



Quick start with ZooEasy



The New Generation of Record Keeping Software



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In this manual you will find information about how to use ZooEasy software. After describing the installation procedure, a 7-step guide is given to help you set up your administration. Also, the most important functions of ZooEasy are explained.

A user's manual is contained in the program as well. This guide explains the functions and options available with each screen. Just click the **Help** button and the manual will appear.

ZooEasy lets you digitally record all data of your animals. It is a user-friendly program that can be used very effectively, even if you are not an experienced computer user.

ZooEasy is especially designed for animal lovers who want to be able to quickly and easily consult information relating to pedigrees, characteristics, show results, clinical symptoms or genetics.

ZooEasy has been developed for various animal species, such as birds, dogs, cats and various other small animal species. Many terms in this manual apply to all animals. For example, where *breeds* and *breeding pairs* are mentioned, these terms can also be understood as *species* and *couples*.





2 Definitions

You will notice that certain terms are frequently used in this manual, the user's guide and in the program. Their meaning is explained in this section.

Start screen

When you start up ZooEasy, the start screen appears. The start screen consists of a main menu, a drop-down menu and a toolbar. Where the manual mentions the start screen, this is the screen that is referred to. You must always close all other menu functions before the start screen can be displayed again. You can close any part of a menu that you are using simply by clicking the buttons **Close** or **Cancel**.

Main menu

This is the menu that lists the options on the left. The list contains, among other, the program functions *Shows*, *Finance* and *Persons*. The list almost always stays in sight when you start a function from the main menu. With the aid of this menu you can quickly change to another function.

Drop-down menu

This is the list of options that appears at the top of the screen after you have started ZooEasy. The list shows the options *File*, *Window* and *Help*. The drop-down menu may change when you start any of the functions shown.

Toolbar

A number of buttons are visible under the drop-down menu. When you have started a menu function, these buttons can be used, for instance, to print an example.



The start screen of ZooEasy has a main menu, a drop-down menu and a toolbar



Button

You can use a button to start a specific action. For example, with the **Add** button you can add another animal to the list of animals.

Tab

In some of the screens tabs are shown. By selecting a tab you can edit the data shown on the tab.



Example screen with tab and buttons

If you obtained ZooEasy by downloading it from the Internet, you must click on the link as explained in the licensing e-mail. This will start the installation program.

You can follow the installation process on the screen. After installation you can start the program from the desktop by clicking on the ZooEasy shortcut.





4 Getting started

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Start ZooEasy, the first thing you'll see is this opening screen:



Opening screen ZooEasy

If you do not have any data from a previous version, you can use the wizard. This is a special program that helps you create a new administration. Once you have run the wizard, all necessary basic data for setting up your animal administration are available. Start the wizard by selecting the option *Use the administration Wizard* and click the **Ok** button mentioned above. The wizard will take you through in 7 steps.

Important: You can always change any data the wizard has entered for you in the system.

Step 1: Personal data

Enter your personal data, such as your name, address, etc. These data are stored in the contacts list.

Note:

1. After the *Name* field, the first field to fill in is your family name's prefix, if applicable.
2. In the *Code* field, for example *Breed no.* for bird breeders, you can fill in your identification code. If you have several codes because you are a member of several associations, you may fill in the code that is being used the most.

Step 2: Breeds

Enter the breeds that you breed, one after the other. The bottom line in this dialog box is the entry field. After each breed press **Enter** to add it to the list. It is probably a good idea not to distinguish colours yet, as these colours can be specified during the third step.

Step 3: Colours

Type in the colours that you breed, one after the other. The bottom line in the dialog box is the entry field. Press **Enter** after each colour to add it to the list. Do you want to use colours that are linked to characteristics? Then you can fill this in via the **Characteristics wizard**. You can find more details about this elsewhere in this manual.





Step 4: System settings

With this screen you can determine the most important system settings. After you have run the wizard, via the drop-down menu **File** select **System settings** to enter the other settings.

Step 5: Budgetcodes

In **Finances** you can use budget items to organise your revenues and expenses. The list shows the budget codes for *Revenues* at left, and the codes for *Expenses* at right. You can organise your finances even better by adding your own descriptions to the budget codes. The two lines right at the bottom are the entry fields. Press **Enter** after entering a budget code to add it to the list.

Step 6: Characteristics

For every animal you can record specific features, or 'breed characteristics'. Examples are *Weight*, *Condition* and *Medical data*. For each animal species ZooEasy already contains a number of frequently used characteristics that you can use immediately. There is a special wizard (see chapter **Characteristics**) that helps you, step-by-step, to add more characteristics.

Step 7: Logbook categories

ZooEasy contains a logbook that allows you to record tasks and reminders. For example, if an animal is to have a medical examination in a month's time, you can record this in the logbook in a special column called *Medical examinations*. In addition, the logbook can be used to register data about breeding pairs (*expected results data, nest inspections*) and contacts (*appointment dates*).

With this step you can input different categories yourself. The bottom line in this dialog box is the entry field. Press **Enter** after each time you fill in a category to add it to the list.

When you have executed the above steps, your basic administration is ready.

Access security

When you restart ZooEasy you will be asked for a PIN code. The default PIN code is 1234. You can change this PIN code as follows:

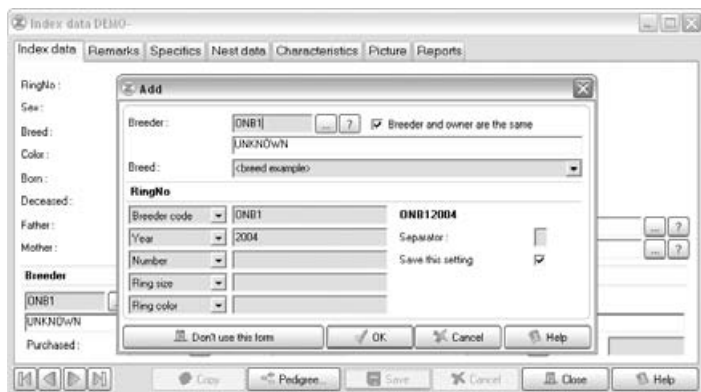
1. Select the drop-down menu **File**.
2. Select **System settings**.
3. You can now change the PIN code in the tab **Access**.
4. Click **Ok**.
5. The start screen appears.



5 Animals

From the main screen select the first main menu **Animals**. This option enables you to register animals.

There are two ways to add animals. The first is by means of this menu option. This is for registering animals of which the pedigree (i.e. parents) is not known. The other way to add an animal is via the main menu function **Breeding pairs**. If you want to add an animal whose parents are in your system, you can register the animal using the main menu option **Breeding pairs**. Animals without parents can be entered by clicking the **Add** button. The following two screens will appear:



Example of the index data screen for birds with help screen for composing the ring number

Explanation:

The help screen can be used by bird breeders to record the structure of the ring number. For dog and cat breeders the breeder can be selected, after which you can copy the name of the kennels or cattery in the **Name** field, which is a handy way to avoid typing errors. For other animal species this screen can be deactivated by clicking the button **Don't use this form**.

After you have entered the data in the help screen and closed the screen by clicking the **Ok** button, the screen with the index data is displayed. In this screen you can enter other details of the animal that you want to add.

Note: Two buttons are shown behind the fields **Father** and **Mother**. With the first a new screen is displayed that enables you to select the father and/or the mother. With the second button you can indicate that the father and/or the mother is/are unknown.

The breeder and the owner can be entered in the same way. The breeder and/or owner data will be covered elsewhere in this manual.

After you have completed all index data of the animal, click **Save** at the bottom of the screen.





If you enter data for several animals, you can use the **Copy** button. This ensures that most of the data already entered will continue to be displayed on the screen. This is useful, for example, when you want to enter a brother or a sister. Click the **Copy** button to do so. You can now insert the data of the animal to be entered.

There are navigation buttons in the bottom left corner of the screen that enables you to browse through the list of animals.

Now click **Close** to return to the list of animals. You can quickly sort data in this list by clicking on a column heading. You can change the layout by clicking the drop-down menu **Animals** and then click **Layout**. Besides this, you can adjust the width of each column displayed.

ZooEasy allows you to record an unlimited number of animal characteristics. With this option you can add characteristics to animals that are not contained in the index data. Examples of this are, e.g. *Build*, *Medical data*, *Weight* and *Foreign registration number*.

This is how it is done:

1. Go back to the start screen.
2. Choose the menu item **Animals**.
3. Select an animal and click on **Modify**.
4. Select the tab **Characteristics**.



Characteristics of an animal (for example dogs)





On this tab you can enter the characteristics of the selected animal. A screen will appear in which you can specify characteristics per group.

The most important animal characteristics are an integral part of ZooEasy. On the tabs you will see the characteristics groups. To enter a value or a type, you must select the applicable characteristic and enter the value in the second column. You can also choose a value from the options list. Always click **Save** to store the data you have changed.

You can add more characteristics as follows:

1. Go back to the start screen.
2. Select the drop-down menu **Extra**.
3. Select **Characteristics wizard**.

This function helps you add characteristics and asks how you want to apply the characteristic in question.

In the start screen, select the second main menu option **Breeding pairs**. This enables you to register breeding pairs.

Click the **Add** button to add a breeding pair. The screen will display the index data of the new breeding pair.

Earmark	Breed	Color	Sex	Born
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Index data of breeding pair (for example rabbits)

At the top of the screen you can compose the breeding pair using the buttons behind the field **Male** and **Female**. After you have entered the other breeding data and clicked the **Save** button, you will be asked to create a reminder in the logbook about the projected litter/birth or hatching date. This date is calculated by the number of days to birth/hatching/litter, registered for the breed concerned.



The following screen appears:



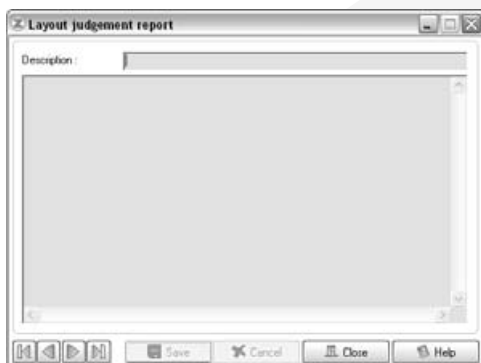
Create reminder in logbook for birth/ hatching or litter date

Next click on **Save**. You can now enter the descendants by clicking the **Add** button. The input screen for a descendant is the same as the input screen as described in the section **Animals**.

From the start screen choose the main menu item **Show results**. This will enable you to register the show results of your animals. All data related to show results, for example name of the judge, city and prize can be entered here. You can also enter the layout of the judgement report or you can use a pre-defined judgement layout when you enter the show results. This way you do not have to input the parts which will be judged, only the results and remarks by the judge.

To define a default layout of a judgement report, proceed as follows:

1. Go back to the start screen.
2. Choose the drop-down menu **Maintenance**.
3. Choose **Layout judgement reports**.
4. Click on **Add**.

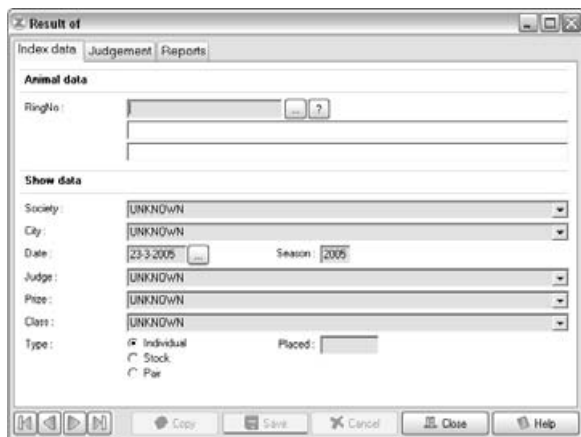


Input screen layout judgement report



After you have opened the screen, you can enter the description and the layout of the judgement report. Click once on **Save** and twice on **Close** to return to the start screen.

From the start screen choose the item **Show results**. When you click on **Add**, you will first see a screen that permits you to select from an existing layout or to add a new layout. When you have made your choice and have clicked on **Save**, the input screen appears.



The screenshot shows a software window titled "Result of" with three tabs: "Index data", "Judgement", and "Reports". The "Judgement" tab is selected. The window is divided into two main sections: "Animal data" and "Show data".

Animal data:

- RingNo: [] [?] []

Show data:

- Society: [UNKNOWN] [v]
- City: [UNKNOWN] [v]
- Date: [23-3-2005] [] Season: [2005]
- Judge: [UNKNOWN] [v]
- Pize: [UNKNOWN] [v]
- Class: [UNKNOWN] [v]
- Type: Individual Stock Pair
- Placed: []

The bottom toolbar contains icons for navigation and buttons for "Copy", "Save", "Cancel", "Close", and "Help".

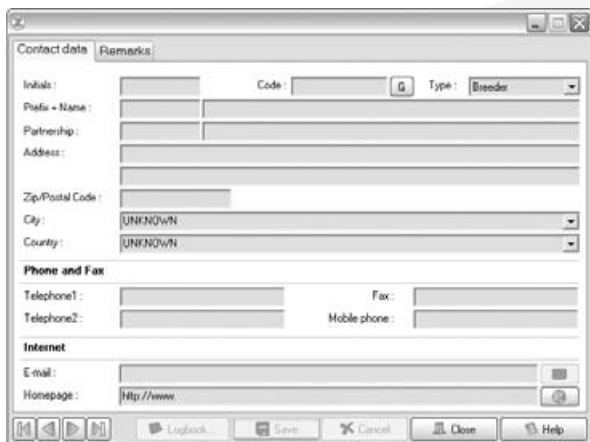
Input screen for show results (for example birds)

You can enter the show results on the first tab. Choose the second tab to fill in the points or designations and remarks by the judge in the selected layout.

From the start screen choose the fourth main menu item **Contacts**. Using this item you can register people's address data.

ZooEasy enables you to list people according to 3 types, i.e. *Breeder*, *Owner* and *Other*. When you enter someone in the *Breeder* group, his or her name will automatically also appear in the list of owners. However, this does not happen the other way around. A contact that is not listed in the *Owner* group will not appear in the list of breeders. You can use the third type to register contacts under *Other*. For example, you can include suppliers and other contacts in this group.

Click on **Add** to enter a new contact.



Input screen
for contacts

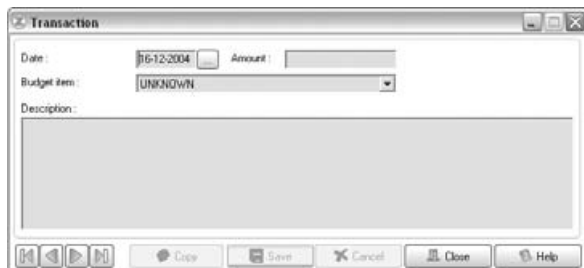
Complete the fields and click **Save** to record the data.



10 Finance

From the start menu choose the fifth main menu item **Finances**. Using this function you can record your finances. You can group revenues and expenses per budget item. This helps you get an overview, for instance, of your income from sales and the expenses for feed.

Click on the **Add** button to enter a transaction. The following screen will appear:



Input screen for transactions

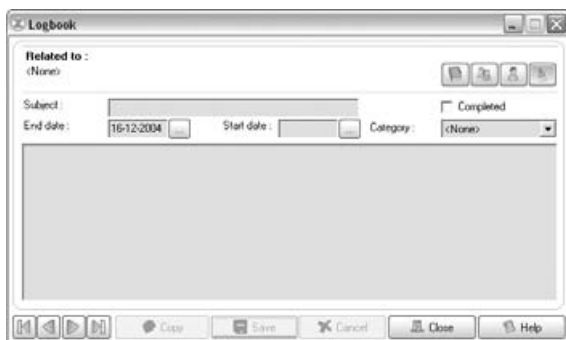
After entering the data, click **Save** and **Close** to return to the list of transactions.

The **Graph** button enables you to visually compare your revenues and expenses per budget item in a graph. On the basis of the selected transactions, the program determines which budget items will be displayed. Next, all amounts will be added per budget item and displayed in different colours representing the revenues and expenses.

From the start screen choose the sixth item **Logbook and Notes**. You can use this option as a diary to record tasks, for example, on behalf of periodic tests. You can use the note pad for keeping notes.

Logbook entries may relate to an animal, breeding pair or contact. You can categorise the data entered in the logbook. All logbook entry groups appear on tabs, next to the basic tabs *Today* and *<None>*.

Now click on the **Add** button. The following screen appears:



*Input screen
logbook entry*

After entering the data click **Save** and **Close** to return to the list of logbook data.





12 How to keep your data safe

With ZooEasy it is easy to make a backup of your data. This is how it works:

1. Choose the drop-down menu **File**.
2. Choose **Create backup**.

We recommend that you regularly make a backup. With some Windows versions - like Windows XP - it is possible to burn the backup directly onto a CD-ROM. This is especially convenient when the files have become so large that they cannot be copied to a diskette.

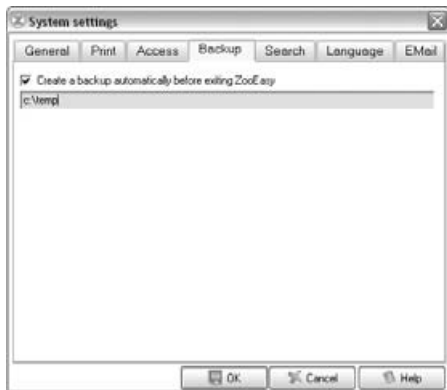
Tip: When you save the backup on diskette, it is a good idea to use new diskettes from time to time.

ZooEasy can make a backup for you automatically when you close the program. This is how it works:

1. Choose the drop-down menu **File**.
2. Select **System settings**.
3. Select tab **Backup**.

The following screen appears.

When you select the option, you can specify the path name you want to copy the backup to.



Make automatic backup

Support

To find answers to the most frequently asked questions, you may want to visit our web site at: <http://www.zooeasy.com>. You can also contact the ZooEasy helpdesk via the E-mail address: support@zooeasy.com, or phone us on workdays on (0031) 598 49 2105.

We wish you an enjoyable and very easy use of ZooEasy!

Helpdesk: support@zooeasy.com
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