMER PROTECTION LAWS OF THE UNITED STATES, OR OF ANY STATE, ARE INAPPLICABLE TO THIS TRANSACTION.

You waive and abandon any and all warranty rights under the law that may be available to you and exceed the scope of the above warranty.

You agree that, in the event of a warranty claim not herein waived, or held non-waivable by a court of law with proper jurisdiction to enforce this agreement, Company's complete liability will extend to no more than the actual price paid by you for the Software, EXCLUDING any shipping and handling charge. You agree to hold Company harmless for any claim of any kind with respect to the Software, its manual(s), warrant(ies) or operation.

You understand and agree that the availability and delivery of "support" is <u>not</u> included in the purchase price of the program, and that any support services offered or rendered free of charge may be terminated or made available only for a fee at any time.

"Support" includes, but is not limited to, assistance with installation, operational questions, problems encountered by you in using the software, accuracy of the manual or the Software, or any other thing which may cause you to seek aid from Company in the installation or use of the Software. Company is free to change its policies regarding "support" at will, and you hold Company harmless for the effects of such a policy change.

You agree that, in the event that any part of this license is declared by a court holding proper jurisdiction under this agreement to be illegal or unenforceable, only that very part so declared shall be invalid, and the rest of this license shall continue in full force and effect, as if the illegal or unenforceable clause were never included therein.

You agree that this license and ALL of its terms shall binding upon your employees, successors, assigns, or transferees.

You agree, if purchasing or otherwise receiving the Software from a party other than Company, that you will be bound by all the terms herein. If you DO NOT AGREE, your license is revoked and you must return the Software to the party from whom you purchased it. In that event, you agree to hold Company harmless as to damages or compensation, inasmuch as full agreement to all the terms of this license is a prerequisite condition of your permission to use this software.

You agree that this license shall be interpreted and enforced under the laws of the United States of America and the State of Illinois, as appropriate, but excluding conflict of law principles.

You agree that any action under this agreement may not be combined with the claims of other persons into any sort of a combined or class action with any other party for any reason or cause whatsoever. You waive all rights to class action against Company. In the event that you participate in a combined or class action against Company, you agree that Company is entitled to have such an action dismissed, with prejudice, and shall receive its costs and reasonable attorney fees from all putative class plaintiffs, jointly and severally.

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 Cattery's Standard™ 2019 is designed to run correctly on the following Windows operating systems:

- Windows Vista, 32 and 64 bits.

- Windows 7, 32 and 64 bits.

- Windows 8, 32 and 64 bits.

- Windows 8.1, 32 and 64 bits.

- Windows 10, 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 Cattery's Standard 2019 does not support Windows XP. We recommend that you have at least 2GB of RAM, with 4GB 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, 2009 should run The Cattery's Standard™ 2019 without difficulty.

Installation: Ready, Set, Go!

In Windows, to install from our CD-ROM, you ned simply to place the CD-ROM into the drive. The front-end will display all of the programs on the CD; 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.

For OSX, the program will come on a CD, and you simply insert it. Open the CD and it will bring up 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 Cattery's Standard™ 2019 is an all-new program. It does not work with previous versions as its predecessors did. To upgrade, you must follow these instructions:

1. **Do not** install The Cattery's Standard™ 2019 into the same folder where any previous version resides.

2. **You create the database first** in The Cattery's Standard™ 2019, 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 Cattery'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 Cattery's Standard™ 2019:

1. Click the Utility Tab

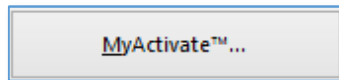2. Click the Activation button, which has an icon like this:

Clicking the button brings up the Activation window.

The Activation window looks like this:
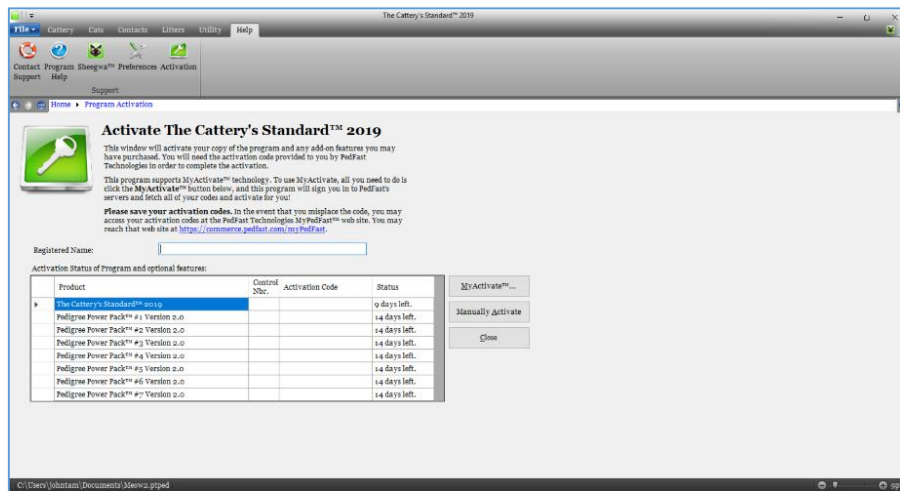
3. You then simply click the MyActivate button:

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

5. 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, 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 Cattery's Standard™ will use your MyPedFast login to access our servers and see if there are any updates to The Cattery's Standard™. If an update is needed, The Cattery'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 any product support is contingent upon running the latest version of The Cattery's Standard™. Therefore, before contacting us with any questions or issues, please ensure that you are on the latest version. If you start up The Cattery's Standard™ while connected to the Internet, and are <u>not</u> asked to upgrade, you are on the latest version.

Once your program is installed, you will have 14 days to activate the program. *If you have purchased the program, please understand that ll 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 Cattery's Standard™ for the First Time

Opening a database

The first time that you start The Cattery's Standard™ 2019, 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 Cattery's Standard™ 2019, 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:
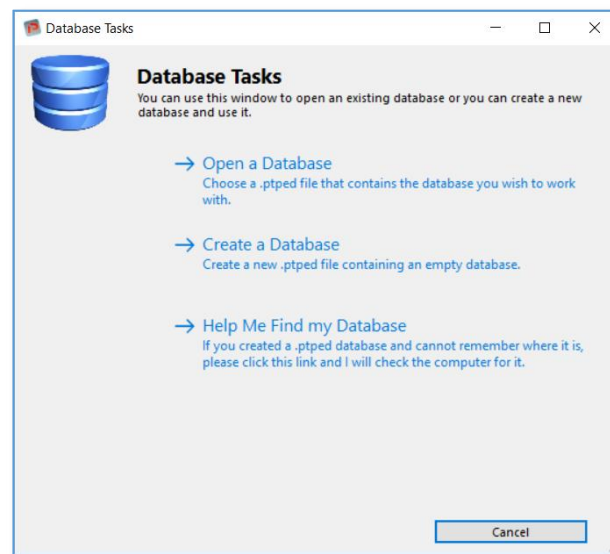
The Database Tasks window allows you to open or to create a database. The first time you run The Cattery's Standard™ 2019, you must click to create a new database. This database is stored in a file with the ".ptped" extension.

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.

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 Cattery's Standard™ 2019, or iPed 5G or later, or CompuPed® 5G or later.

If you click to create a database, the program will ask you 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.

Help Me Find my Database

If you click on "Help me Find my Database," The Cattery's Standard 2019 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:
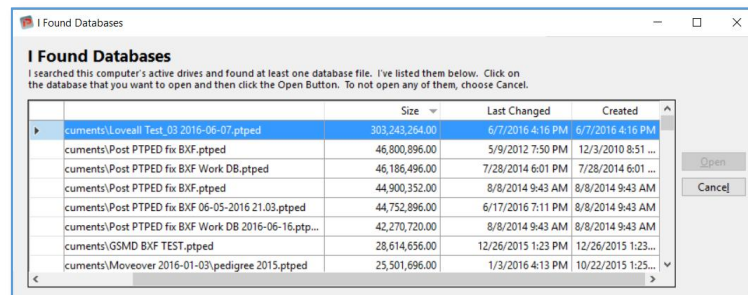
When you have the Found Databases Window, you just click on the database file you want to open, and the program will open up that database for you at once.

The Look and Feel of the Program

This is the main window of The Cattery's Standard 2019:
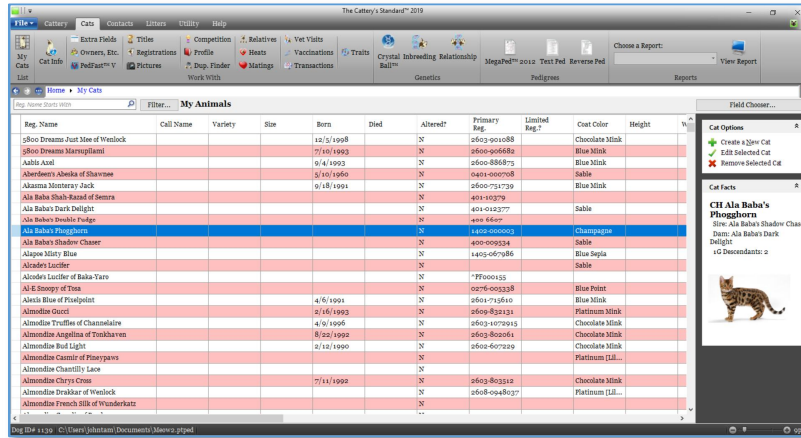
The Cattery's Standard™ 2019 is designed along the lines of Microsoft Office. Each window is designed in two halves, and commands are shown, along with status information, in the right dark pane. Things you can do for the entire database are shown in the Kennel Tab. Things you can do to dogs are shown 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
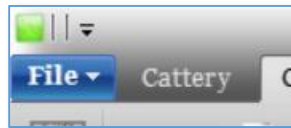
The File Menu button houses the program's main menu. Click this button to change the active database or to create a new database. You can also access Program Activation from this menu, shut down The Cattery's Standard™ 2019, or see the progrm's About box.

Shortcut Keys

The Cattery's Standard™ 2019 is equipped with several shortcut keys. Here's a list:

F3	Exit The Cattery's Standard™ 2019. 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
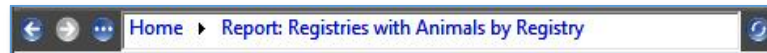
The Cattery's Standard™ 2019 is equipped with a navigation bar that shows you the previous several functions that you visited in the program. You can navigate backward or forward. The button at the far right of the navigation bar permits you to refresh the window without saving any changes you typed 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.
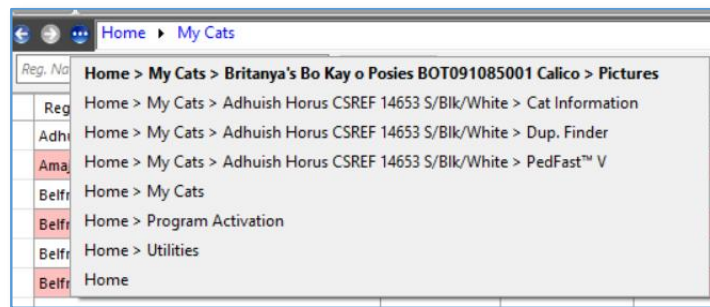
The list button, with three dots, will present a list of the last several places you have visited in the program. Clicking an entry on the list brings you to that place in the program.

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 Cattery's Standard 2019 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:
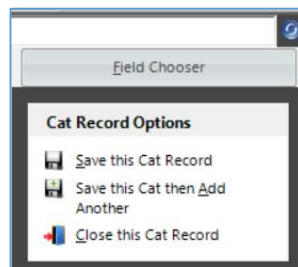
When you click the Field Chooser button, you will be presented with a pop-up box with all of the fields that you can hide.

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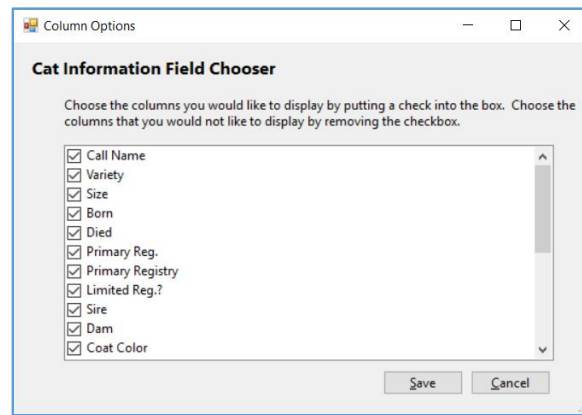
Every field with a check box will be shown to you in the edit window. If you remove the check box, you will hide the field. *Required fields cannot be hidden, and you won't be given the option to hide them*.

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:
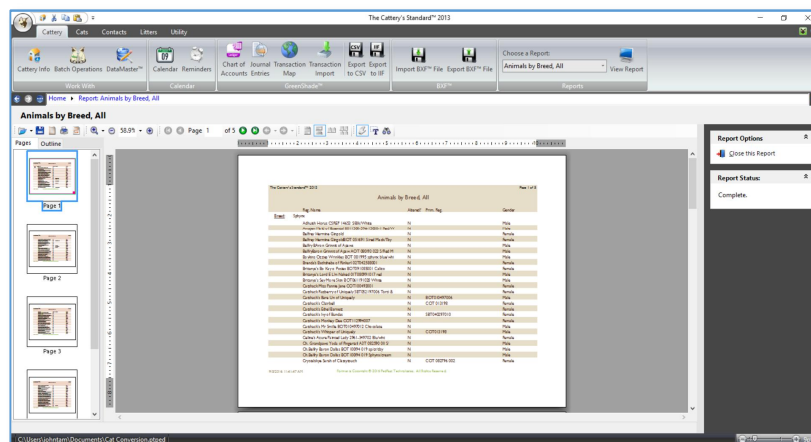


The Report Preview window permits you to navigate through the pages of the report. There is a page navigation strip on the left of the window. There is also a tool bar. The tool bar has many options:

|	
💾	**Save a file with the report in it.** The Cattery's Standard 2019 supports numerous formats. Some of these include: • PDF • Microsoft Word • Excel • BMP

	• JPG • PNG • TIFF
	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.
	Reflow. This reloads the report from the data that was read from the program to create the report. Useful to reformat the report after changing settings in Page Setup.
	Zoom tool. Use the drop down to choose a tool to zoom in or out.
	Zoom out. Will make the page images in the main preview window smaller.
100% ▾	**Zoom Display.** Shows what the current zoom size is for the main preview, and allows you to drop down to choose a preset zoom size.
	Zoom in. Will make the page images in the main preview window Larger.
	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 6 of 63	**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.
	View buttons. These four buttons control the report view. You can view: Full page, continuous, two pages facing or four pages at a time.
	Hand cursor. 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 report preview window, you choose to start the search pane. This is extremely useful in searching large reports.
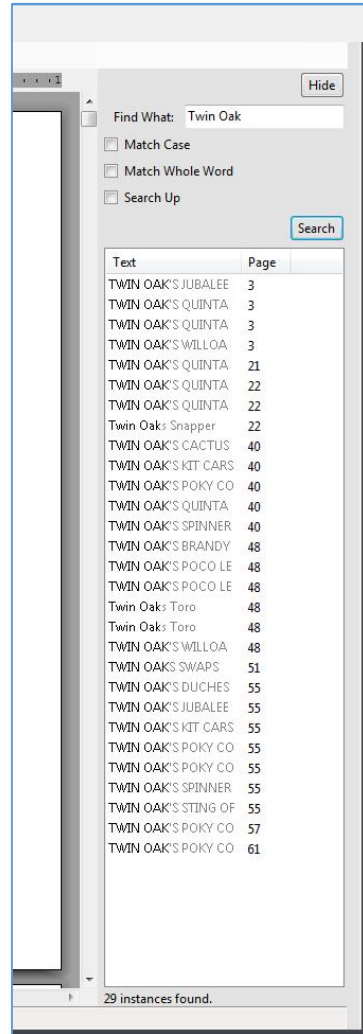
The Report Search Pane has these controls:
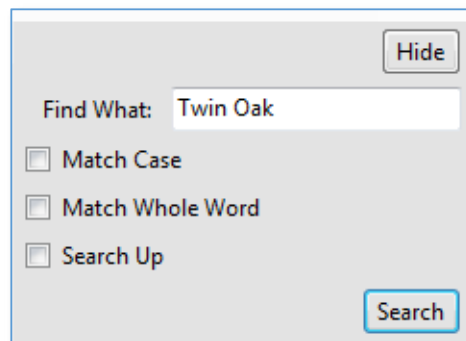
You type in the phrase or character's you want to search for, and the search pane shows all occurrences of the search string in the pane when you click the **Search** button. You can choose to search up, match character case, and only select whole words that match, or any combination.
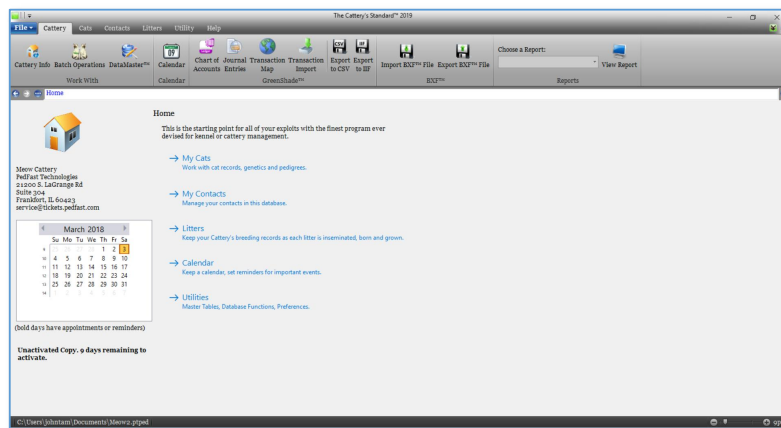
Double clicking on a found search term scrolls the report to that term, and highlights the term.

Clicking the **Hide** button hides the search pane.

The Home Page

When you start up The Cattery's Standard™ 2019, and you have opened a database, you will receive the Home Page. This is the starting point for using The Cattery's Standard™ 2019.

The Home Page looks like this:

You will see a summary of the cattery 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 Cattery's Standard™ 2019 will take you to the home page.

# Entering and Manipulating Data

There are several different controls in The Cattery's Standard™ 2019, 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.
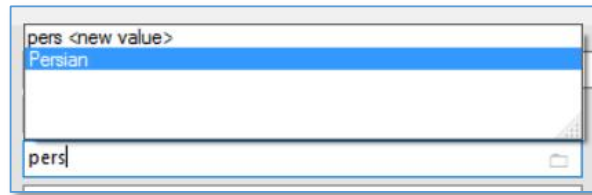
As you type in each character of the item you are looking up, the control below shows what options you have. Pressing an up or down arrow will pick a certain option and fill in the rest of the lookup control. Or, type the characters and finish your lookup. Pressing TAB or ENTER will register your choice.
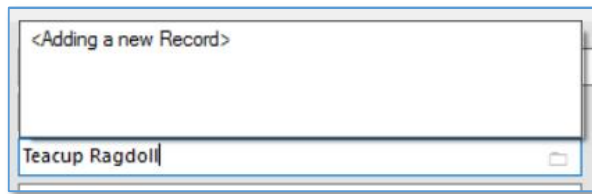
If the lookup control allows it, in certain places you can choose to add a new record to the database. For example, if you type in a breed that is not in the database, the program will show you the control, tell you that you are adding a new breed (or contact or whatever is in that space).

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.
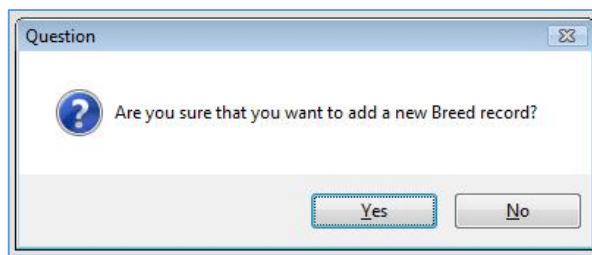
If you choose "Yes," you can add the record rapidly. If you choose "No," your entry will be abandoned and you will need to retype an entry.

Calendar Control

When you have need of choosing a date, The Cattery's Standard™ 2019 will give you a calendar control.
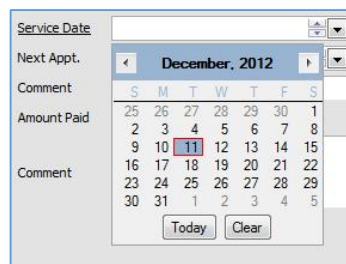
Clicking a date chooses it, and you can use the arrow buttons to move back and forth in the calendar. The clear button empties out the field, and the today button sets to today's date.

The Web Browser Window

For certain web activities The Cattery's Standard 2019 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:
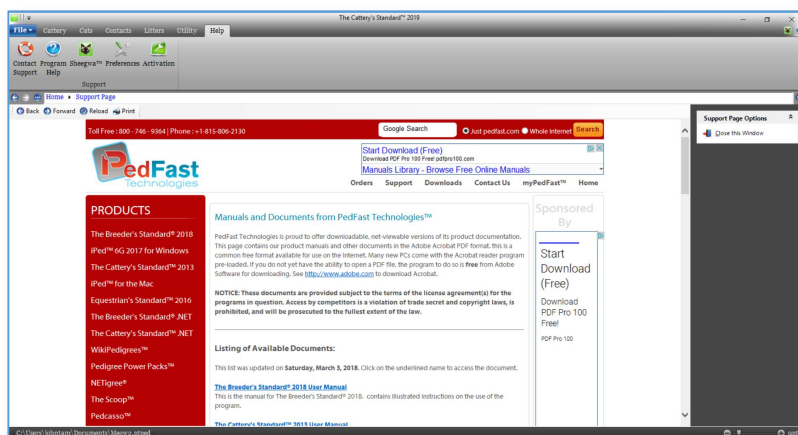
You have some option buttons:

- 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 Cat Button and choosing "About TCS 2019" brings up the About Window.

The About Window looks like this:
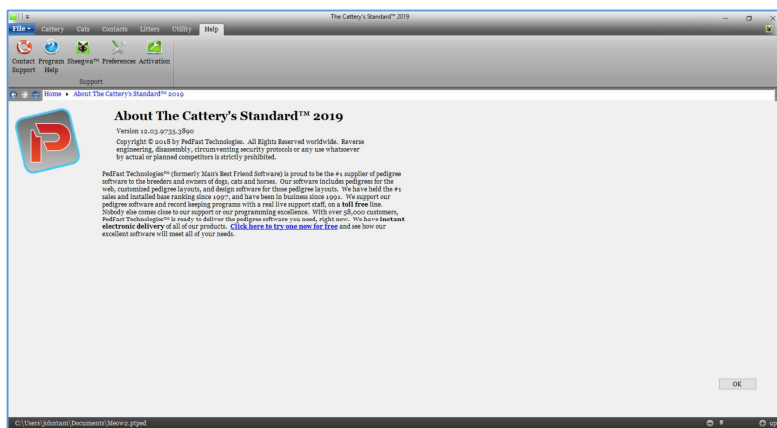
This window contains:

- 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.

The Cattery Tab

Cattery Information

The Cattery Information window gives you information about your Cattery. 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 Cattery Information page looks like this:
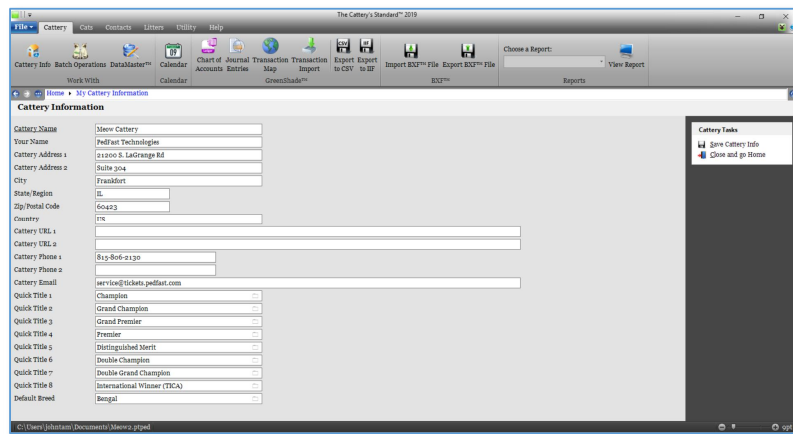
The only field you are required to enter is the Cattery Name. However, you can also enter your name, address, phone numbers, email and web addresses.

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 Cattery 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 Cattery, you will find out that you need to make the same entry to many Cats or kittens. It may be shot day, or you may enter a large number of animals to a Cat show and wish to record the expense in the books.
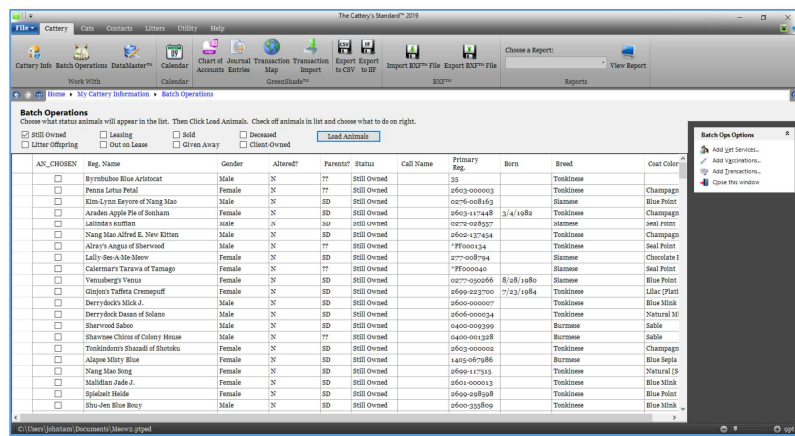
The Cattery's Standard™ 2019 provides you with the facility to do this kind of recordkeeping easily and immediately with the Batch Operations window. You can see Cats of the status(es) you choose and then select some or all of them. Then you can add Shots, Medical History entries and/or transactions 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 Cats of that status. Litter Kitten 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 Cat database.
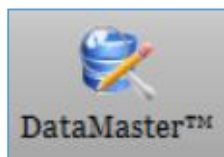
DataMaster enables you to:

- 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 TCS 2008 "Smart Capitalization" function to render the Name in Upper and lower case letters.
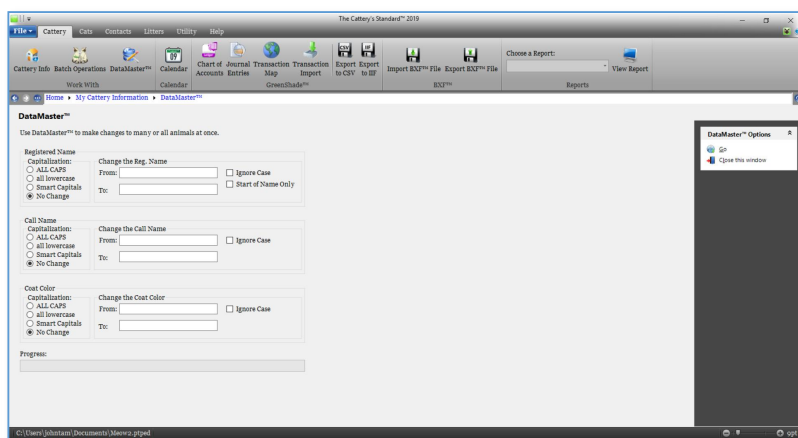
WARNING: DATAMASTER IS A POWERFUL FUNCTION. IT WILL CHANGE MANY IF NOT ALL OF YOUR CAT RECORDS. THESE CHANGES CANNOT BE UNDONE, UNLESS YOU RESTORE FROM A GOOD BACKUP. MAKE A BACKUP BEFORE YOU ACTIVATE DATAMASTER!

DataMaster™ is found on the Cattery 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 Cat 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 Cat 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 Cat's name into an uppercase of the same letter. So, you may have a Cat's name look like:

FANCYFEAT FANCYPAWS OF HOWARD.

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

fancyfeat fancypaws of howard

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 Cat's name look like:

Fancyfeat Fancypaws of Howard

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 Cats have a Cattery 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:

6. **Use Search/Replace for difficult capitalization.** For example, if you were to have a Cattery 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 Cats in the database rapidly.

7. **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.

8. **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.

9. **BACK UP YOUR DATA BEFORE CHANGING ANYTHING!** Can we stress this enough? We cannot undo these changes. The Cattery's Standard™ 2019 will warn you about this as well. Make a Backup BEFORE you begin using DataMaster (See Back Up Your Data)!
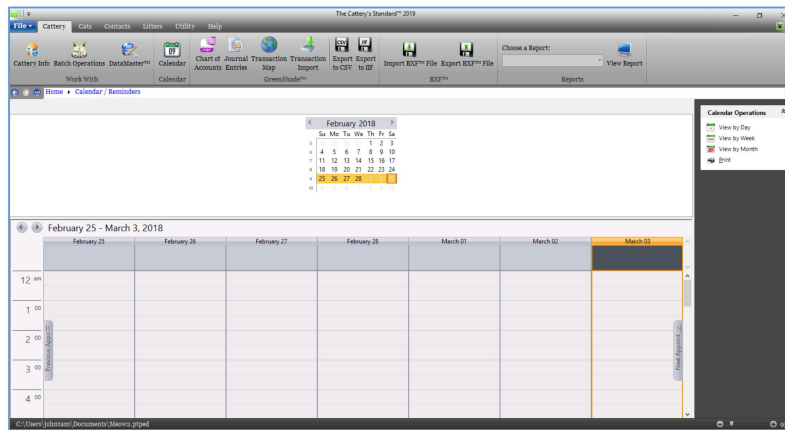
Calendar and Reminders

The Calendar

The Breeder's Standard 2012 contains a built-in calendar application with pop-up reminders and printed schedules. You access the Calendar from the Cattery Tab with this icon:
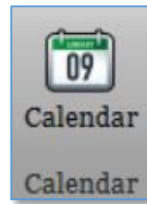
Clicking the icon produces the Calendar window, where you can choose your view and what if anything to print as well.

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.

<u>Using the Calendar to Navigate the Schedule</u>

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:
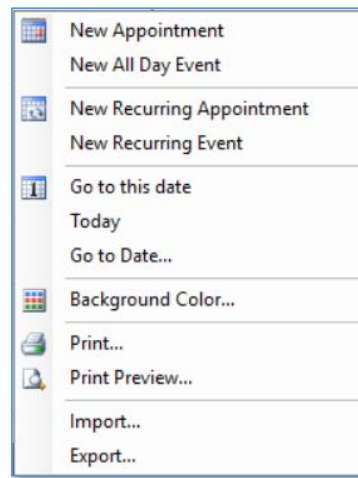
Choose "New Appointment" or "New All Day Event" and then you will get the Schedule pop-up.

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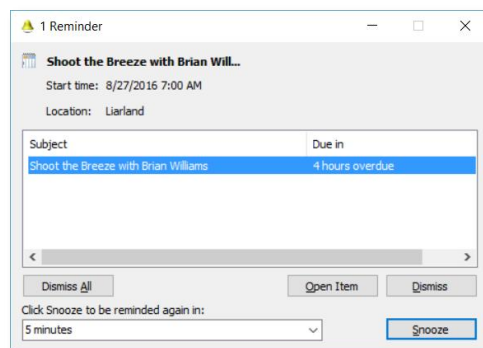
The pop-up will list all appointment reminders that have not been dismissed even if they are for old reminders. You will see the subject line ad when the appointment is due. You have these options available to you:

- **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:
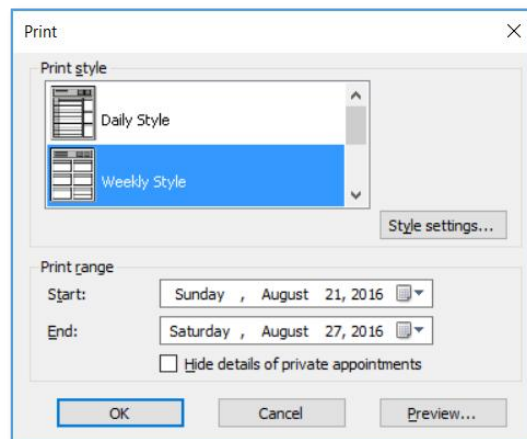
You have some options:

- **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 Cat 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 Cattery 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:
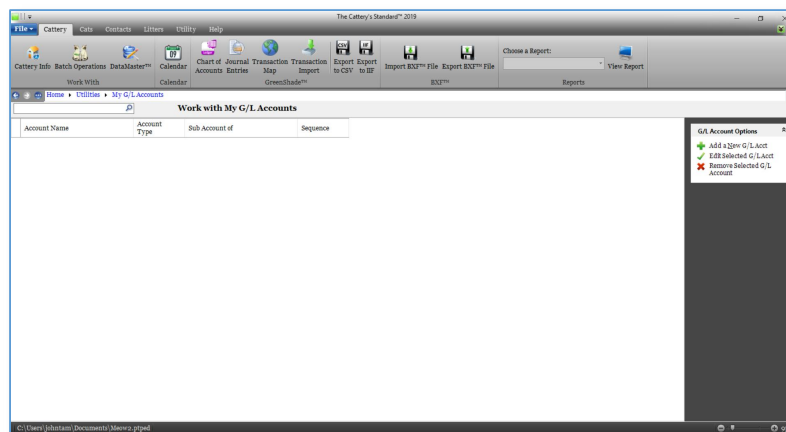

Click the Add link in order to add a general ledger account. Click the Change link to modify the settings of a general ledger account. Click the Delete button to delete the highlighted General Ledger account. You cannot delete a General Ledger Account once you have assigned journal entries to the account, 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:
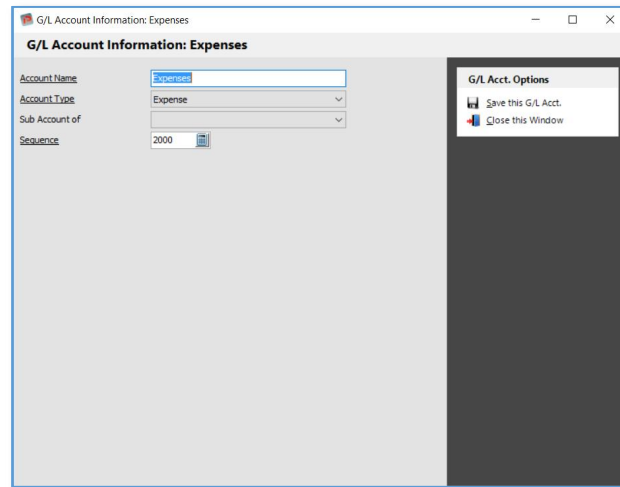
You have the following fields to work with:

- **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 Cattery Tab:

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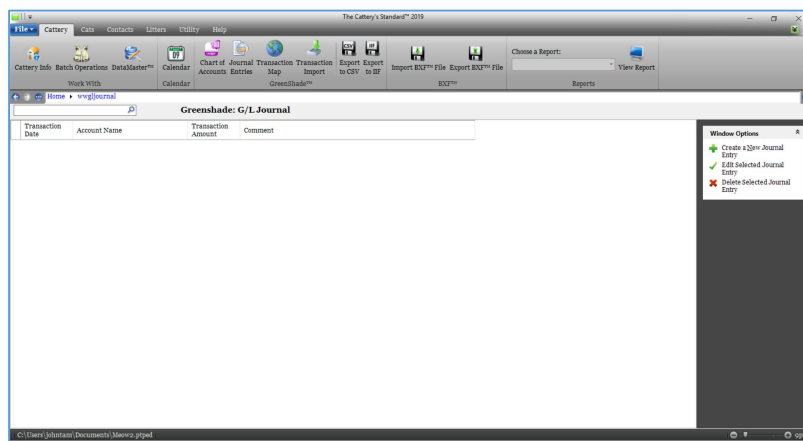
Click on the Add link to get to the G/L Journal Entry pop-up. This is where you enter the data into the journal entry. You can select a row and click change, or you can select a row to delete an entry by clicking delete.

The G/L Journal entry pop-up looks like this:

You have the following fields:

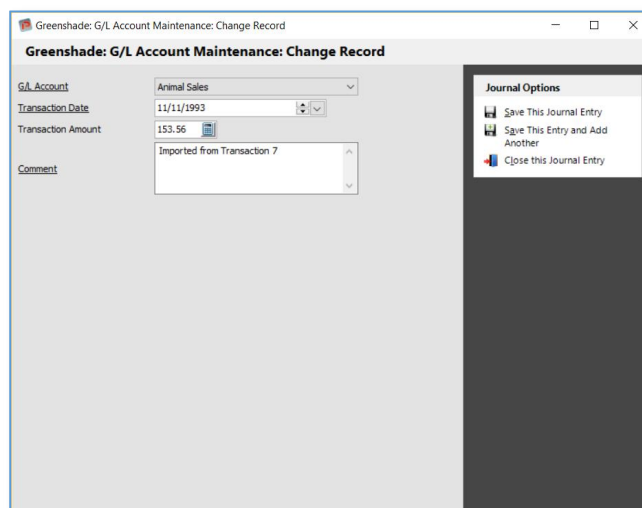- **Date**: This is the date of this journal entry or the underlying transaction.

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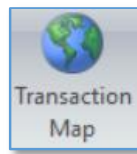
The GreenShade Transaction mapping window looks like this:
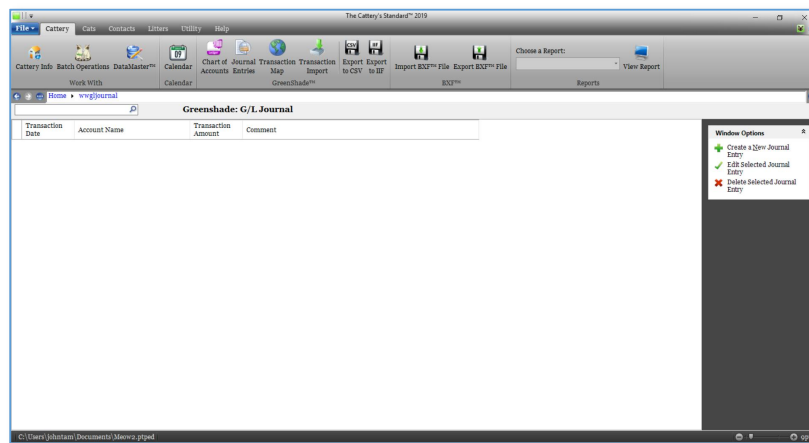
Click on the Add link to get to the Transaction Mapping Entry pop-up. This is where you enter the data into the journal entry. You can select a row and click change, or you can select a row to delete an entry by clicking delete.

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.
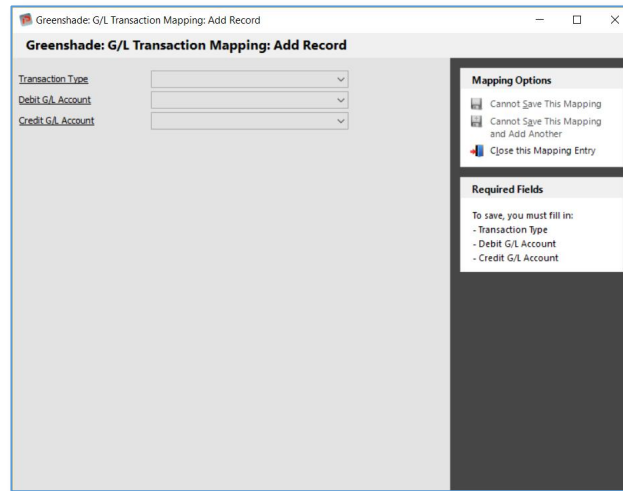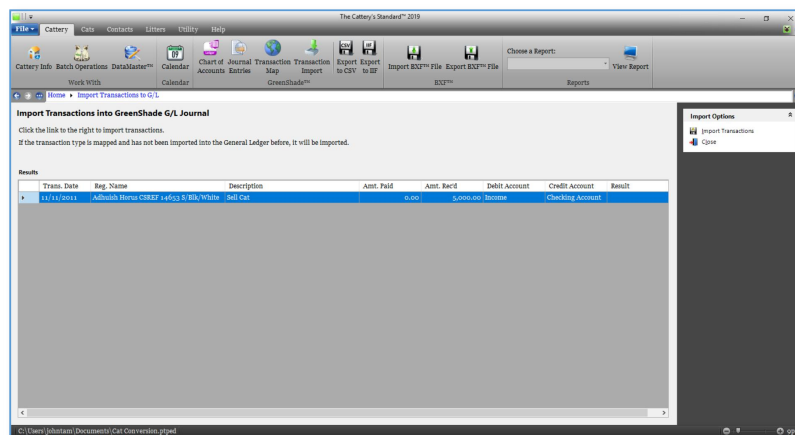

Importing Transactions

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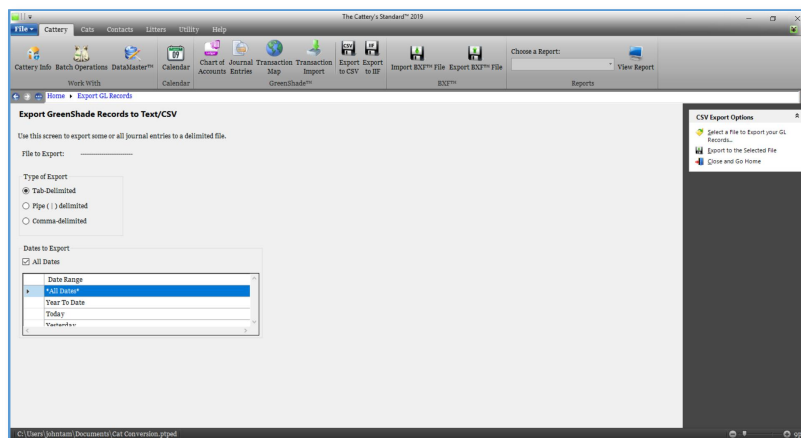
You first click the Select File link on the right, and choose a file name from the Save-As Dialog that appears.

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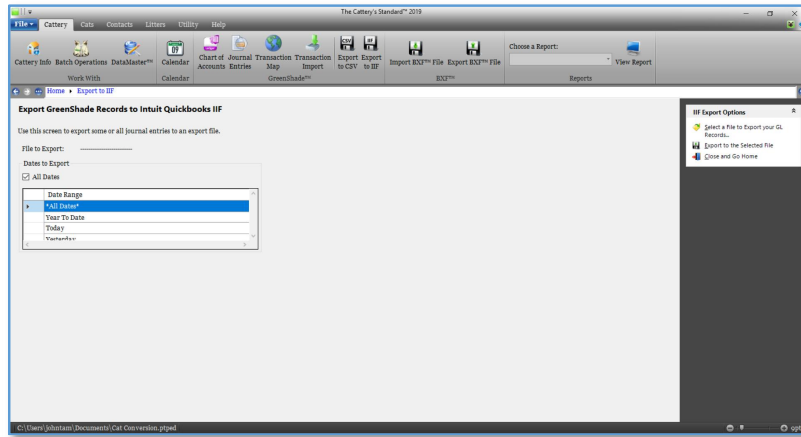
Then click the Export link to create the export file and you have completed the work.

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 Cat 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 Cat to be imported from someone else's data is already on the database, and to act accordingly.

The Cattery's Standard™ 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 Cat 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™ 2012, 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!

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

The BXF Import Window looks like this:
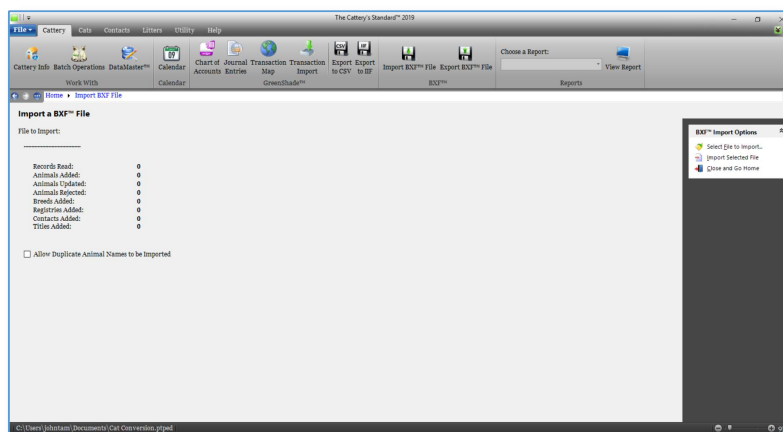
Click on the "Select BXF File to Import" link to look up the BXF file you wish to import. When chosen, Click the "Import Selected File" link, and The Breeder's Standard™ 2012 will begin to work. You will see the progress. When the import is completed, you will see a pop-up message indicating successful 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 Cats 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 Cattery to a BXF file. To do this, you simply choose the "Export…" option in the Cattery menu, or you click the export button on the Speed bar. This will open the BXF Export window.

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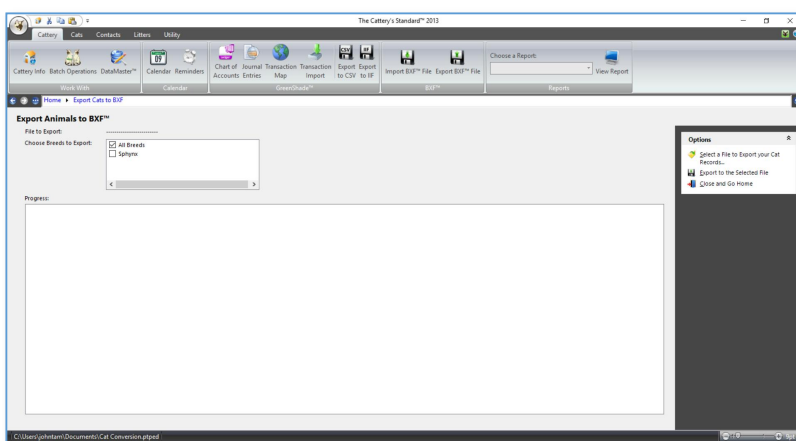
You click on the   "Select a file to export your Cat Records…" link to choose the name and location of the BXF file you wish to export. A Save-As Dialog will pop-up and you can choose the file name.

Then, you can choose to export all breeds, or choose one or more breeds to export. All breeds with Cats 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™ 2019 will inform you of this fact.

Cattery Reports

On the Cattery 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:

Choose a Report:

Animals by Breed, All

View Report
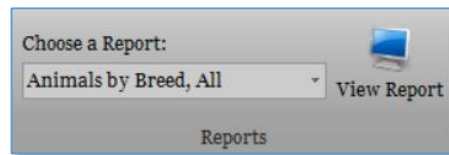
Reports

Then you need only to work with the report.

The Cats Tab

Work with My Animals

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

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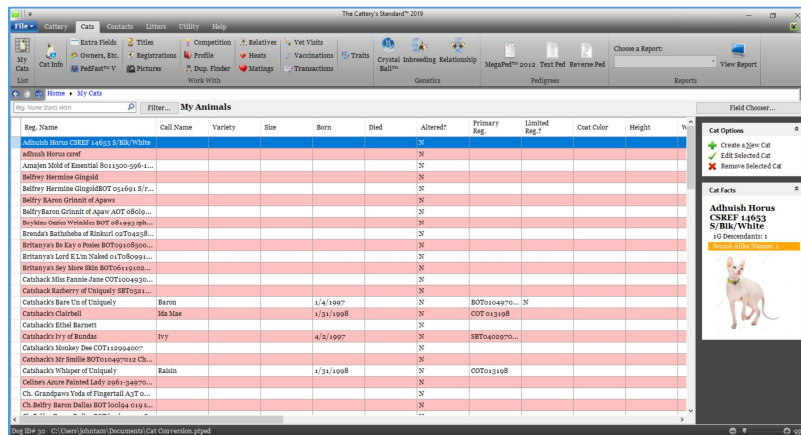
Clicking or using the arrow keys to scroll up and down through the list will change the current Cat in the list that is selected. You can then choose to edit the Cat record you selected from the right side command list, or you can click on any button on the Cats tab in the "Work With" group in order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

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

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

The Cat Facts pop-up

As you select Cats, you may see a pop-up window on the right hand side. This window contains facts about the highlighted Cat. 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 Cat's OFA information page, if The Cattery's Standard has its OFA record ID (not OFA Number) in its database.

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

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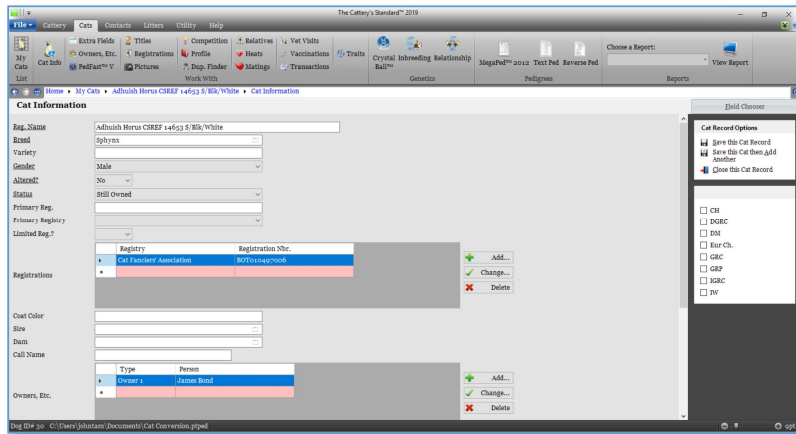
The Cat Facts popup looks like this:

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

Cat Information

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

The Cat Information window looks like this:

As with all windows in The Cattery's Standard™ 2019, 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 Cat, *excluding* titles. Enter the name, up to 75 characters here.

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

- **Breed:** This is a lookup control to let you pick the breed of the Cat. 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.

- **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.

- **Gender:** Choose the Cat'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 Cat has been spayed or neutered. Type "N" if this Cat has not been spayed or neutered. Press TAB to go on to the next field.

- **Reg. Number:** This is the primary registration number for the Cat. The Cattery's Standard™ 2019 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 Cat, 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.

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

- **Sire:** This is the name of the Cat'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 Cat database.

- **Dam:** This is the name of the Cat'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 Cat database.

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

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

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

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

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

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

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

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

- **COI:** This is the Sewall Wright Coefficient of Inbreeding for this Cat. 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 Cat, up to 10 generations. The Cattery's Standard™ 2019 will calculate this coefficient for up to 10 generations.

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

- **Chip Number:** If your Cat 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 Cattery's Standard™ 2019 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 Cats and click Extra Fields

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

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

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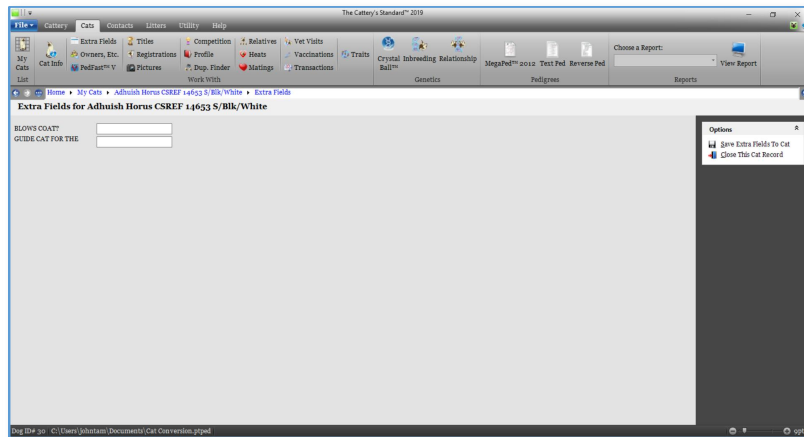
All of the fields in the window are what you define them in the Utility Tab, Extra Field Types window.

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 Cats and click Owners, Etc.

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

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

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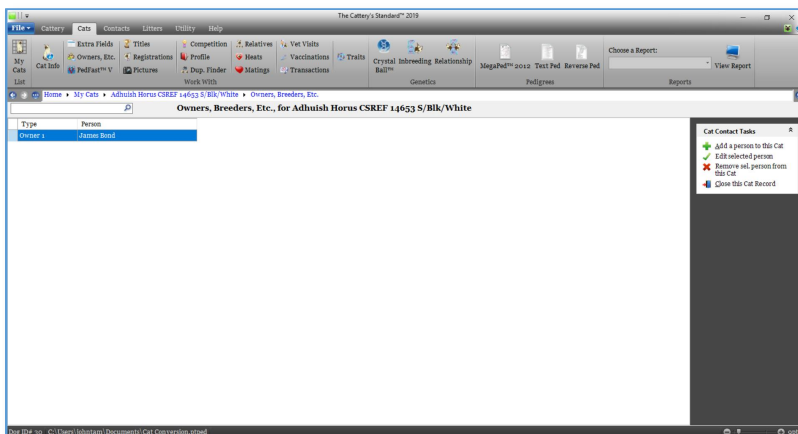
You can choose to do any of the following:

- 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:
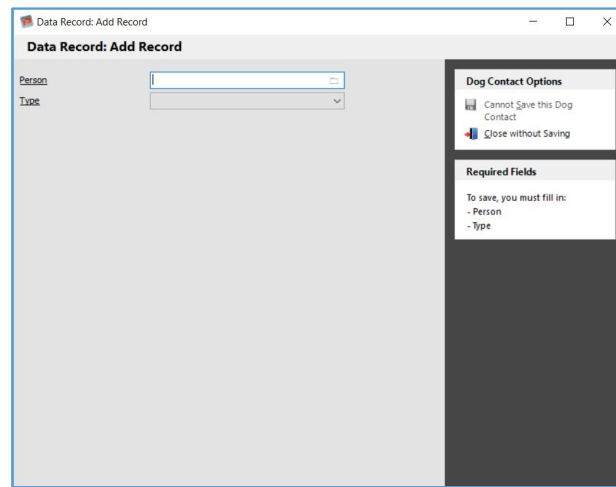
You have these fields:

- **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:
  - Owner 1, 2, 3 or 4 – up to four owners per animal
  - Breeders 1, 2, 3 or 4 – up to four breeders per animal
  - 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.
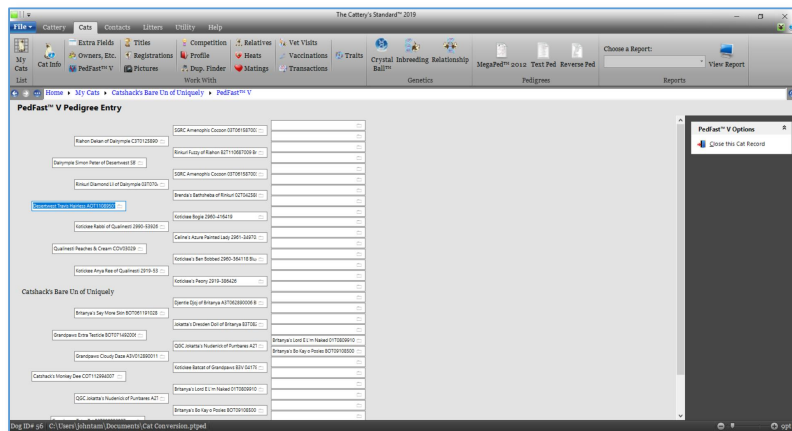
PedFast™ V

The Cattery's Standard™ 2019 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 Cattery's Standard 2019 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:
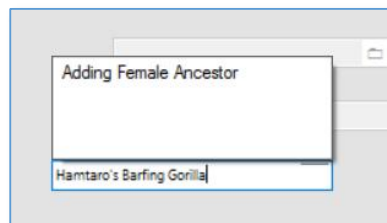
Type the animal's full name and press TAB. The animal will be saved and added as an ancestor (sire or Dam) to the correct animal in the pedigree, and that animal's sire and dam boxes will be enabled for entry.

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:
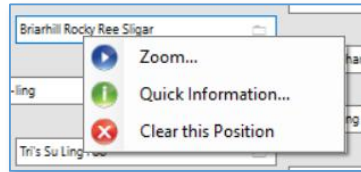

You can choose three options:

- **Zoom:** this will open the animal's Cat Information Window.

- **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:
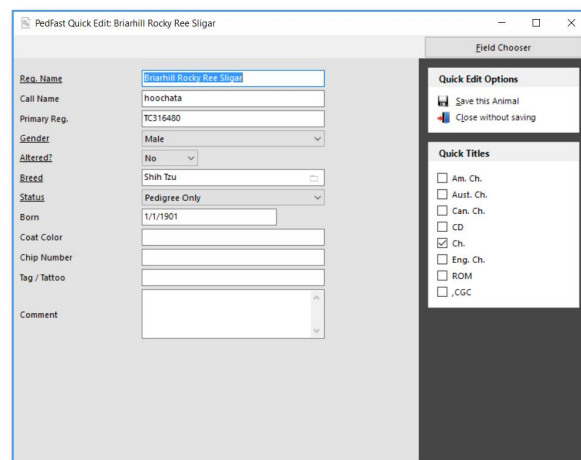
You can make changes to the animal in the pop-up and click save or close, including quick titles. This pop-up works just like the Cat Information Window, including Field Chooser.

Titles

Working with Animal Titles in The Cattery's Standard™ 2019 may be done in the drag-and-drop environment 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:
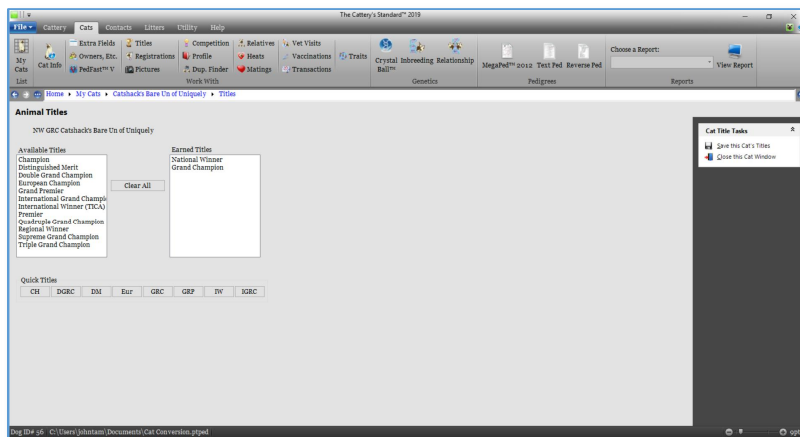
Manipulating Titles:

On the left list are all unassigned titles. On the right list are the earned titles.

Click the "Clear All Earned" button to remove all titles from the Earned window.

Click any quick title to add it to the end of the Earned Titles list.

Dragging titles:

To add titles to an animal, drag from the left list to the right list. The mouse arrow will turn into a "plus sign" when over a title, and that is where the program will insert the title.

Drag a title from the right list to the left to remove it from an animal. You may also drag titles around in the right window to rearrange them.

As you do, the titled name will change to reflect your changes.

Click the save link to save your changes, or the Close link to close out the Titles window without any changes being saved and revert to the My Cats window.

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 Cats, tab, with the Cat selected in My Cats 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:
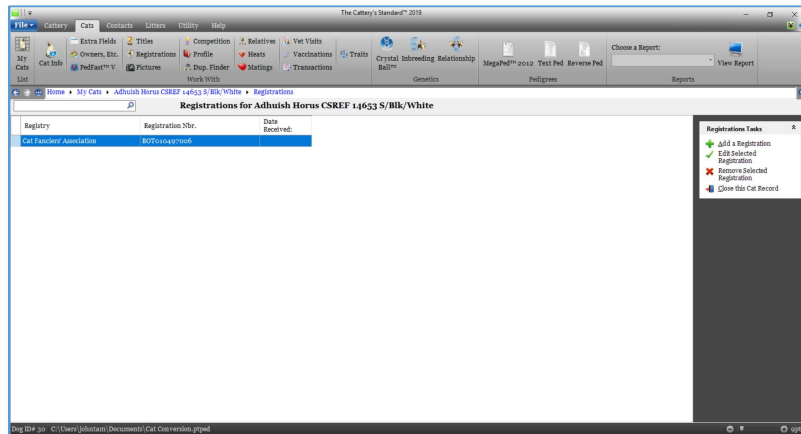
You have the following Links:

- **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 Registrations

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

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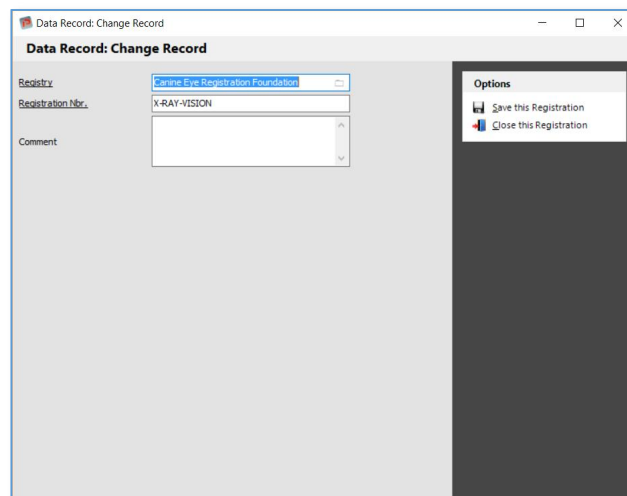
You have the following fields to work with:

- **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 Cattery's Standard supports all popular non-vector graphical formats for the attachment of one to many pictures to the Cat 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 Cat Photo window looks like this:
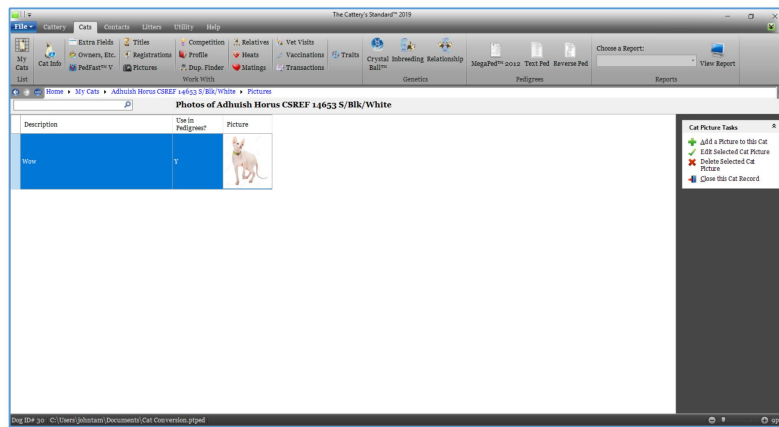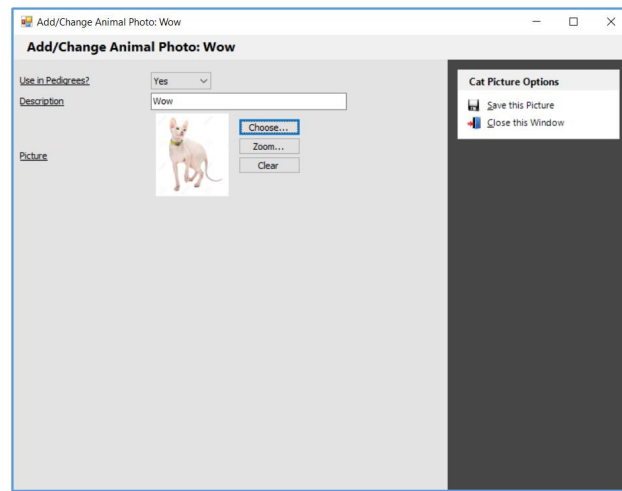

You have the following Links:

- **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 Animal Photo

When you click to add or change a photo on the Cat, 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 Cat.

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

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

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

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

  - 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.
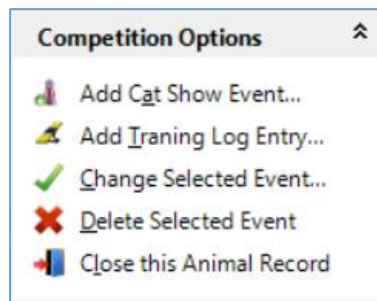
Competition

Work with Competition

When you click the Competition entry in the Work With Group of the Cats 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 Cattery's Standard™ 2019.

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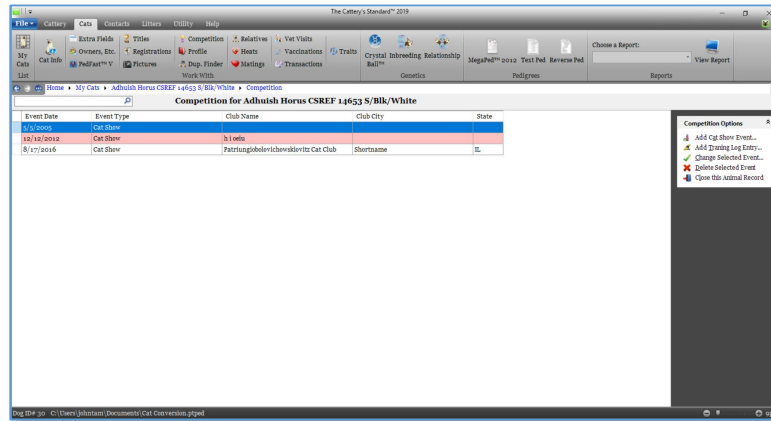
If you click on the line in the grid representing an entry form, you have an option to print the form again. You also have the option to add any of the supported types of competition entries.

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: Cat Show Event

The Cattery's Standard 2019™ stores show data for the classic show format, and will work with foreign shows adhering substantially to that format, for example, Canadian shows.

The Add/Change Cat Show window looks like this:

The Add/Change Cat Show 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.

- **Points:** Champion points earned.

- **Grand Points:** Grand Champion points earned.

- **Entry Size:** Number of cats entered in this outing.

- **Comment:** Enter a free-form comment regarding this outing. This is private and will not be shown on reports.

Click **Save** to save this event. If this is a new event, the window will now display the Show Rings information (see below).

Click **Close** to close the pop-up and abandon all changes since the last save. Because of the Show Rings feature, you have to click this to close after saving data.

Entering Cat Show Rings

When you are don't entering the basic information, the Show Rings list will appear in the window, along with a list of links to add, change or delete rings, that looks like this:
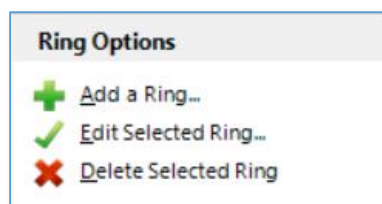
Click to add a ring, or click on a ring that is listed and then the Edit or Delete ring link to change or delete the information. You will then get the Cat Show Ring popup.

The Cat Show ring Popup looks like this:

You have the following fields with which to work:

- **Ring Number:** The number of the ring.

- **Type:** All-Breed or Specialty.

- **Judge:** This is a lookup control on the Contacts file. Type in the name of the judge. If the name is not on the database, you will be asked to add it.

- **Class:** Placement in Class.

- **Color:** Placement in Color.

- **Breed:** Placement in Breed.

- **CH Breed:** Placement among Champions in Breed.

- **All-Breed:** Placement among champions of all breeds.

- **LH/SH:** Placement among champions in the Longhair or Shorthair classes.
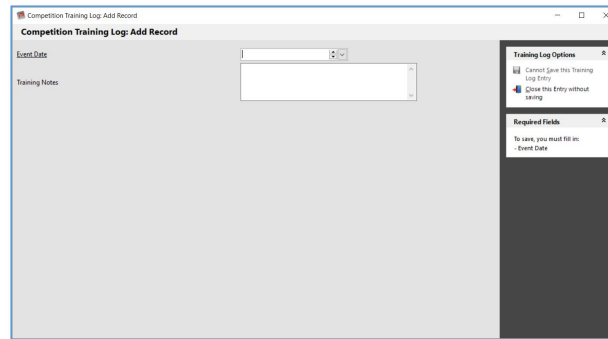
- **Top 10:** Placement among top 10.

Click on the Save link to save your work.

Click on the Close link to throw away any changes you have made and close this popup.

Competition: Training Log

The Cattery's Standard 2019 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.

Profile

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

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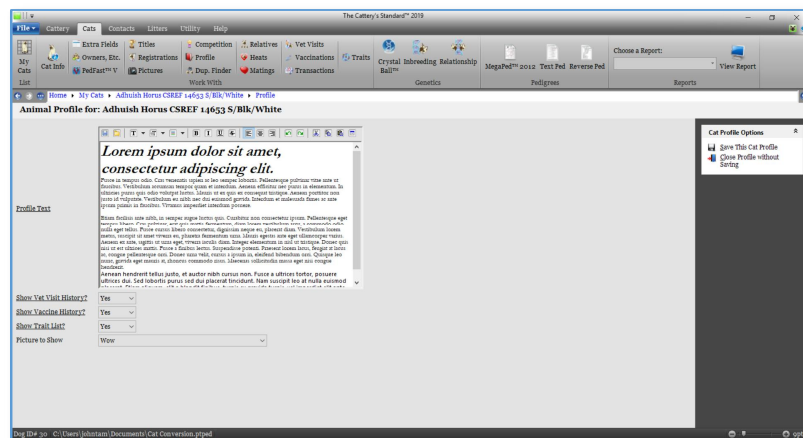
You have the following fields:

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

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

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

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

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

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

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

Duplicate Finder

The DataSifter™ component present in the previous three versions of The Cattery'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 Cat level. After selecting any Cat in Work with My Animals, you can click the **Dup. Finder** button on the Cats Tab, Work With group. This will immediately search the database to render all duplicate and potential duplicate Cats into a work-with like window.

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

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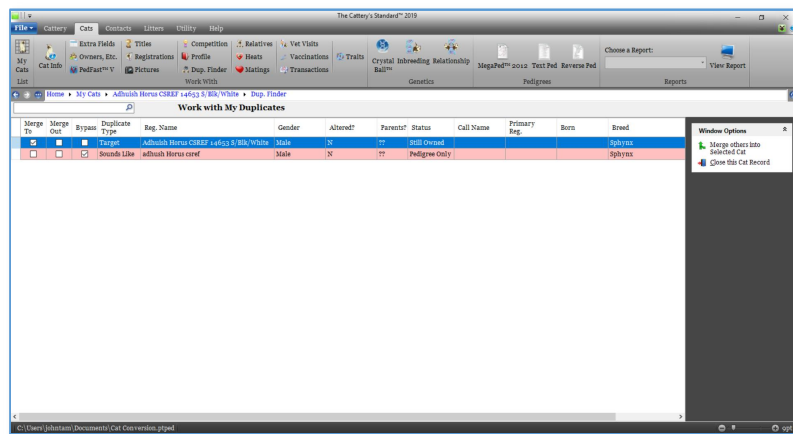
You may select a single animal and click the "delete" button to delete that animal completely from the database. Or, you may choose animals to merge by clicking on the check boxes of the animals to keep and merge, and then clicking the Merge into Selected Cat link. Then, The Cattery's Standard will merge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

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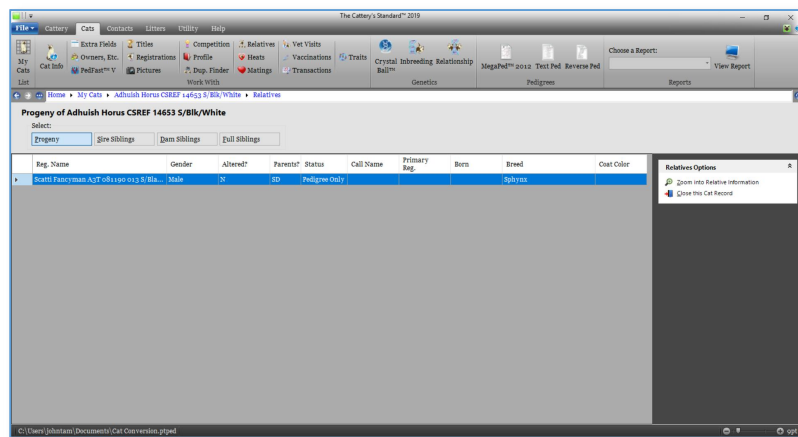
Relatives

The Work with Cat Relatives page permits you to see related animals to the selected Cat. To activate work with Relatives, select a Cat on the [Work with My Animals](#) page.

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

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

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

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

- **Full Siblings:** Cats that share the same Sire and Dam as the selected Cat.

The work with Relatives page looks like this:

You can select a Cat and zoom into its [Cat 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 Cat Relatives window and go back to the Work with My Animals window.

Heats

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

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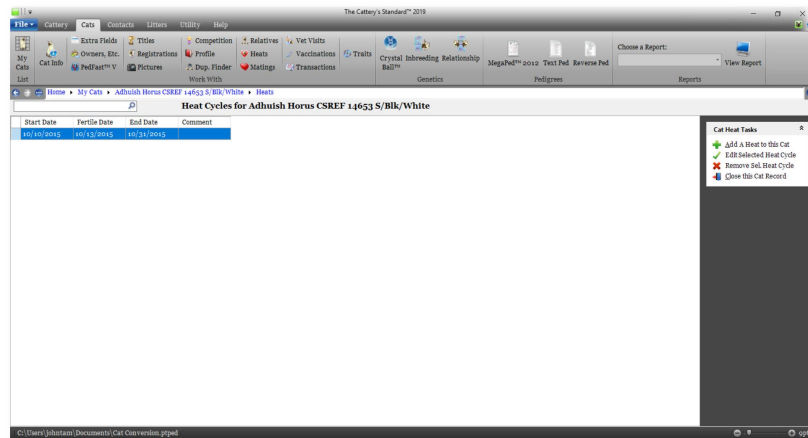
You have the following Links:

- **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 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:
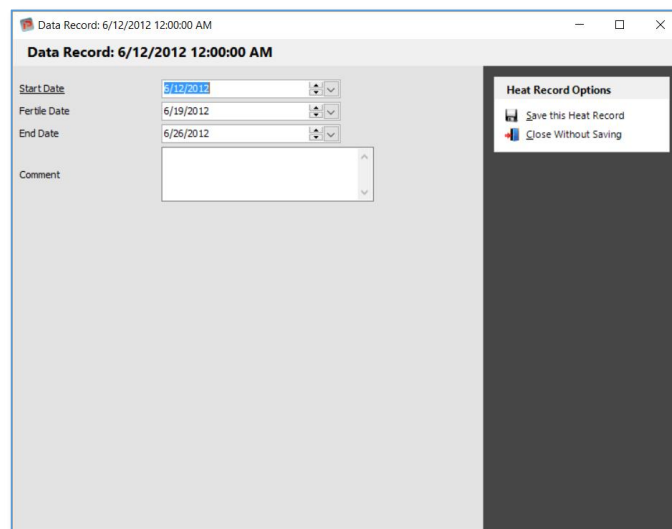
You have the following fields:

- **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 Cattery's Standard 2019 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.
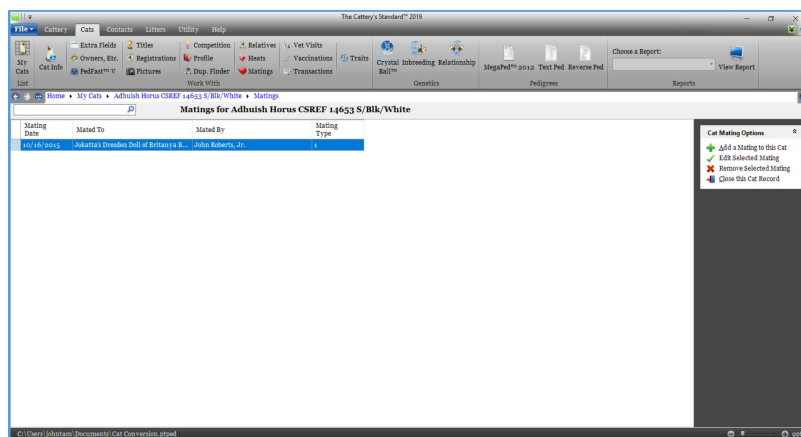
The Work with Matings page looks like this:

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 Animal Mating

The Cattery's Standard 2019 enables you to store a virtually unlimited matings per Cat. Both the Cat and its mate must be on the database of this Cattery. 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 Cat that you have mated your animal to. It must exist in the database in order to use it. You must choose a mate Cat with owner information in it or the program will not allow the Cat 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 Cattery's Standard 2019 will store detailed financial transactions for each Cat, 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:
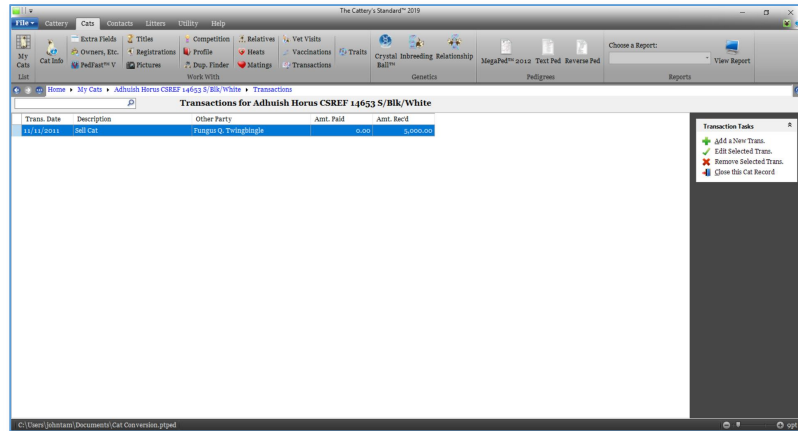
You have the following Links:

- **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 Cattery's Standard™ 2019 enables you to store up to 32,767 transactions per Cat. These transactions can have different types, and can track cash both spent and received for the Cat. 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:
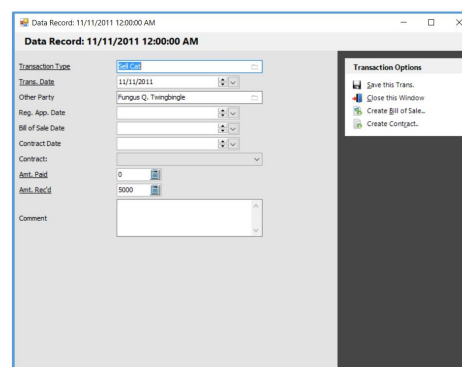
You have the following fields to work with:

- **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 Cattery'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 Cattery'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 Cat) 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:
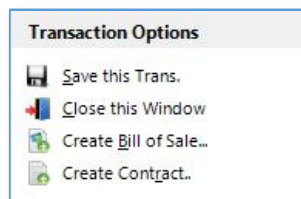

If you click to create a Bill of Sale, the program will fetch the transaction and start up the Report Preview Window with a Bill of Sale.

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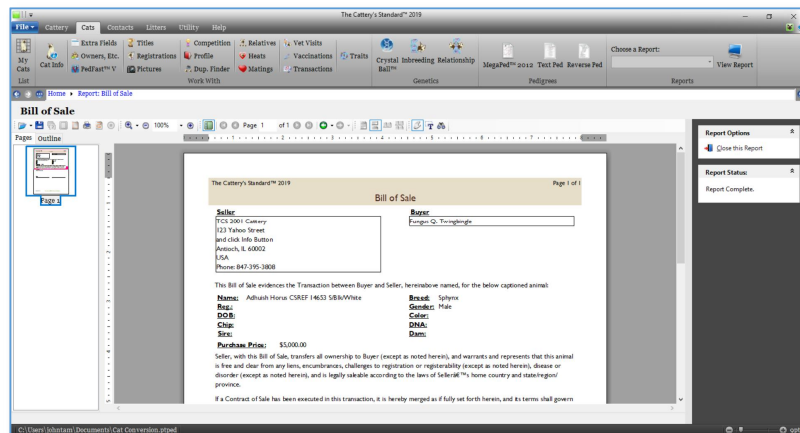
When you choose to create a contract, the program will fetch the transaction (you need to have selected a contract type or the contract will be blank – nothing at all), and will start up the Report Preview window with a Contract.

The Contract Preview window looks like this:
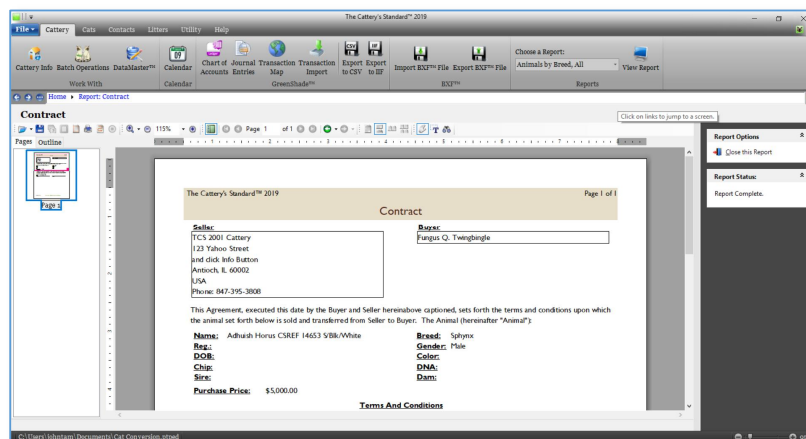
**Helpful Contract and Bill of Sale Hints:**

- Make sure that your Cattery 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 Cattery 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 Cattery's Standard 2019 will store a detailed vaccination history for each Cat.

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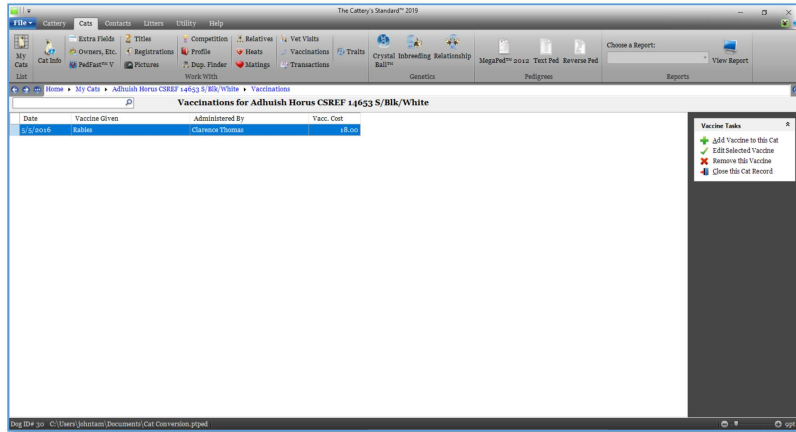
You have the following Links:

- **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:
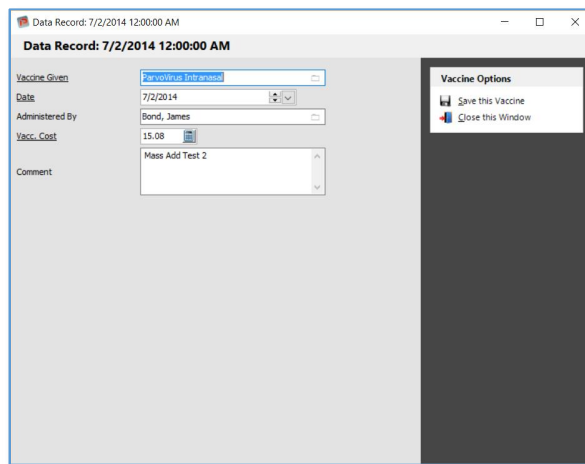
You have the following fields to work with:

- **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 Cat.

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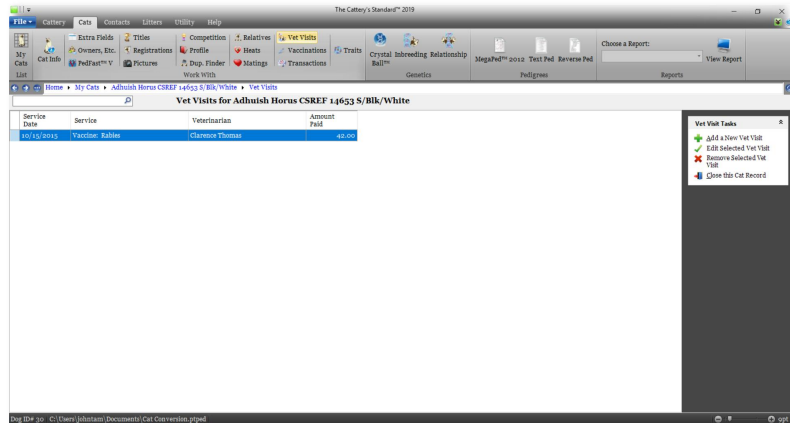
You have the following Links:

- **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 Vet History

This window is used to add or change Vet visit information for one sppointment for this Cat.

The Vet History pop-up looks like this:
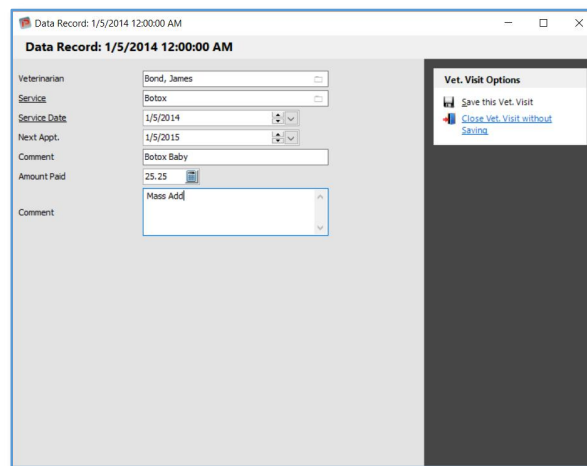
You have the following fields to work with:

- **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 Cattery's Standard 2019 allows you to store traits for a Cat and then to analyze the traits instead of the Cats using Crystal Ball. When on the Cat in My Cats, or when you are in any of the Cats windows, click the Traits link on the Cats tab.

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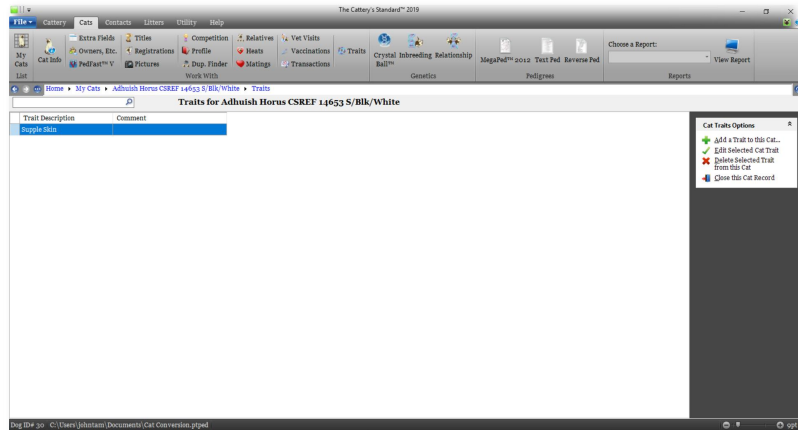
You have the following Links:

- **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.

Add/Change Trait Information

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:
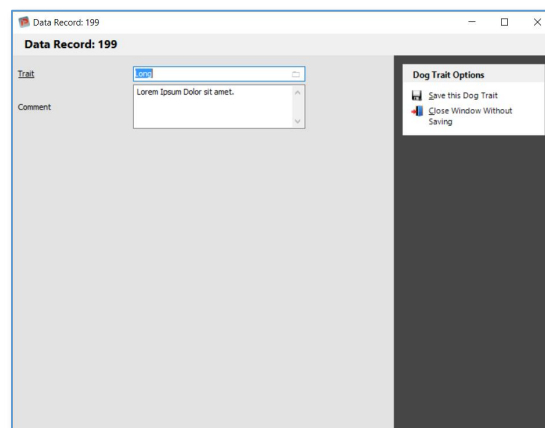
You have the following fields to work with:

- **Trait Type:** Type in the trait you want to assign to this Cat. 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 Cattery's Standard™ 2019 is the ability to enter and track prescription and other medications to your cats. These differ from vaccinations in that these are not intended to prevent disease, but rather to treat temporary or persistent conditions. When on the Cat in My Cats, or when you are in any of the Cats windows, click the Medications link on the Cats tab.

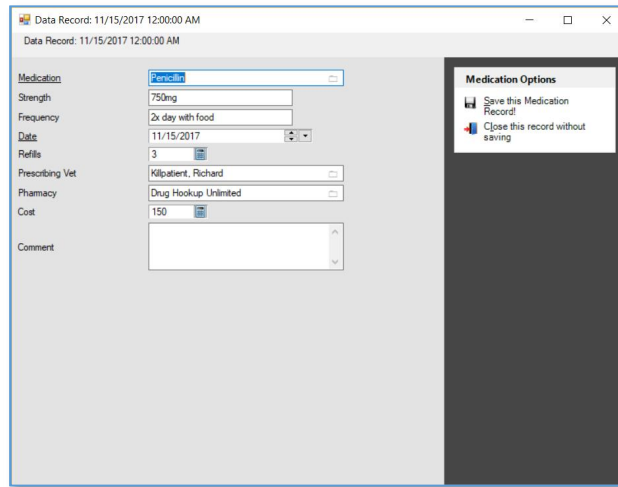The Animal Medications window looks like this:
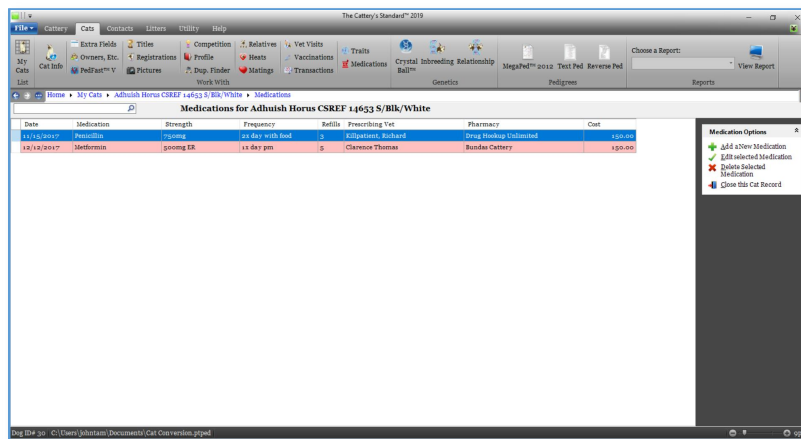
You have the following Links:

- **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 Trait Information 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.

Genetics

Crystal Ball™ Genetics

Easily the most important question any breeder asks is "What will be the result if I mate this male and this female?" 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 Male and the Female, 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 Cattery'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 Cats Tab. Pressing the Crystal Ball button on the tab will bring up its window. The Crystal Ball window is not dependent on any Cat to run.

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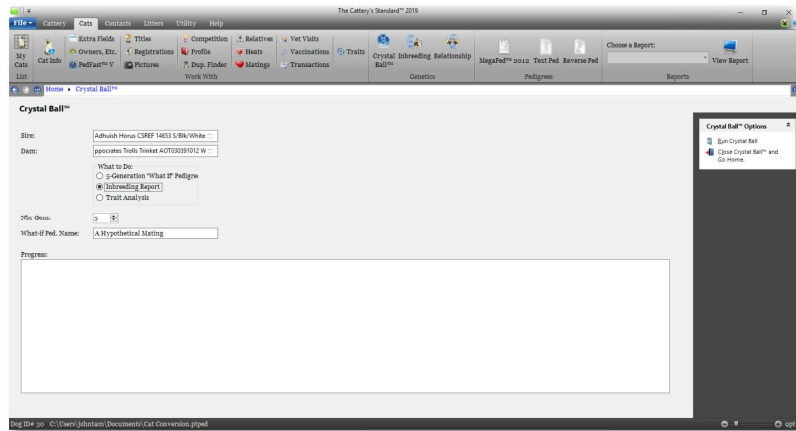
The following controls are present on the Crystal Ball window:

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 Cat Traits Window. The trait analysis report will use the traits attached to a Cat to produce a report like the inbreeding report, but only looking at the traits assigned to the ancestor Cats. This report appears in a preview window, and does not list Cats 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 Cats in the pedigree as you can, and assign them using the Traits functions on the Cats 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 Cattery's Standard™ 2019 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:
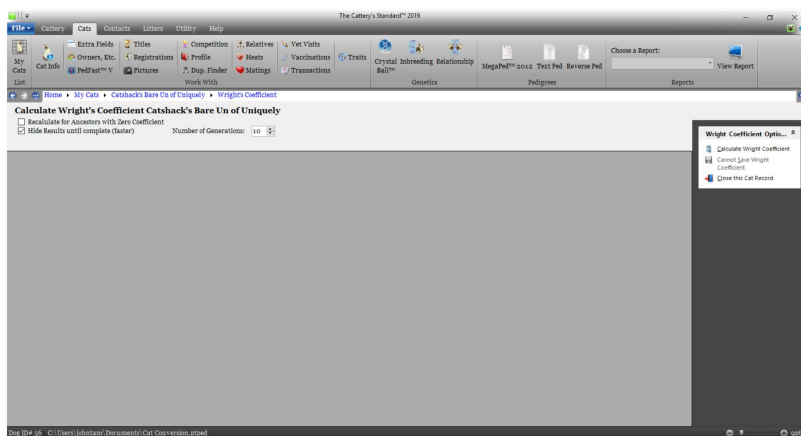
The page has three selectable options:

- **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:

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

  ...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 Cattery's Standard 2019 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:
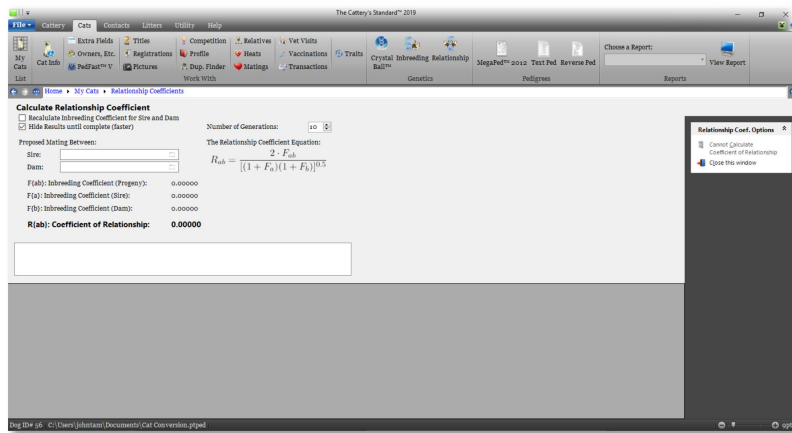
The Coefficient of Relationship Formula:

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

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*.
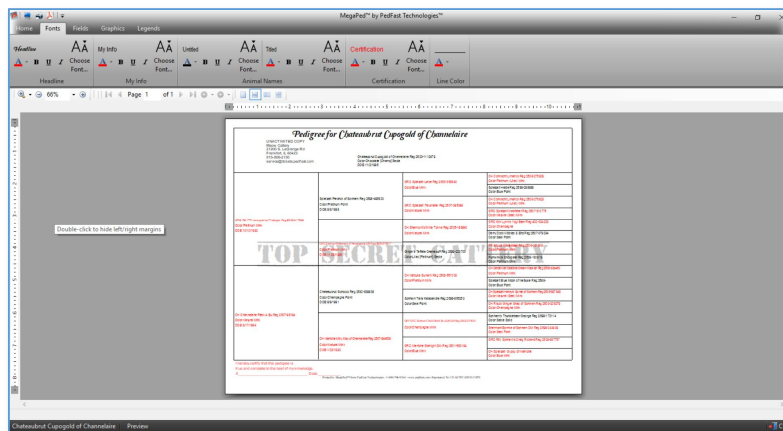
Pedigrees

MegaPed™ - An introduction

The Cattery's Standard™ 2019 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 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

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.

Avoiding weird looking pedigrees:

To avoid weird font sizes, try these strategies:

10. Put only the animal's Titled name on line 1 (see the Fields Tab).

11. Choose "narrow" fonts if your animal names are long (see the Fonts Tab).

The Help Group

This group has one control: A check box.
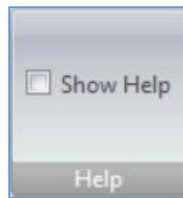
If the check box is checked then the Help pane will appear with help for the active part of MegaPed. If the check box is not checked, the help pane will be hidden.
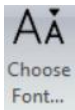
The Fonts Tab

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:
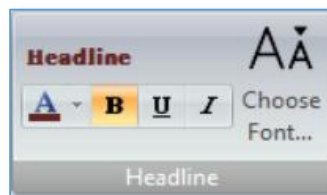
Use the drop down to select a font face from the fonts installed into your computer. MegaPed always controls the size of the font.

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
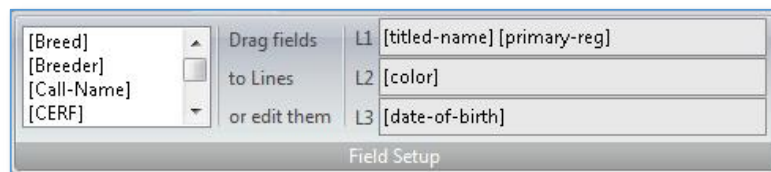
Each animal in the pedigree, depending on position, may have 1-3 lines. You can directly edit the fields on each line, or drag selected fields from the list onto L1, L2 or L3.

Generally, for the best look on narrower pedigrees, consider just the titled name on line 1.

The 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

This is a single option 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.

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.**

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 Cattery's Standard™ 2019 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 Cats window and then click the Text Pedigree icon on the Cats 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 Cats.

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 Cats window and then click the Reverse Pedigree icon on the Cats Tab in the Pedigrees group box. The Reverse pedigree is then generated and displayed.

The Reverse Pedigree looks like this:
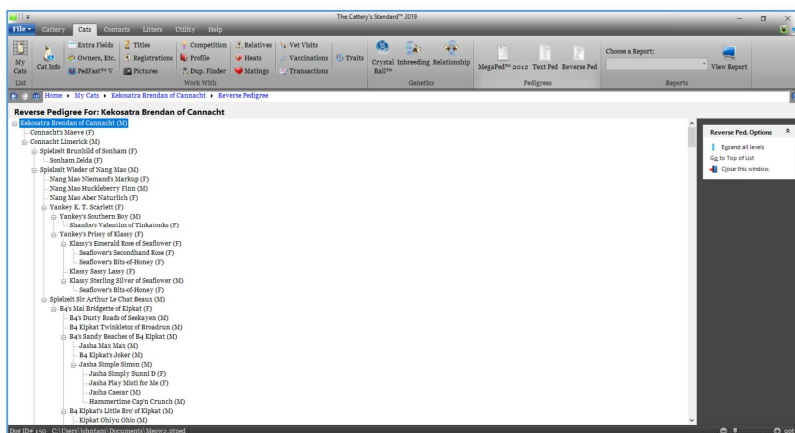
You can click to expand all levels or to go to the top of the list. You can right click on an animal and choose from the menu to do any of the normal editing options for an animal.

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:
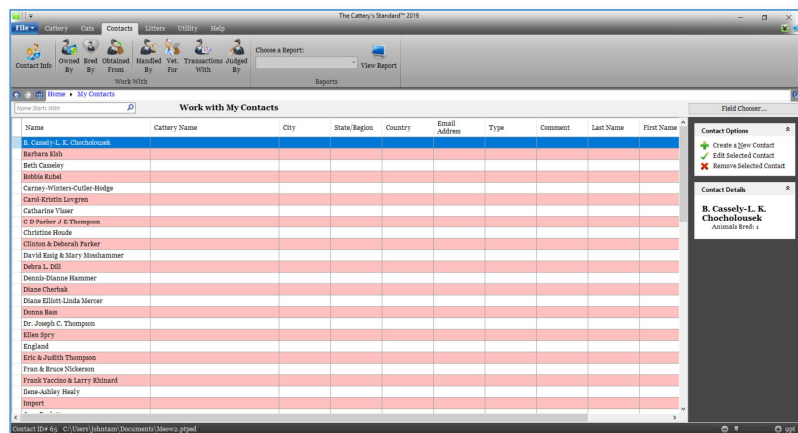
Clicking or using the arrow keys to scroll up and down through the list will change the current contact in the list that is selected. You can then choose to edit the contact record you selected from the right side command list, or you can click any button on the right side of the page to perform the 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:
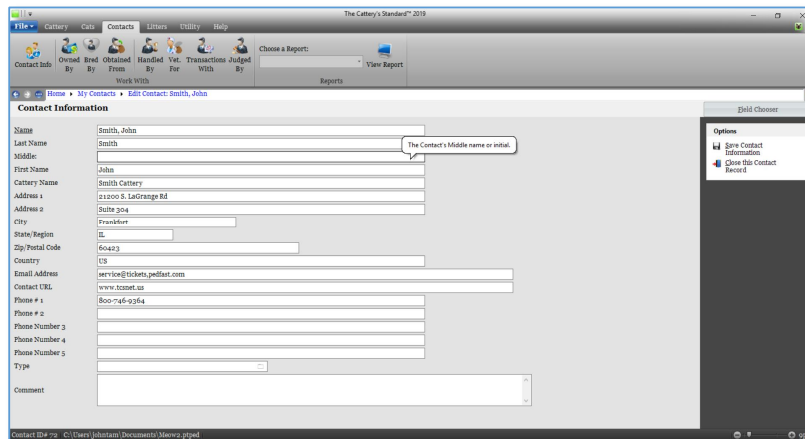
You can click the Field Chooser Button to Choose to hide non-required fields that you do not want to use.

As with all pages in The Breeder's Standard® 2012, 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:

- **Name:** Required This is the name of the contact.

- **Company Name:** Use this field for a kennel, cattery or business name.

- **Address 1:** Address Line 1

- **Address 2:** Address Line 2

- **City:** City

- **State/Region:** State or region or prefecture.

- **Zip/Postal Code:** Zip or postal code.

- **Country:** Country

- **Email Address:** Email address of the contact.

- **Contact URL:** The web site for this contact.

- **Phone #1:** Phone number 1.

- **Phone #2:** Phone number 2.

- **Type:** Choose a contact type from the list or type in a new one to do a Quick add of the contact type.

- **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.

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:
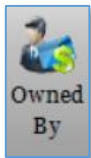
- Animals Owned by the contact.

- Animals Bred by the contact.
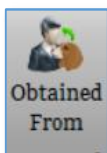
- Animals Obtained from the contact.

- Animals with [Competition records] where this contact was listed as the handler/agent.
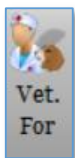
- Animals with Medical History where this contact is listed as Veterinarian.
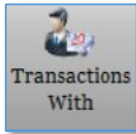
- Animals with [Transaction History](#) where this contact is the other party in the transaction.
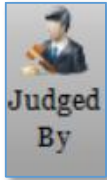
- Animals with Competition records where this contact is listed as a judge.

For any animal listed, you can right click on the animal and choose a menu option to access the animal's information.

The Litters Tab

Work with My Litters

The Cattery's Standard™ 2013 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:
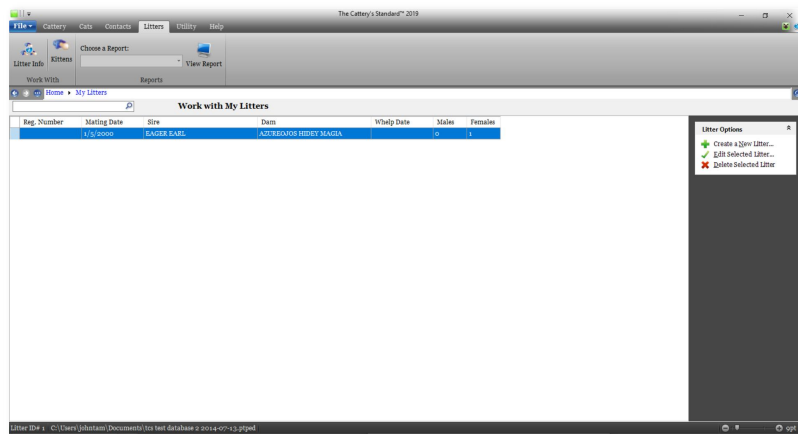
You can choose to:

- Create a litter
- Edit a selected litter
- Delete a litter
- Work with the Kittens 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 Kittens in a litter.

The Litter Information Window looks like this:
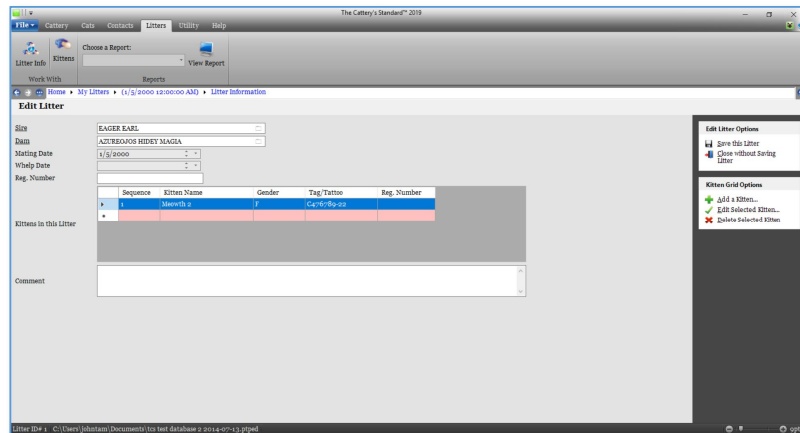
You have the following fields to enter:

- **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 Kittens were whelped

- **Comment:** Enter a free-form comment about the litter.

After filling in the fields above, click save to go on to enter Kittens into the Litter.

Entering Kittens into the Litter

The program has a grid that holds a listing of the Kittens entered into the litter.

Click Add a Kitten to add a Kitten record.

Click Edit Selected Kitten or double-click a Kitten to edit a Kitten record.

Select a Kitten and click Delete to remove it from the program.

Work with Kittens

If you choose the Kittens option on the Ribbon, you will receive the Work with Kittens window. It is very similar to the Kittens grid on the Litter information window, but lets you get to the Kitten information for a single litter more quickly.

The Work with Kittens window looks like this:
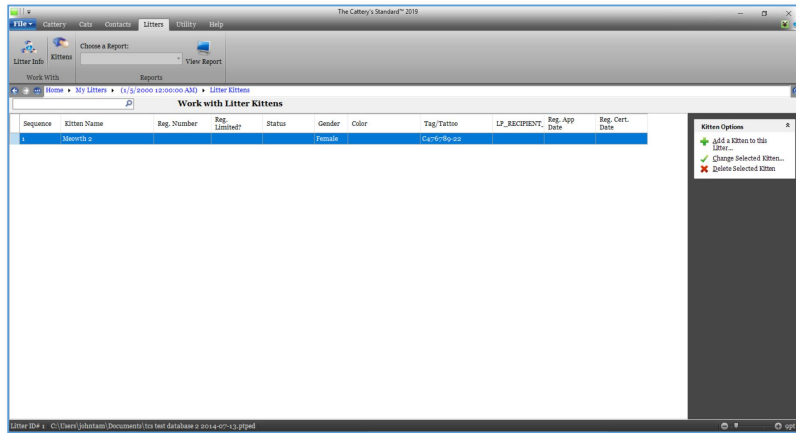
The program has a grid that holds a listing of the Kittens entered into the litter.

Click Add a Kitten to add a Kitten record.

Click Edit Selected Kitten or double-click a Kitten to edit a Kitten record.

Select a Kitten and click Delete to remove it from the program.

Kitten Information

Popup

When you click to create or change a Kitten, you get the Kitten Information pop-up. This is where you enter information about each Kitten in the litter.

The Kitten Information Pop-up window looks like this:

Full Window

When you choose a Kitten from Work with Kittens, you will get Kitten information in a full window.

The Kitten Information Full Window looks like this:

The Kitten Information window (pop-up or full window) has the following fields:

- **Sequence:** The birth order of this Kitten. This number must be unique within the litter. Two Kittens cannot be born first or fourth, etc.

- **Kitten Name:** Enter whatever reference name or a registered name for the Kitten.

- **Gender:** Choose Male or Female.

- **Chip:** Enter any chip number.

- **Tag/Tattoo:** Enter any tag or tattoo information.
- **Reg. Number:** Enter the individual Kitten's registration number if known.
- **Reg. Limited?:** If the Kitten has a limited registration, choose Yes, otherwise choose No.
- **Status:** Choose the Kitten's status…
  - Kept
  - Sold
  - Given away
  - Died
- **Disposition Date:** The date that the Kitten was sold, given or died.
- **Color:** Coat coloration.
- **Comment:** A free-form comment about the Kitten.
- **Papers Provided?**: Choose yes if papers were provided with the Kitten at disposition.
- **Recipient:** This is a lookup control to choose a Contact to be the recipient of the Kitten.
- **Bill of Sale Date:** Enter the Bill of sale date if any.
- **Amount paid:** Enter any amount paid for this Kitten.
- **Reg. App. Date:** Enter any registration application date for this Kitten.
- **Reg. Cert. Date:** Enter any registration certificate date for this Kitten.

Click Save to save the Kitten. 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 Kitten 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 Kitten's Animal Record" option, which will take you to the Kitten's animal record.

Once a Kitten is saved, you can then enter Kitten tracking information.

Kitten Tracking

The program has the ability to keep metrics on each Kitten day-by-day. This information is stored on the Kitten's tracking grid. Click Add to add tracking information to a Kitten, 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 Kitten 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:** Kitten's Temperature.

- **Weight:** Kitten's weight.

- **Length:** Kitten's length.

- **Comment:** A free form comment.
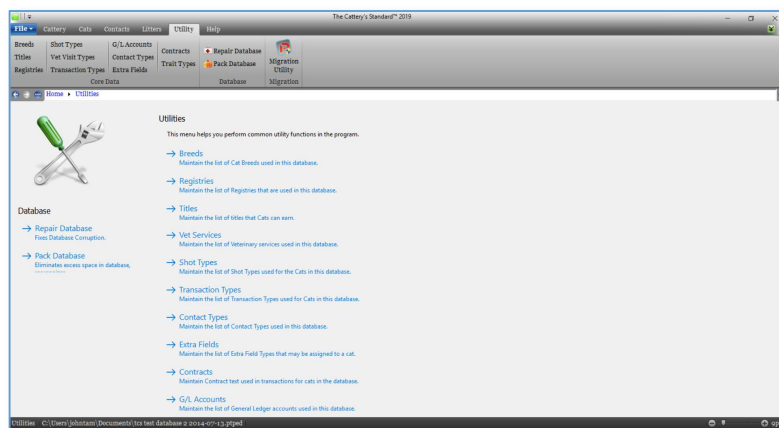
Click Save to save the tracking entry.

Click close to close the pop-up without changing any data.

The Utility Tab

The Utility Menu

When you click the Utility Tab, The Cattery's Standard™ 2019 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](#)

Click on the option that you want to use.

Core Data Group

My Breeds

The Cattery's Standard™ 2019 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:
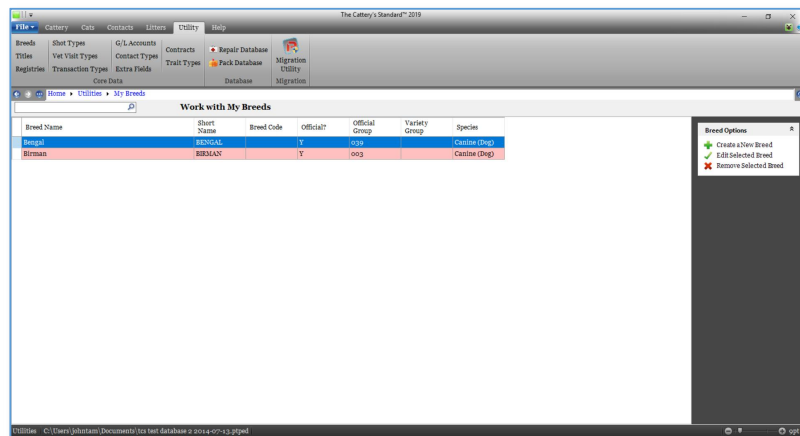
To add a breed, click Add.

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:

- **Breed Name:** Required. The name of the breed.

- **Short Name:** Used as a short (15 or fewer characters) name of the breed for reference purposes.

- **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).

- **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.

- **Official Group:** This is the breed group number for registries that group breeds for competition purposes such as AKC.

- **Official?:** Choose YES if this breed is officially recognized by your primary registry, no otherwise.

- **Old Breed Name: Used for backward compatibility to merge breeds properly from older PedFast Technology programs.**

- **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 Cattery's Standard™ 2019 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:
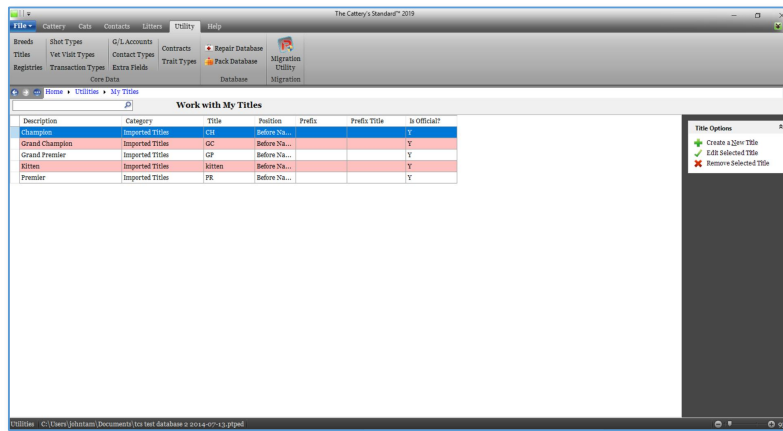
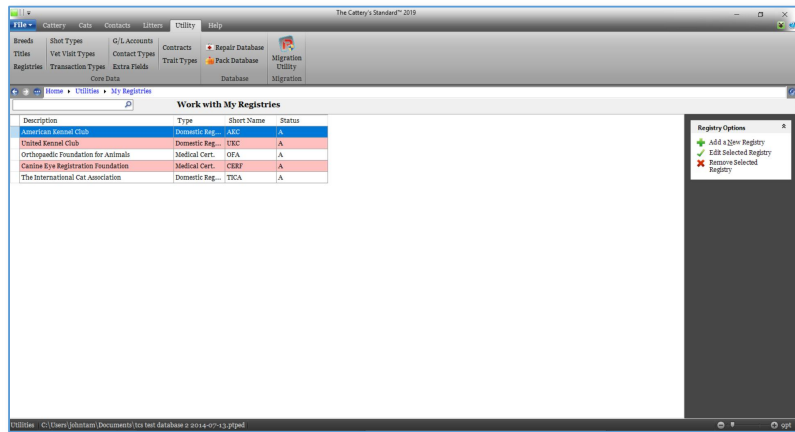The window lists each title and its information.

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:
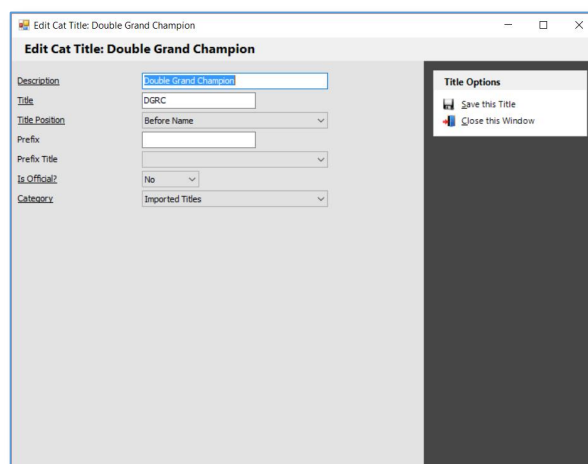
The fields you may enter are:

- **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:

  - **BIS Champion**

  - **BISS Champion**

  - **American Champion**

  - **Canadian Champion**

  - **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 Cattery's Standard™ 2019 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:
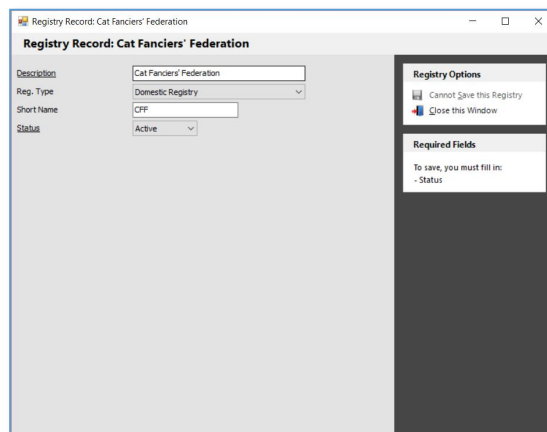
The fields you may enter are:

- **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:
  - o   Domestic Registry
  - o   Foreign Registry
  - o   Medical Cert.
  - o   Non-Medical Cert.
  - o   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 Cattery's Standard 2019 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:
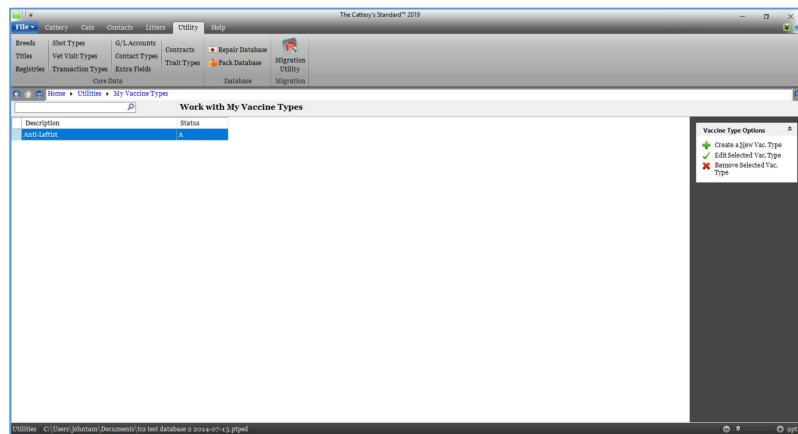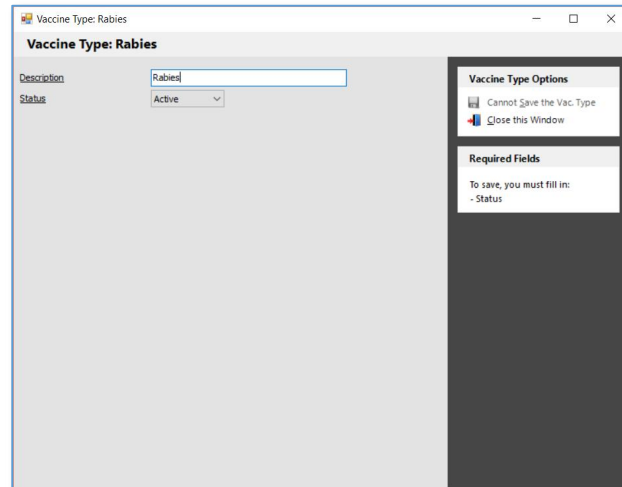
You have the following Links:

- **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.**
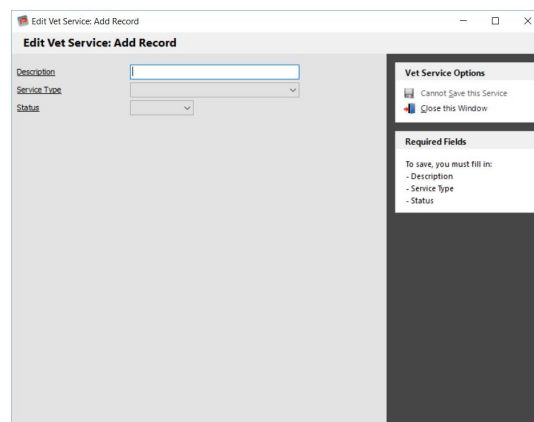
Click the "Save" link to close this window and save your changes.

Click the "Close" link to close this window but to discard your changes.

Vet Visit Types

The Cattery's Standard 2019 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:
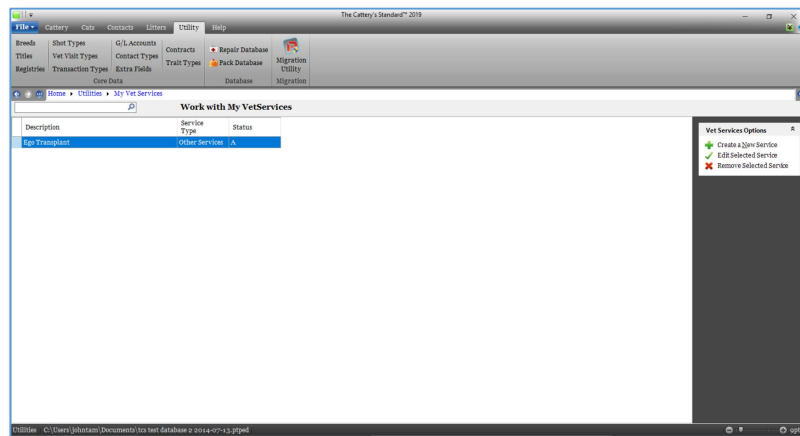
You have the following Links:

- **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 Cattery's Standard 2019 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 Utility Tab, Transaction Types option.

Work with Transaction Types looks like this:
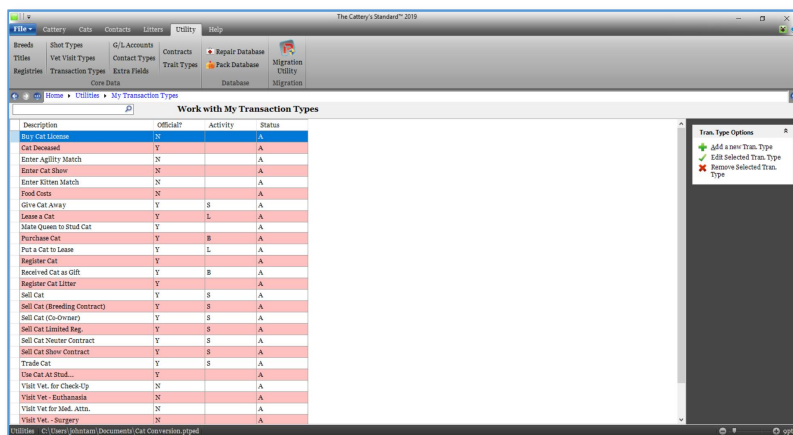
You have the following Links:

- **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.

- **Official?:** Choose Yes if this transaction affects Official record keeping, "No" if it does not. With previous versions of The Cattery'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 Cattery's Standard 2019 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 Utility Tab.

Work with Contact Types looks like this:
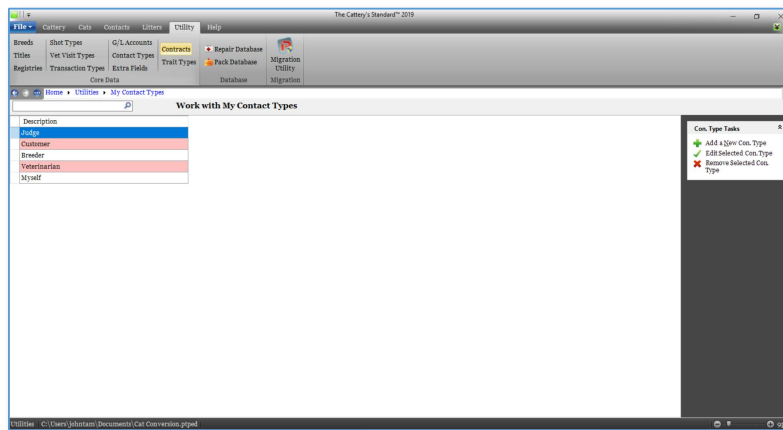
You have the following Links:

- **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

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 Cattery's Standard™ 2019 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 TCS 2019. 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:
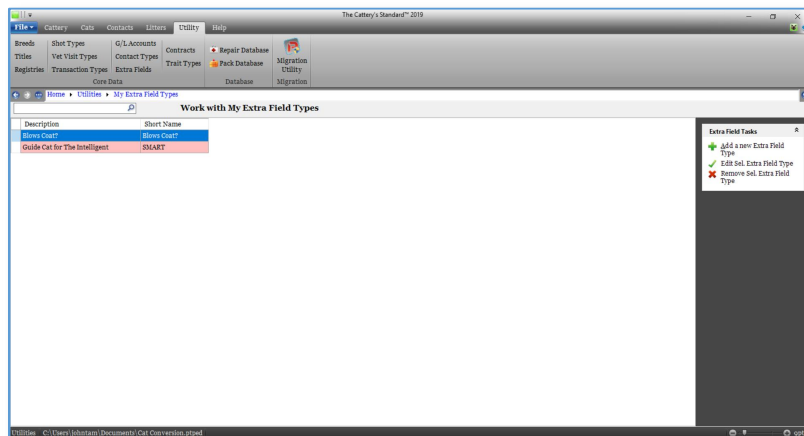
The window lists each Extra Field and its information.

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:
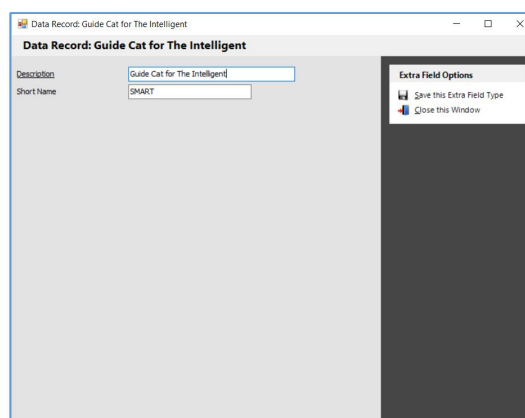
The fields you may enter are:

- **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 Cattery's Standard, version 2019 supports an unlimited number of contract text forms.

Work with Contracts looks like this:
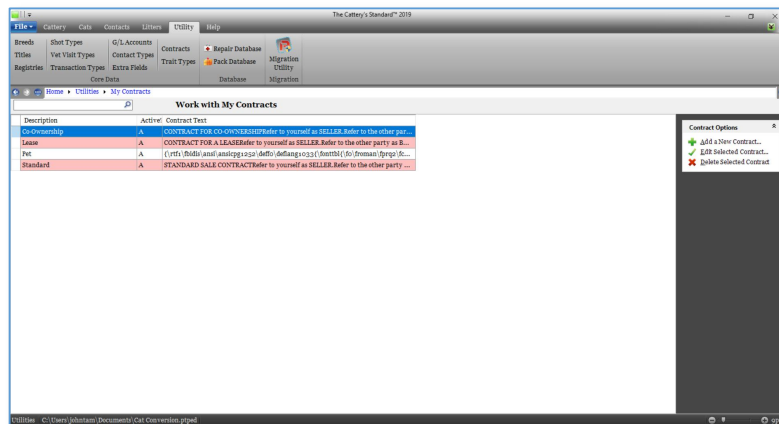
You have the following Links:

- **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:
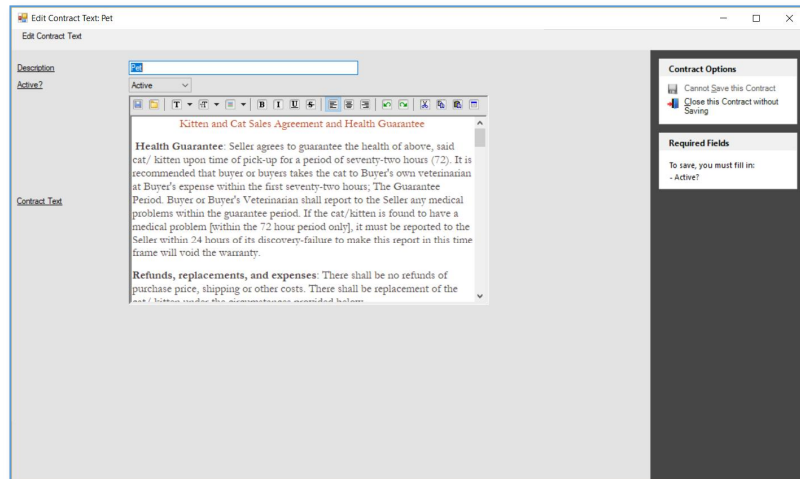
You have the following fields to work with:

- **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 Cattery's Standard 2019

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 Cattery's Standard 2019.

Refer to Selling party as SELLER.

Refer to purchasing party as BUYER.

Refer to the animal as ANIMAL.

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 Cattery's Standard 2019 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 UtilityTab, Trait Types Option.

Work with Trait Types looks like this:
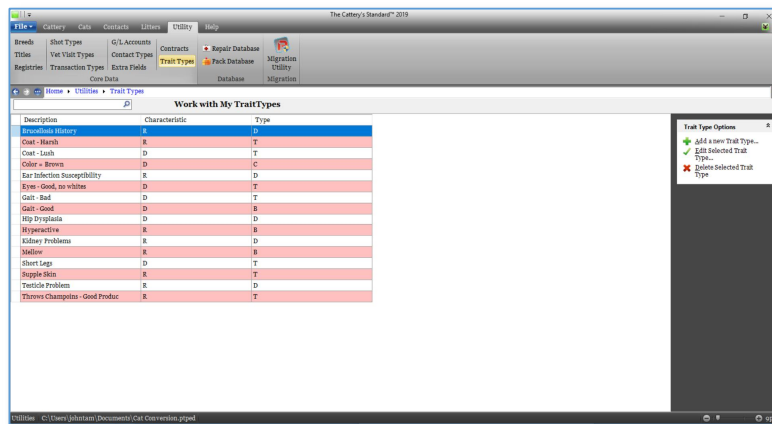
You have the following Links:

- **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:
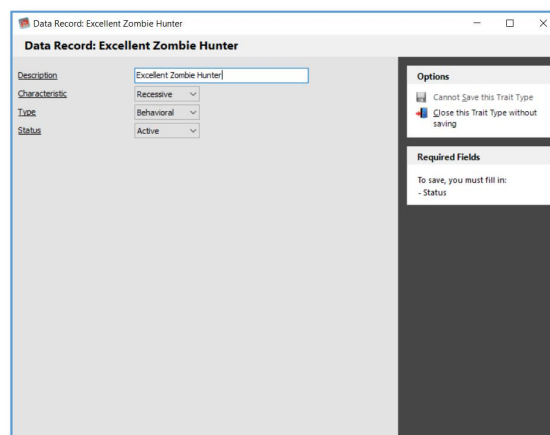
You have the following fields to work with:

- **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.

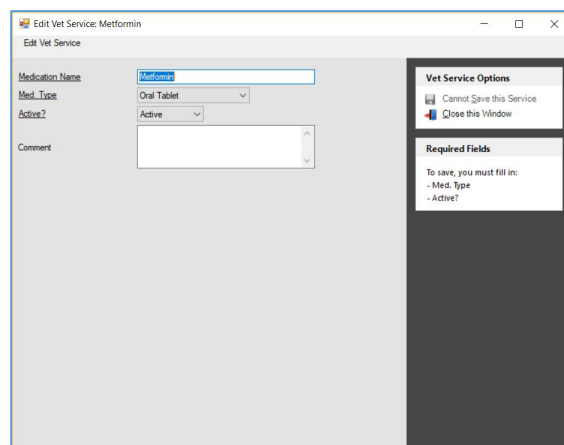Click **Save** to save the information into the database.

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

Medications

The Cattery's Standard™ 2019 uses Medication Types to track non-immunization medications for the animals. You can add Medication types from or from this Work with Medication Types page. Work with Medications Types is accessed from the Utility Tab, Medications Option.

Work with Medications looks like this:
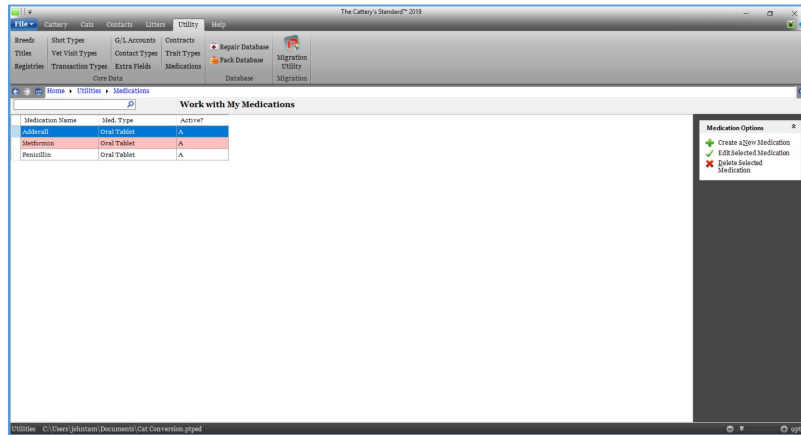
You have the following Links:

- **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.

Database Group

Repair Database

In the rare event that the .PTPED database somehow becomes corrupted, The Cattery's Standard™ 2019 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:
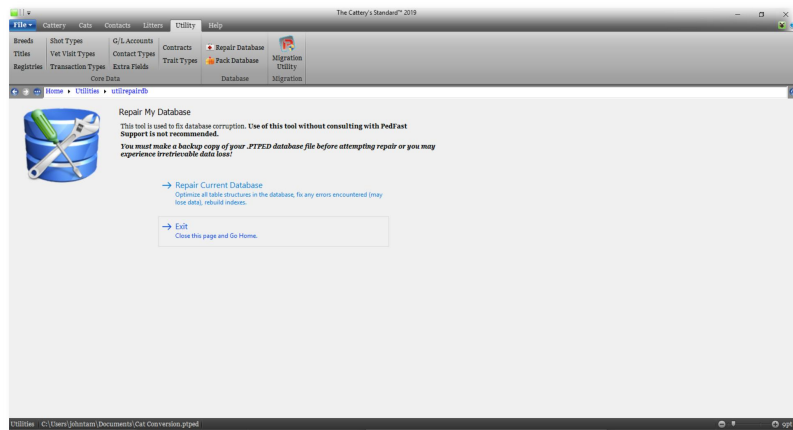
To repair the database, simply click on "Repair Current Database." The program will then rebuild the database.

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 Cattery's Standard™ 2019 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:
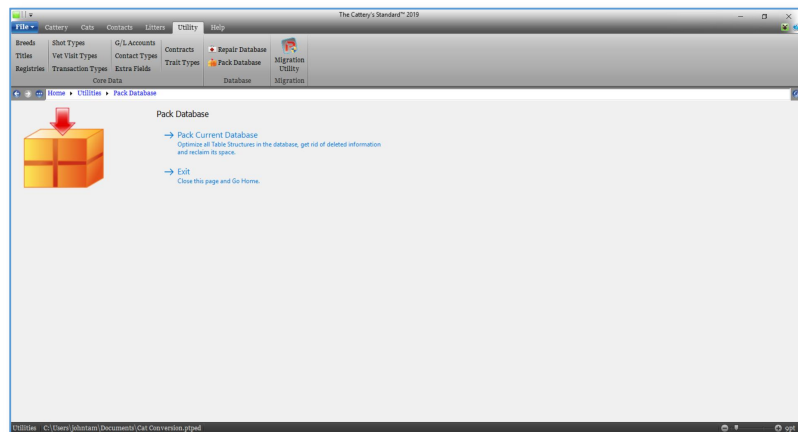
To pack the database, simply click on "Pack Current Database." The program will then rebuild the database.

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 Cattery's Standard® 2019 has a Help tab with assistance options to help you use the program. When you click the Help Tab, you receive the Help menu.
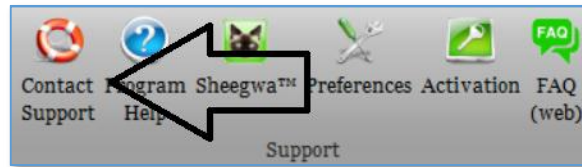
The Help Menu looks like this:
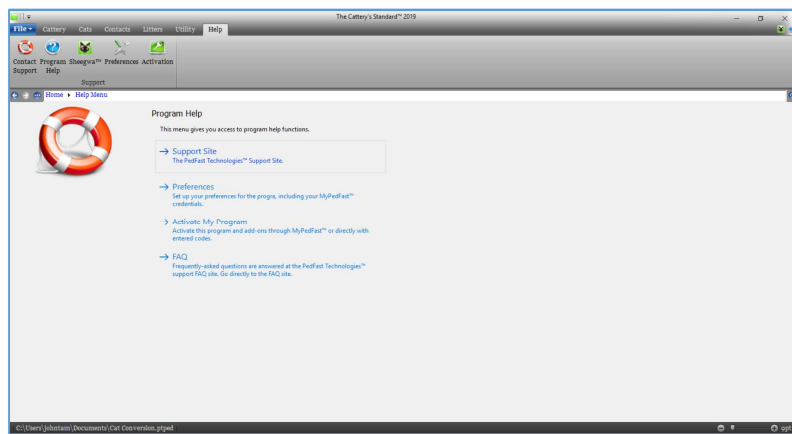
You use the Help Menu to access the program assistance functions.

The Help menu gives you access to the various functions that appear on the help tab:

- Contact Support
- Program Help
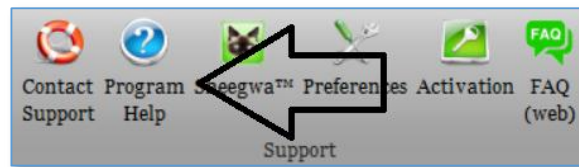- Sheegwa™
- Preferences
- FAQ

Support Group

Contact Support

The Contact support button on the Utility 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
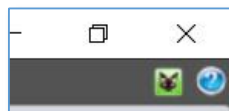
- Open a product support ticket.

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:

Sheegwa™

Sheegwa™ is the mechanism in The Cattery's Standard™ to provide interactive help. On the Utility tab, there is a toggle button to activate the Sheegwa 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:
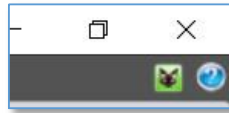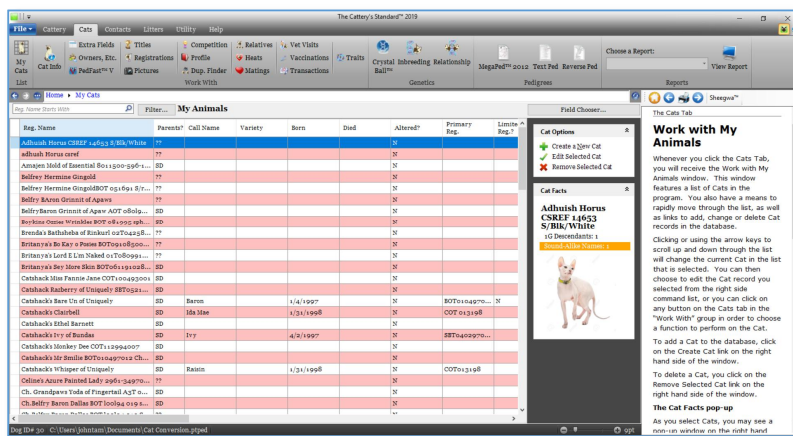
Clicking the button once so that it is highlighted activates the Sheegwa Panel, which shows help to the right hand side of the window that is active. Clicking so that it is inactive closes the Sheegwa Panel and hides the help.
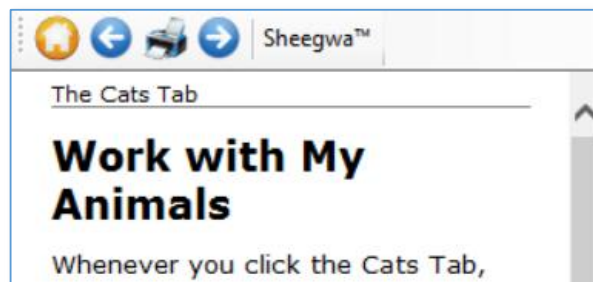
The Sheegwa Panel

The Sheegwa Panel appears along the right hand side of the program when Sheegwa is activated.

Here is an example:

Sheegwa 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 Sheegwa 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 Sheegwa™ 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 Cattery's Standard 2019 remembers the state of the Sheegwa Panel when it closes, and will reopen it if you had it opened last. MegaPedhas its own Sheegwa Panel and honors your Sheegwa Panel setting.
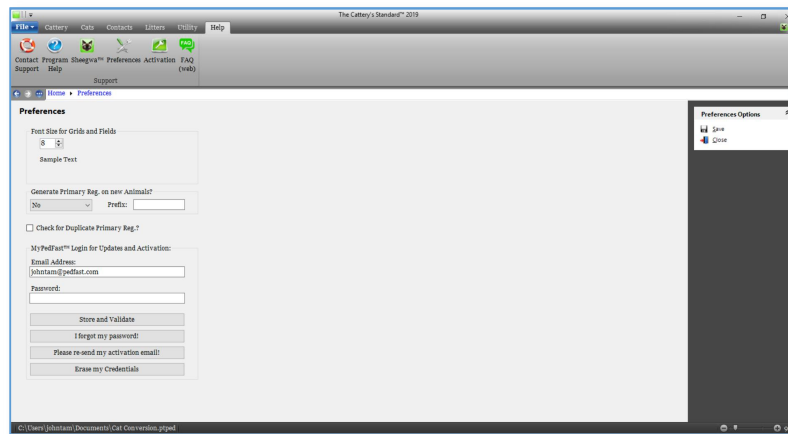
Preferences

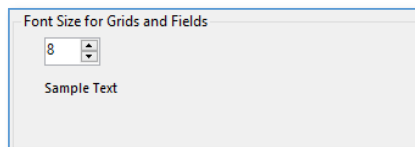In The Cattery's Standard™ 2019, you click the Preferences button:
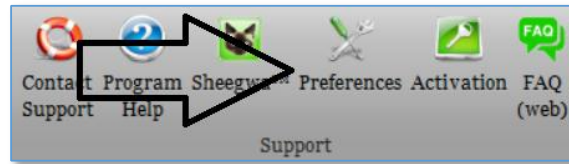
…to set up your preferences.
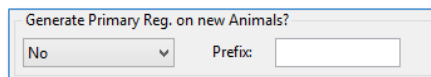
The Program Preferences window looks like this:
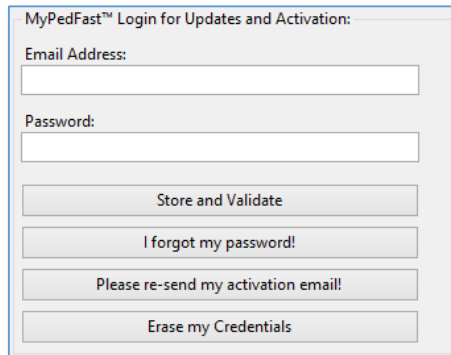

You have a few options that you can control:

- **Font side for Grids and Fields:** You can set the point size of the fonts that display for fields and grids. The default is eight (8) points. Larger font sizes make it easier to see data on smaller screens, but you may have to scroll.

- **Generate Primary Registrations for New Animals:** You can choose to have The Cattery's Standard™ 2019 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 Cattery's Standard™ 2019. There will be no duplicates generated.

- **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 2018 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:
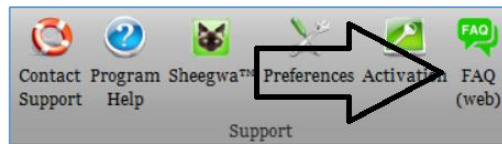
The FAQ page looks like this:
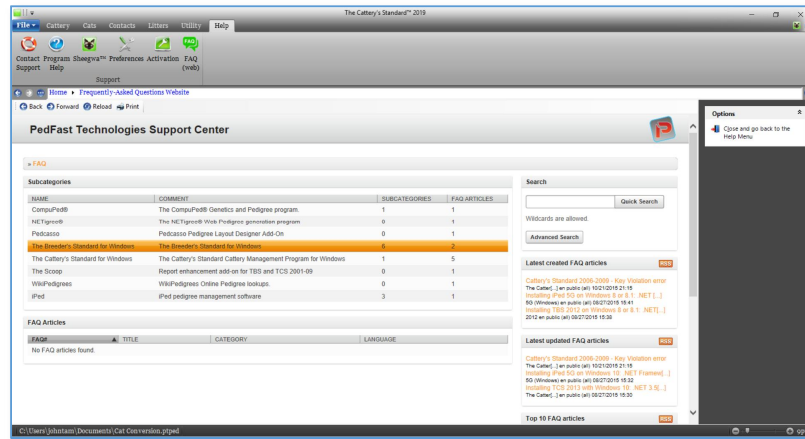
You navigate through the FAQ site as any other web page. When you click the close link, you will be brought back to the help menu.

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

From Inside the Program
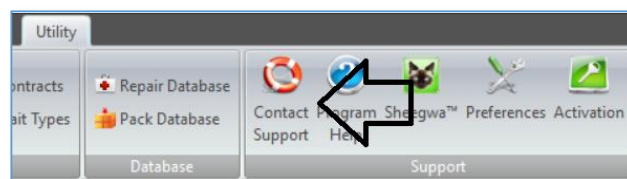
On the Utility Tab in the program we have a "life preserver" button that will contact our Product Support site on the Internet. As long as your computer is connected to the Internet, this is the fastest way to get support for The Cattery's Standard™ 2013.

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:

<p align="center">http://www.pedfast.com</p>

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:

<p align="center">http://support.pedfast.com</p>

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.

<u>What we Need to Render Effective Help</u>

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:

12. 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 2013, and my version is 11.3.8610.1620."

13. 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 El Capitan."

14. 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.

15. If you have not given us all of this data, please do so now by replying to this notice with what we need. It will save us time and get you to your answer faster.

* 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).

<u>Abusive Conduct is Not Tolerated</u>

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 unacceptable under 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, and all of which is in breach of the terms of the license agreement. Our support staff is instructed to terminate any support incident where the person bringing the incident is discourteous or threatens or commits adverse action against the company of any kind. 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 Cattery's Standard™ 2013, 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.** 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, **back it up frequently**. The program no longer has a native backup capability, because the data are all stored on a single file. You have the following options for backing up:

Option 1: Back up with Carbonite®

PedFast Technologies sells the Carbonite® backup solution, which stores your data in the cloud in a secure place. This is the most secure possible solution.

With more than 1 million subscribers in over 100 countries, Carbonite is a leading provider of online backup for both home and small businesses. To date, Carbonite has backed up nearly 200 billion files - backing up 300 million files each day - and has restored over 7 billion files, that otherwise would have been lost forever.

Carbonite offers automatic, continual and secure online backup for your home or small business computers, so you can rest easy knowing your irreplaceable files are protected. Once installed, your files will be backed up automatically to the cloud - no hardware required - so you can get them back when you need them most.

Anytime, anywhere file access.

Not at your computer? No problem! You can get to your backed up files from any computer connected to the Internet or even from your smartphone or iPad ® with Carbonite's free app. And, with Carbonite's Anytime, Anywhere Access, you can view your files anytime - whether you're at home, or on the go!

What is Online Backup?

Online backup solutions provide protection for your computer files so you can get those files back in the event of a data disaster - saving you time, money and stress. Unlike other antiquated methods of data backup - such as external drives & CDs - there's no hardware to buy, no cables to connect, no training or maintenance required.

Why Carbonite?

Carbonite gives you secure, automatic offsite backup that protects your files from accidental deletion, spills, theft and just about anything else that could harm your data. Once installed, Carbonite backs up your files to the cloud - so you can get them back when you need them most. Because Carbonite works continually, backing up new and changed files whenever you're connected to the Internet, you can rest easy knowing your backed up files are always protected.

Since 2006, Carbonite has backed up over 200 billion files and today, backs up more than 300 million files each day! Most importantly, Carbonite has restored over 7 billion files that otherwise would have been lost forever.

Product Highlights:

- Set it & forget it. Carbonite backs up your files automatically to the cloud - so you never have to remember to back up. No hardware required.

- Continual backup. Whenever you're connected to the Internet, Carbonite backs up your files - eliminating potentially costly backup gaps created by daily or weekly backups.

- Secure transmission. Carbonite uses the same encryption technology used in online banking and e-commerce transactions.

- Safe offsite storage. Your backed up files are stored in one of Carbonite's highly secure state-of-the-art data centers which are guarded 24 hours a day, 7 days a week.

- Easy file recovery. If anything happens to any file, Carbonite finds it in your backup and puts it back in its original location on your computer - in just a few, simple steps.

- Anytime, Anywhere access. You can access your backed up files from any computer connected to the Internet - or even from your iPhone®, Android™ or BlackBerry® smartphone.

The Plans:

With 5 plans to choose from, you can find the Carbonite subscription that's right for you. From individuals, families and students to home office users and small business professionals, Carbonite has a plan to fit every backup need.

Please visit PedFast Technologies at www.pedfast.com and click the Carbonite link for best pricing and the latest information.

Option 2: Manual Copy or CD Burn

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 iPed™ 6G 2017 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 Cattery's Standard 2013 uses Ahnentafel numbering in its Coefficient of Inbreeding and Coefficient of Relationship screens.

BXF

BXF™ stands for **Cattery'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 Cattery's Standard 2013 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 Cattery's Standard 2013 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:
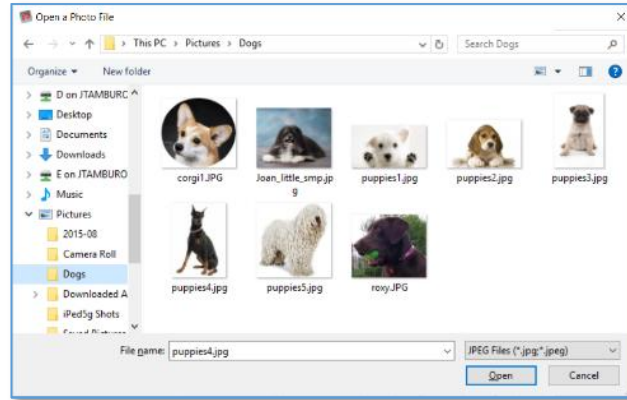
Choose the file you want by double clicking it or clicking it once and clicking Open.

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 Cattery's Standard 2013 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 Cattery's Standard™ 2013 and the drive and folder into which it will be saved.

The Save-As Dialog looks like this in Windows 10:
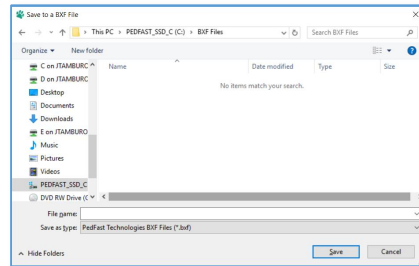
Navigate to the desired folder, type in a name, and click save. If the file exists, you may be asked to write over the file.

Index