Ranch Manager
Version 2

Getting Started

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Introduction

Welcome to Ranch Manager!

The goal of this guide is to get you started with Ranch Manager as quickly as possible. In order to accomplish this goal, we ask that you spend a little time reading through the this guide, and optionally the **Ranch Manager Tutorial** which will guide you step-by-step, through the most common tasks you will perform in Ranch Manager.

Finding Your Way Around

You should proceed with this section after you have completed the installation of Ranch Manager (refer to the insert that came with your CD or the instructions that came with your software download). At this point you will probably be looking at the main Ranch Manager window. Let's take a moment to explore its features. The main screen is depicted below:
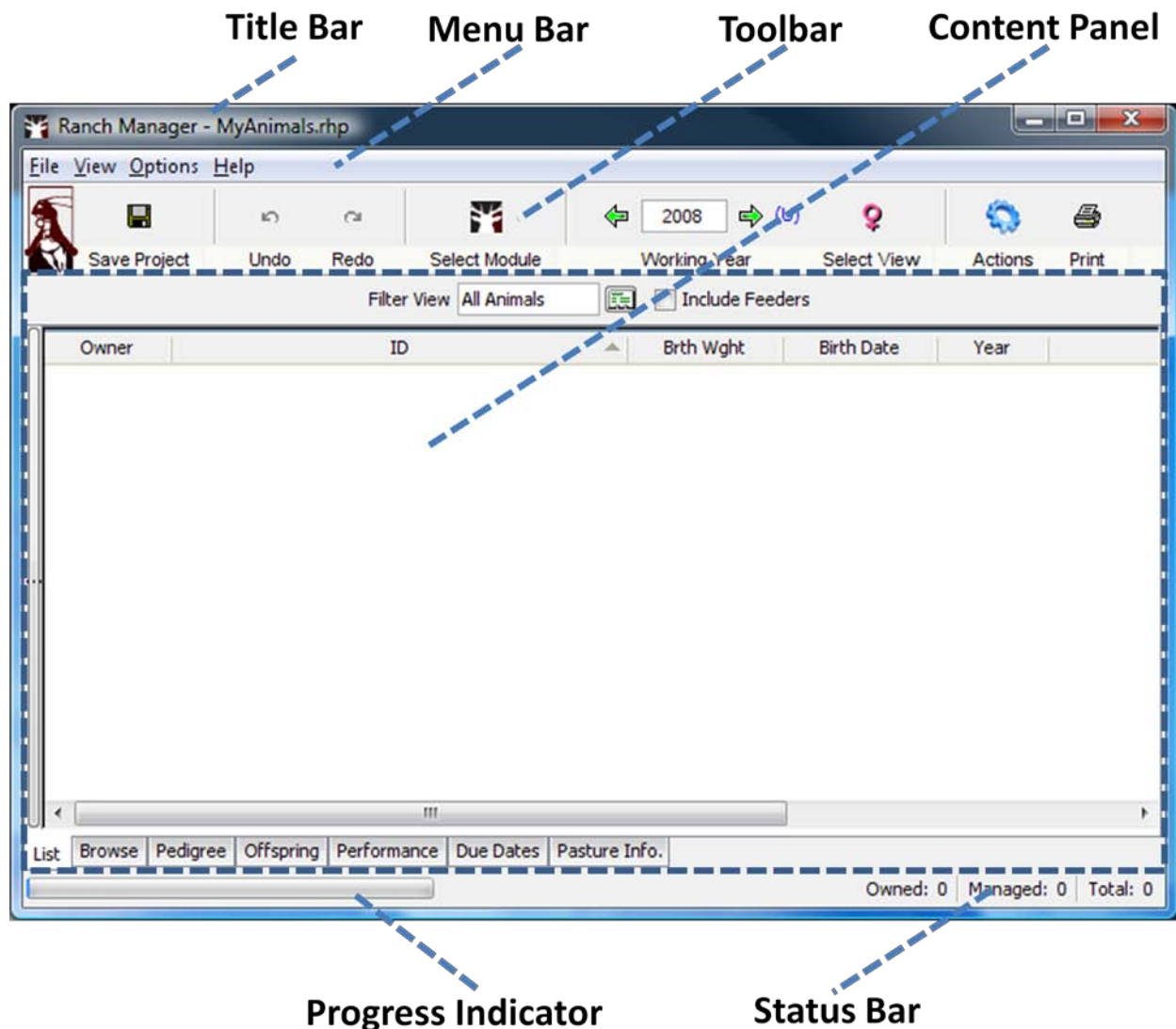

Figure 1: Ranch Manager Main Window

The **Title Bar** displays the program title followed by the name of the currently opened project. In the example above, the project name is "MyAnimals.rhp". When you start up Ranch Manager it will automatically load the last project you were working with when you closed the software. For most operations, one project will be all that is needed. The **Title Bar** also contains the Windows (or Macintosh) system controls that you can use to minimize and maximize the main window. There is also a control to close Ranch Manager.

The **Menu Bar** is located directly below the **Title Bar**. There are two primary ways to work with files and navigate through Ranch Manager. The **Menu Bar** is one of those ways and the **Toolbar** is the other. The **Toolbar** is the primary means that you will use to navigate around and perform actions in Ranch Manager, as it provides convenient mouse access to navigation capabilities, in addition to accessing actions that you will use throughout the software.

The **Content Panel** takes up the majority of the main screen. This panel will change to reflect the current view that you are working with, in the selected module. In this case we are looking at the *Herd Dams* view within the *Wildlife* module. This is the default view for the Wildlife software and will be displayed first when you open the program. You can always figure out what view you are working with by looking at the Toolbar.
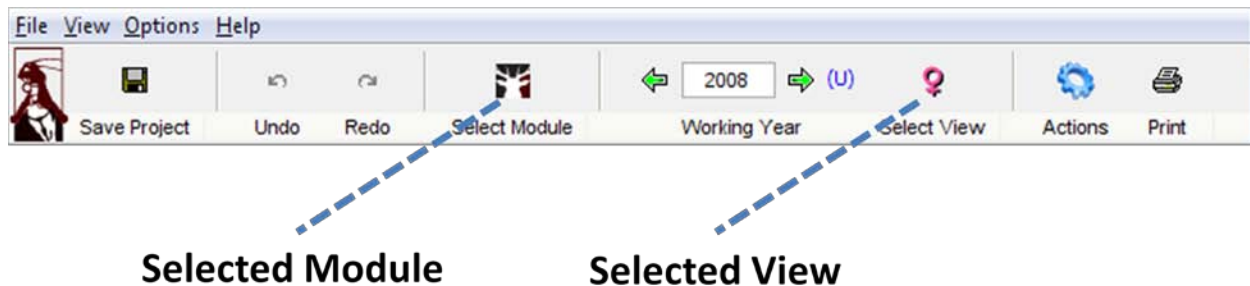

Figure 2: Finding out what you are Looking At

The icon located within the *Select Module* control represents the currently selected module. In this case the illustration of a deer's head represents the *Wildlife* module. Similarly, the icon located within the *Select View* control represents the view currently being displayed within the **Content Panel**. The female symbol represents the *Herd Dams* view. When you place your mouse over these controls the control expands to display the available modules or views available within the module (depending on which control you access). We will talk more about the toolbar shortly.

Finally, the **Status Bar** is located at the very bottom of the software. If you cannot see it on your program it is probably just hiding behind the *Start* bar (on Windows). To rectify this, simply double click on the **Title Bar** to maximize Ranch Manager, and force it to fill the screen above your Windows *Start* bar.

The **Status Bar** will display summary data (where there is data available for the view) for the currently displayed view in the **Content Panel**. For instance in the *Wildlife-Herd Dams* view, totals are displayed (which isn't very interesting now, because there is no data displayed at present).

The **Progress Indicator** is located on the bottom-left, and whenever Ranch Manager is performing work, you will be able to see the progress indicator filling from left to right. This simply means that you should wait for Ranch Manager to complete its work before continuing with more activities within the software.

Working with the Menu Bar

Everything available on the **Menu Bar** (with the exception of the *Help* and *Options* menus) is also available on the **Toolbar** for quick access. The difference is that the **Menu Bar** can be navigated using the keyboard. To access the menu bar from anywhere in the program, just press the *Alt* key. You can then either use the arrow keys to navigate into the menus, or open a top level by pressing the first letter in the menu heading. The *F* key will activate the *File* menu; the *V* key will activate the *View* menu; the *O* key will activate the *Options* menu; and the *H* key will activate the *Help* menu. From there, use the arrow keys to navigate through the menus. To make a selection, simply hit the *Enter* key when you have highlighted your selection. You can, of course, use your mouse to operate the menus as well.

The *File* menu has five menu items (depicted below). The *New* menu item is used to create a new Ranch Manager project; the *Open* menu item is used to open a different Ranch Manager project; the *Save* menu item is used to save the current project to your hard drive; the *Backup Project File* is used to backup your data; and the *Exit* menu item is used to exit Ranch Manager. More details as to what these operations do are included later in this section.
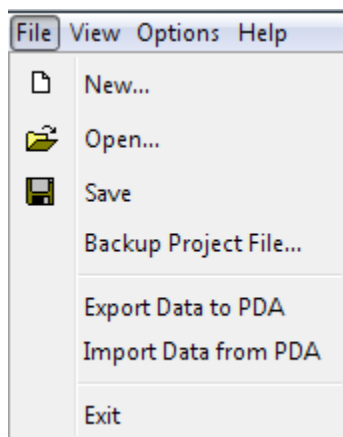

Figure 3: The File Menu

If your version has the *Export Data to PDA* and *Import Data from PDA* options then you have the Ranch Manager Pocket Edition installed.

There are a large number of views within Ranch Manager to view and work with your data. Views are categorized within modules. Each module presents a different type of data with which you can work, and you access the views and modules through the *View* menu or via the **Toolbar**. The base Ranch Manager offering comes with five modules. The *Wildlife* module is the main module and is used to enter and view all the primary information about your animals. The *Owners & Contacts* module is used to keep information regarding the people you do business with or work with (including your own personal information). The *Wildlife Breeds* module is used to maintain information related to the various breeds of wildlife you deal with in your operation. When you want to manage the various locations that you work your animals on, you will work with the *Locations* module. In the *Locations* module you can keep track of pens,

pastures, kennels/barns, farm land as well as construct areas that break your operation up. The terminology is a bit generic in this module; this is because if you combine the **Wildlife Edition** with other livestock modules it will still fit all purposes. Keeping track of basic financial records is done via the *Income/Expenses* module. Finally, the *Schedule/Journal* module is where the Rancher's Calendar and Journal can be found.

Our website will be updated with new products and modules that plug directly into Ranch Manager. The modular design of Ranch Manager allows us to combine products via these modules to allow you to choose the best software solution for you. For instance, if you also have different types of animals on your operation, you can purchase additional modules to plug them directly into your software. Currently we offer modules for Cattle, Sheep, Goat, Equine, Canine, Camelid and Wildlife operations. These modules can be purchased from Lion Edge at a discounted price, when you purchase the Wildlife Edition of the software. The *View* menu is depicted below:
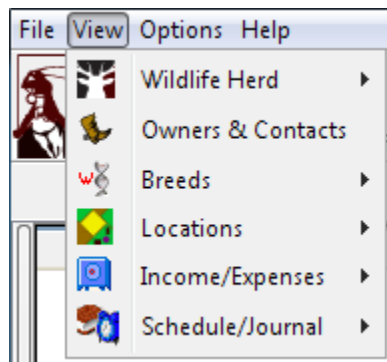

Figure 4: The View Menu

The *Options* menu is where you can customize the various aspects of Ranch Manager. As we update Ranch Manager with new configuration capabilities, check back under this menu for more options to appear. The main activity you will do in the options menu is to customize the various views within Ranch Manager. This is useful for configuring Ranch Manager to display data in a way that is specific to your operation as well as allowing you to create customized reports. The *Options* menu is depicted below:
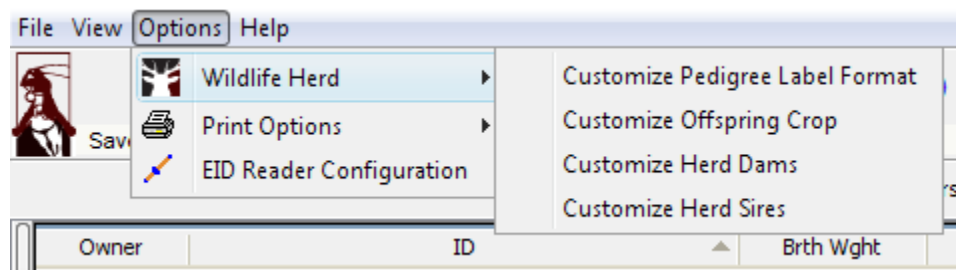

Figure 5: The Options Menu

When there are items that can be customized for a specific module, the module name will appear with a sub-menu accessible to customize the module specific features. In this case, the

Wildlife module has four things that can be customized. Details on using these options are described in detail in the Wildlife section of the Reference Manual.

The *Print Options* item allows you to configure the way Ranch Manager prints. In most cases you will not need to use this item, as it is currently just to assist with resolving rare printing related issues.

The *EID Reader Configuration* option is used to can configure an Electronic ID Reader to use with the software. If you utilize RFID/EID technology on your operation and have a reader that you would like to configure for use to scan tag values into Ranch Manager. In addition to being able to search on tag values from your reader's memory, this option is used to setup the connection between your reader and Ranch Manager. You will find more information on setting this up later in this guide.

Finally, the *Help* menu is where you can access the *How Do I* help system, as well as get information about your installation of Ranch Manager (via the *About* menu item). The *Help* menu is shown below:
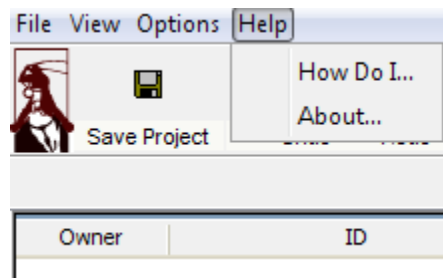

Figure 6: The Help Menu

The *How Do I* help system, allows you to embed step-by-step instructions for many of the common activities you will perform in the software right into the left side of the main window. This will save you time by allowing you to get instructions without having to flip back and forth between a manual and the program. When you are comfortable with the software, you can simply close the *How Do I* section. If you need a refresher again later, the system is always available through the *Help* menu.

Working with the Toolbar

The Ranch Manager Toolbar is depicted below:

Figure 7: The Ranch Manager Toolbar
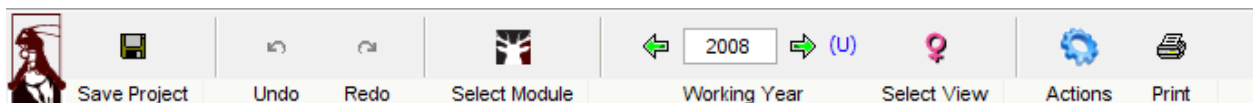
We have made some major improvements to Ranch Manager's user interface in Version 2. One of those major improvements is the toolbar. In order to make getting started with the software quickly, and to support the many of you that will only work with the software periodically over the year, we have creatively combined icons and text in the toolbar. That way you do not have to

remember what a particular icon means in order to work with the toolbar. Further, we have introduced a "spring" like user interface for some of the toolbar controls to allow the toolbar to spring open and show options and actions available and still combine the icon and text. For instance, if you move your mouse over the **Actions** control, you will see the following:
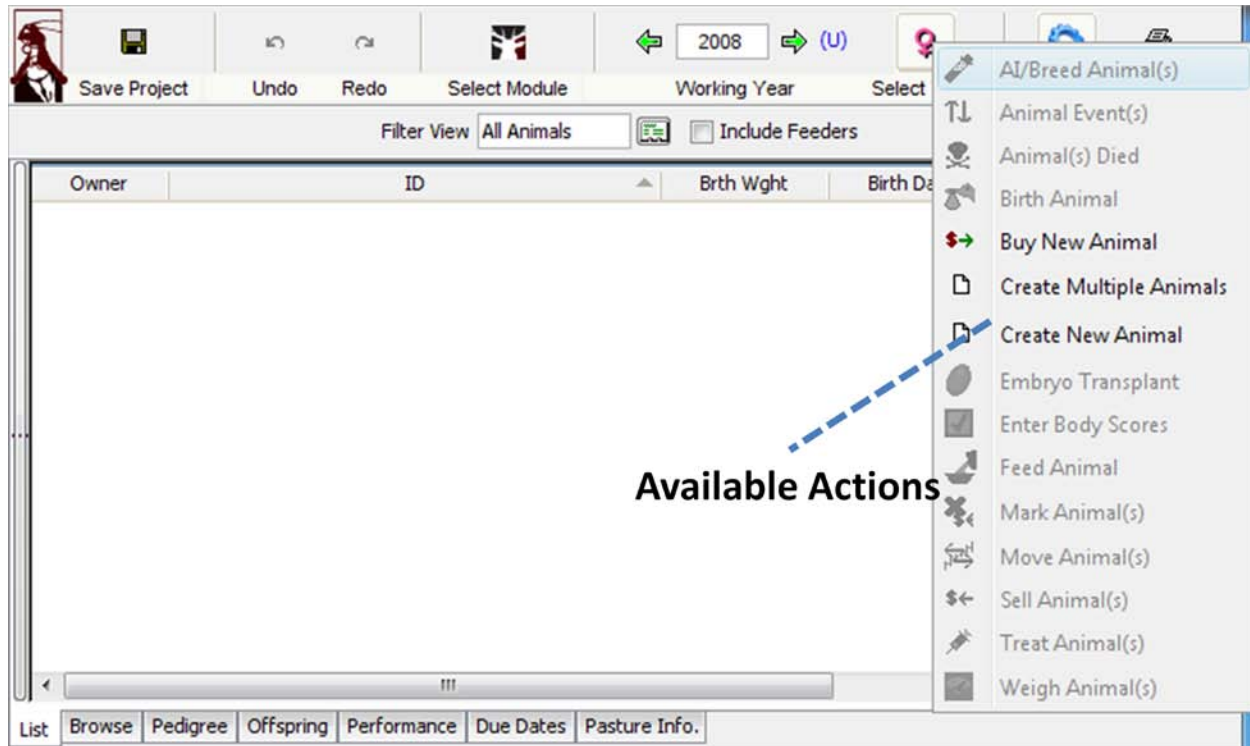

Figure 8: Toolbar: Spring User Interface

In the new toolbar, the actions available under the **Actions** control expand out when you move your mouse over the control. The icons and the text about the actions are all displayed. This new feature will help keep the toolbar from becoming cluttered (which it was in Version 1) and will take the guesswork around what each button will do, away. The **Select Module**, **Select View** and **Print** controls work in a similar way.

The **Save Project** control is used to save your work. The next section will cover this activity in detail. The **Undo** and **Redo** controls are used to undo or redo the previous actions you performed in Ranch Manager. For instance, let's say you just vaccinated a bunch of animals, and after completing the **Treat Animals** action you realized that you forgot to enter the dosage amount in the treatment notes. You can use the **Undo** control to undo the action that was applied to the selected animals, and then use the **Treat Animals** action again to enter the corrected data. Similarly, if you decide that you want to undo the **Undo** you can use the **Redo** control to do just that.

The **Working Year** control provides a very important capability in Ranch Manager. It provides context to the majority of the views you will work with in Ranch Manager. This allows Ranch Manager to give you views that represent the data as it would have looked in the currently selected year. For instance, if you want to see the list of Herd Dams that you managed in 2006,

you would simply go to the *Herd Dams* view and change the **Working Year** control to 2006. You can use the left and right facing arrows to flip either backwards, and forwards through the years. In some cases it is even handy to flip into the future. For instance, the *Due Dates* sub-view provided in the *Herd Dams* view shows the due dates for the animals expected to give birth in the working year. If you just bred the animals, and they are due next year, you can preview the due dates, by changing the working year to the next year.

When you move your mouse over the *Select Module* control, the modules available to you in your version of Ranch Manager will be displayed:
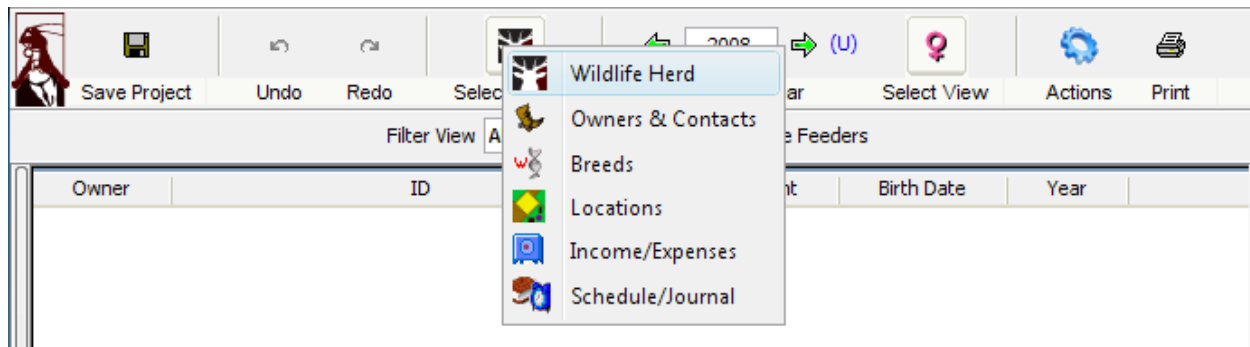

Figure 9: The Select Module Control

The list of available Ranch Manager Modules will change if you purchase additional modules from Lion Edge Technologies. The same modules described along with the **Menu Bar's** *View* menu apply for the modules displayed above. The *Select Module* offers the same function, but is just faster as it only requires you to move your mouse over the control, and then click (once) on the module you want to navigate to.

The *Select View* is a spring control and allows you to select the Ranch Manger view that you would like to work within the **Content Panel.** The views available through this control depend on the selected module, as different views are available for each module. The *Select View* control expanded with respect to the *Wildlife* module is displayed below:
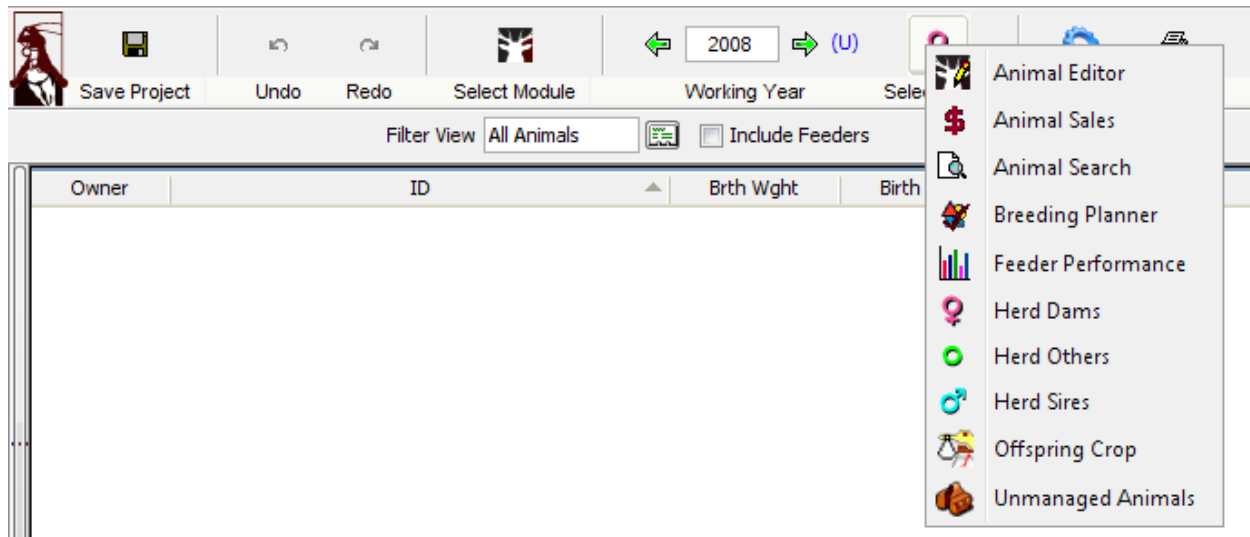
Figure 10: The Select View Control

The **Actions** control, as displayed in *Figure 8: Toolbar: Spring User Interface* is dependent on the selected view as the set of actions available will vary between views. When an action appears as grayed out, it simply means that the action cannot be applied to the current selection. In many cases, this means you do not have an animal (or item) from the list selected, so therefore an action cannot be applied. For instance, if you do not have at least one animal selected in the **Herd Dams** view then you cannot use the **Treat Animals** action.

The **Print** is also a spring action, in Version 2. This is because sometimes there are multiple printing options available for a view. The contents of the **Print** control are dependent on the selected view. The expanded **Print** options available for the **Wildlife-Herd Dams** view is depicted below:
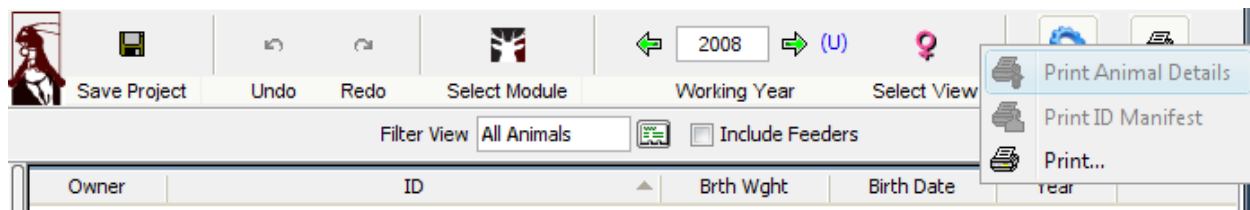

Figure 11: The Print Control

Check these options after updating, as we add new features, there will be additional print options added in the future.

Saving Your Work

Ranch Manager works off a project-based work system. Working with Ranch Manager is similar to working with a document in a word processor. As you work with the software, and make changes, those changes are committed to the program's memory. They are only committed to the hard drive (permanently) when you save your project. This allows you some flexibility, but also introduces some risk. Here are some basic guidelines to follow:

- Get into the habit of saving your project often. If you have been working away for a good ½ hr or longer, click on the Save button. Just get in the habit of doing it from time to time.
- Some users, will save their project after, every entry; this is fine too. In fact, you can use the *Save* button instead of the buttons that are used to commit changes to Ranch Manager's memory (such as the *Save Animal* button which is used to save an animal's changes in Ranch Manager's memory).
- If you are going to leave your computer, please save your work. If the power goes off, your laptop battery goes dead, or the operating system restarts itself to install an update (or recover from a crash) it will cause Ranch Manager to close without saving your work. Oh, and kids tend to get a hold of unsupervised computers also!
- Pay attention to the message you get when you close Ranch Manager. Ranch Manager, will warn you twice when you attempt to close it without saving your work. Sometimes you may want to exit without saving, because you really just want to back out the work you just did (maybe you didn't like the way you set something up, for instance).

Ranch Manager will also protect your data. If by some strange event, your program or computer crashes while Ranch Manager is saving your project file, it can recover to the last successfully saved project. Finally, Ranch Manager will create a backup of all the projects located in the Ranch Manager "data" folder on a monthly basis. When the software starts up, if it has been more than a month since the last backup was taken, it will archive your projects into the archives folder. This will allow Lion Edge Support to assist you in rare support incidents where you lose your project file (delete it by accident, etc). This automatic archival system should not replace a regular external backup.

You should backup your data periodically (we recommend at least once per year), onto a reliable backup source. Write-once CDs and DVDs are the most reliable source, especially the ones that are labeled archival. Storing your data on an external hard drive is also an option. For more information on performing a backup, please refer to the *Backing up Your Ranch Manager Data* section near the end of this guide.

Common Controls

Regardless of module you are working in, Ranch Manager has a number of common user interface controls, which, once you get to know them, make your life pretty simple.

Manipulating Ranch Manager Records

Ranch Manager Records represent the main data sets that you will work with in Ranch Manager. The set of record types that are present in the default **Wildlife Edition** are:

- **Wildlife Animal:** This record holds all the data specific to a single animal.
- **Owner:** This record type holds information for an owner. Your operation is represented by an owner record, and so are all the other people and businesses that you deal with, from other producers, to auction barns, to stores and gas stations.
- **Wildlife Breed:** This record holds all the data specific about a Wildlife breed. You can customize things like, the default gestation period, and enter your association membership number within a Wildlife breed record.
- **Area:** The area record represents a segment of your operation from a property perspective. You can break your operation down into multiple areas. Attached to areas, are locations. Locations represent the individual holding areas for animals. An area can have multiple locations. For instance, the "Home Place" would be an example of an area. Within the Home Place, you may have the "North Pasture", "East Pasture", "Feeder Pen", "Calving Pasture" (if you have cattle also), etc. You may even break down into defining something like a kennel or barn as an area, and then attach the individual pen locations within.
- **Income Record:** The income record is where you would record an instance of income on your operation. Income can be categorized by account (or category). You can customize the accounts that you define for this purpose. Example accounts may be "Animal Sales", "Training Services", etc.
- **Expense Record:** The expense record is where you would record an instance of an expense against your operation. Like income, expenses are categorized by account (or category). You can customize the accounts that you define for this purpose. Example expense accounts would be "Gas", "Fencing Supplies", "Office Supplies", "Feed", "Veterinary", etc. Again, you can define your own custom set of accounts.
- **Journal Entry:** The journal entry record allows you to record a dated note. The Rancher's Journal is made up of a list of ordered (by date) journal entries. Typically you would record operation level notes in journal entries.
- **Calendar Entry:** The calendar entry is similar to the journal entry, but maps specifically to an action, activity, or event that is upcoming, or already passed. Calendar events are also added automatically from other areas of the software. For instance if you treat an animal in the *Wildlife* module, a corresponding event will be placed on the calendar indicating the details of the treatment, and the animals treated. This feature gives you a chronological history of the activities taking place on your operation.

There are three primary actions you will take against a Ranch Manager record. They are:

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- **Save:** This action is used to save the changes you have made to a record into Ranch Manager's memory.
- **Delete:** This action is used to delete a record from the system. Typically you will use this action to fix a mistake.
- **New:** This action is used to establish a new record, and it sets up the corresponding record editor to be ready to record a new record. In some cases there are multiple ways to create a particular record type that are more convenient that creating it from scratch using the *New* action. For instance, if you want to enter a new animal, that you purchased, you can use the *Buy New Animal* action, which allows you to enter the basic animal data in addition to the purchase details all on one screen, which saves you some steps.

The controls for *Save, Delete,* and *New* are always located in the bottom right of the corresponding record editor. They are depicted in the illustration below:
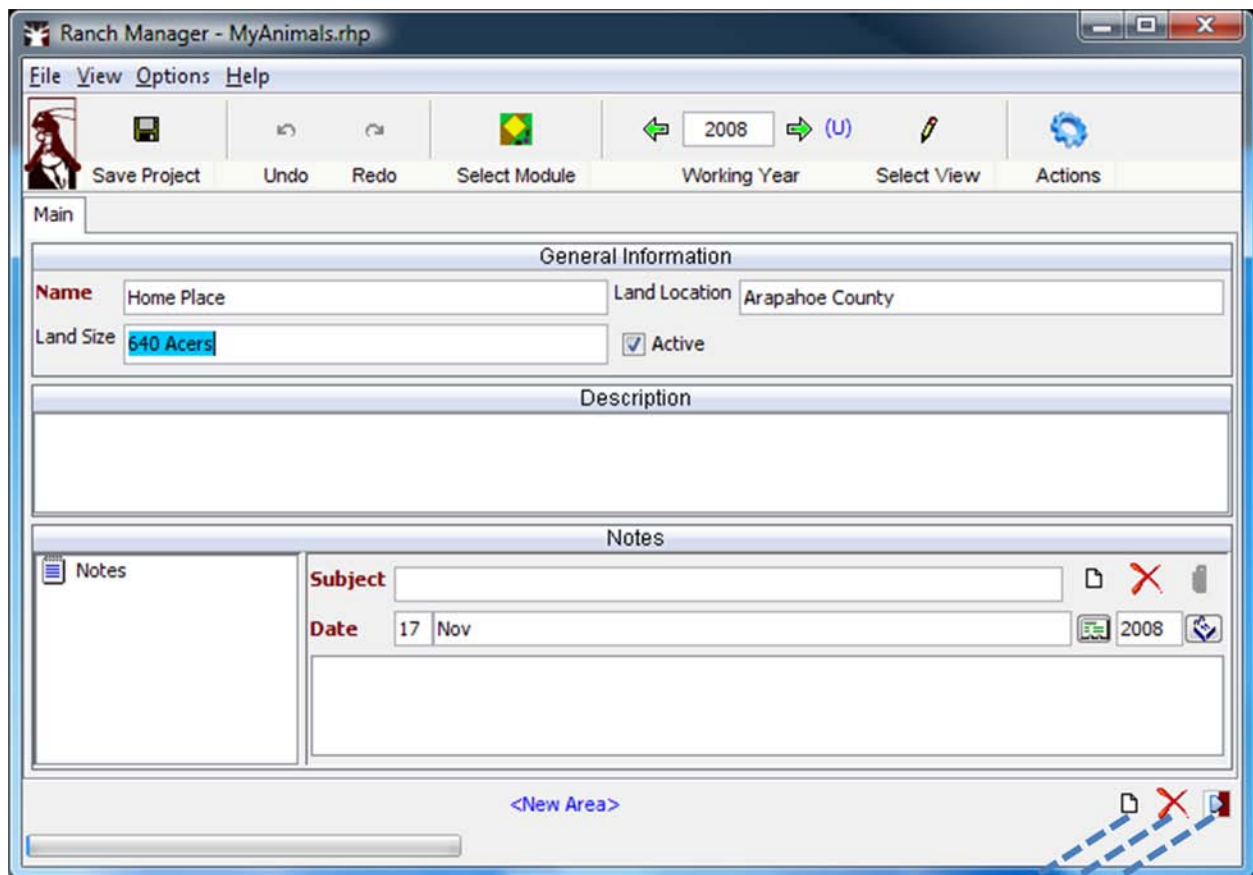
Figure 12: Record Manipulation Controls

The illustration above shows the **Area** editor view, where the user is creating a new area, called the "Home Place". You can tell that it is a new entry because of the text "<New Area>" located in the bottom-center of the editor panel. This text will read the record's identifier (in this case "Home Place") once the record has been saved. This is useful in multi-tab editors because you may forget what record you are working with when you navigate away from the main tab. You can always see what record you are working with by looking at the bottom of the editor panel in these situations.

In some cases, as is with Areas and Animals, the editor will get additional tabs once the initial record has been created. These tabs are not present until after you create the base record, because the additional capabilities found in these tabs require the record to be created successfully before they can be worked with. For example look at the figure below; which shows the Area editor after the "Home Place" record is created (by clicking on the **Save** action located in the bottom right corner):
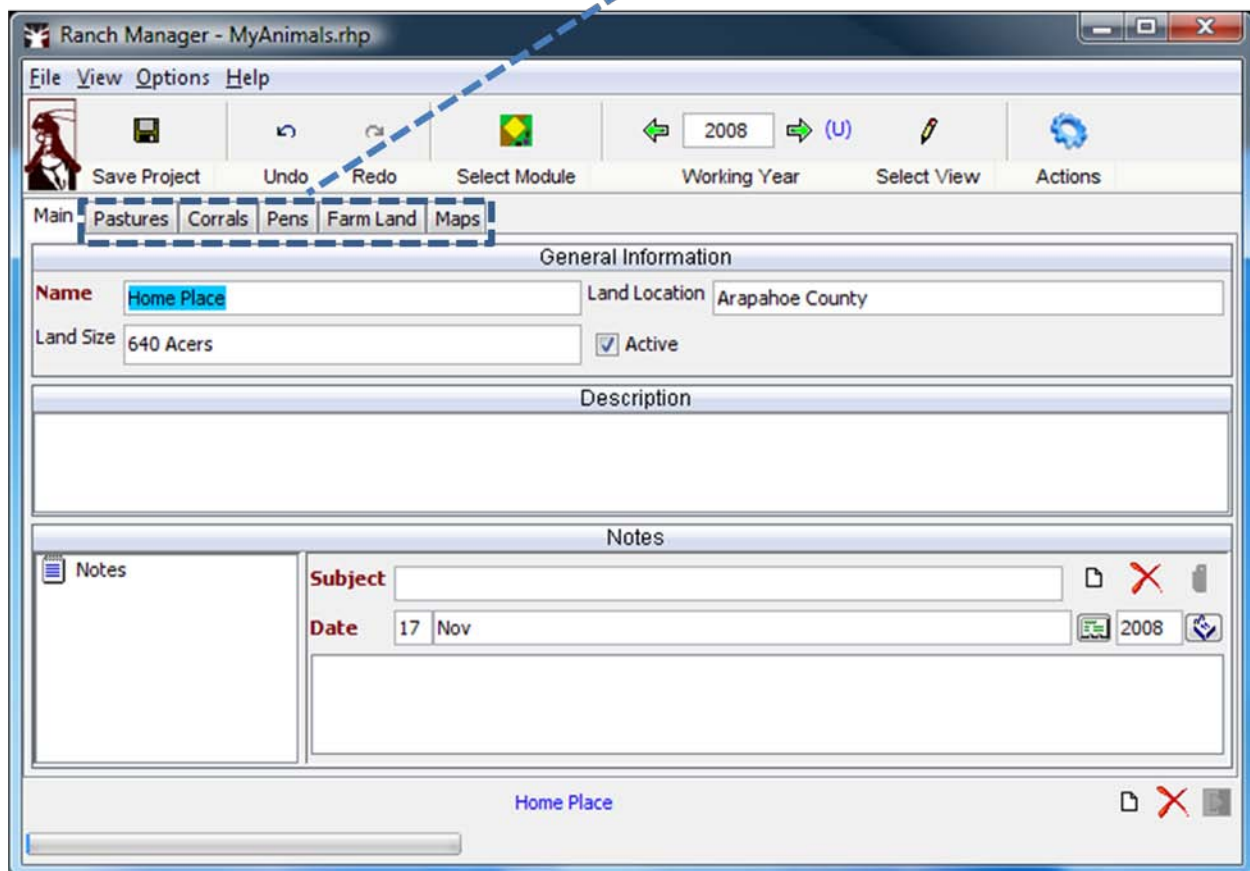

Figure 13: Active Record Tabs

These new tabs are called **Active Record Tabs**, and will only appear after a record has been successfully created. For instance, once an area record has been created, Pastures, Corrals, Pens, Farm Land, and Maps can now be attached to the area using the new tabs. More information on doing these activities will be provided in the sections on using the *Area* module within this manual. The Pastures, Pens, Corrals, Farm Land, and Maps all represent attachments to the Area record. If you were observant, you may also notice a notes editor on the main page. Notes are also attachments that can be attached to every record type in Ranch Manager.

Working with Record Attachments

As mentioned in the previous section on records, attachments represent mini records that can be attached to a base Ranch Manager record type. Attachments come in various shapes and sizes depending on the record type you are dealing with. For instance, you can attach: notes, tracking numbers, events, gestation records, and feed records to animals. You can attach notes, pastures, corrals, pens, farm land, and maps to areas. A sample attachment editor is depicted below:
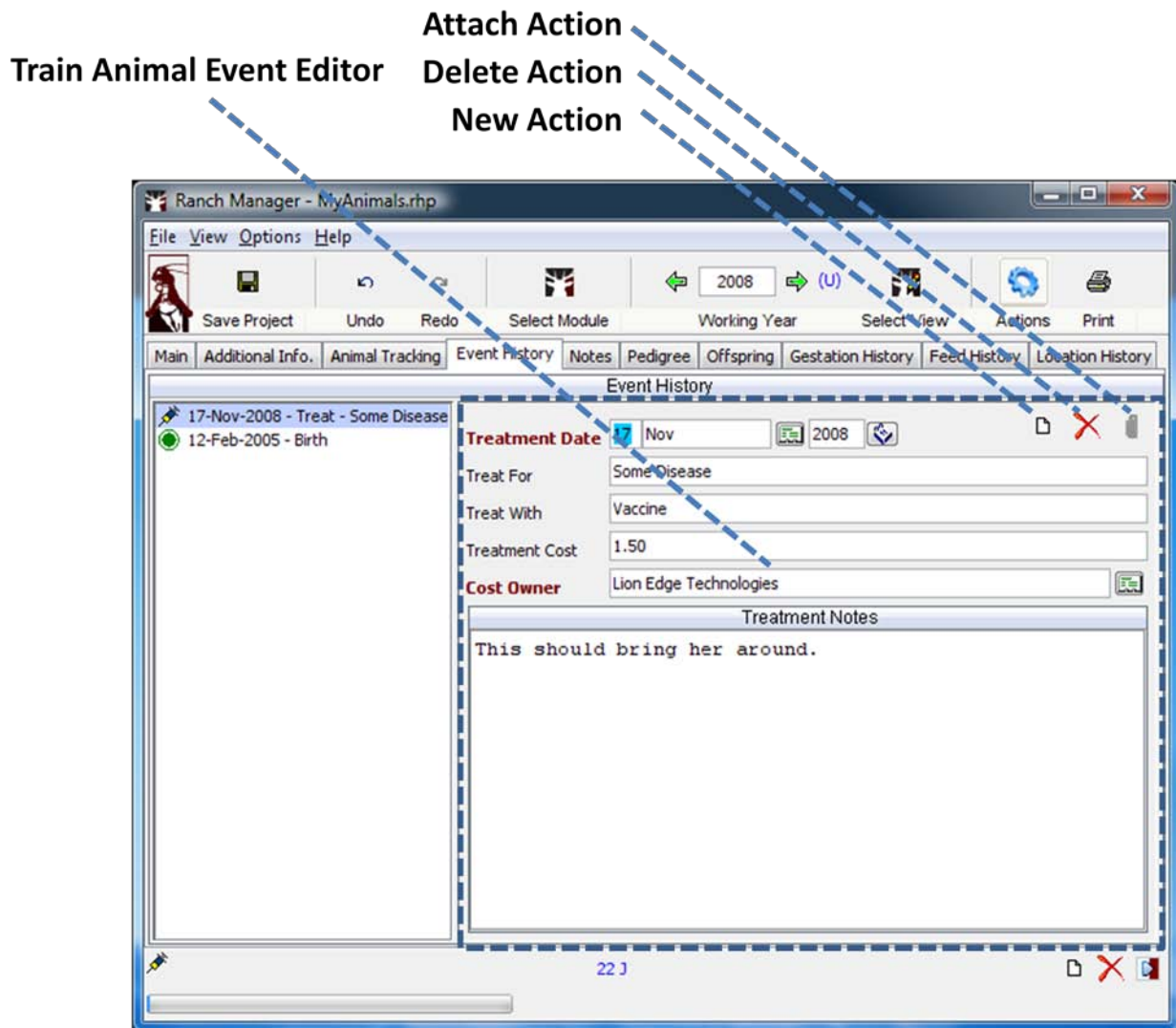
Figure 14: Ranch Manager Attachment Editor

Although the contents will vary from attachment to attachment, the controls will remain the same. In the top left corner you will find the three actions you can do against attachments:

- **Attach:** The attach action is used to attach a new attachment, or reattach a changed attachment to the parent record. In the example above. The attach action would reattach the *Train Animal* event back to the animal called "22 J".
- **Delete:** The delete action will remove the attachment from the parent record. In this case, it would delete the *Train Animal* event from "22 J".
- **New:** The new action, will blank out the attachment editor, and allow you create a new attachment for the parent record.

After you make a change to an attachment, you have to remember to save the parent record, using the save action located in the bottom-right corner of the record editor (as described in the previous section).

Data Entry

One note about data entry; when filling in records and attachments you may see labels in red and blue text. The labels in red text indicate fields that are required to be provided. The labels in blue text are conditionally required. For instance, in the **Animal Editor** view, the *Birth Date* field is required if the animal is marked as *Raised*. Otherwise the birth date is not required.

Ranch Manager Views

Ranch Manager Views are displayed in the main **Content Panel** based on the selected module and view chosen from either the **Toolbar** or **Menu Bar**. A view will typically be used to either view or manipulate a single record type, or a group of record types. Views can be constructed to contain sub-views, which show different perspectives of the record, or records being displayed. Further, the contents of the view are defined by the type of view you are using. For instance, the *Animal Editor* view will display the data for the currently selected animal, whereas the *Wildlife-Herd Dams* view will only display female dogs that were owned or managed by your operation at the beginning of the selected working year. This view is depicted below:
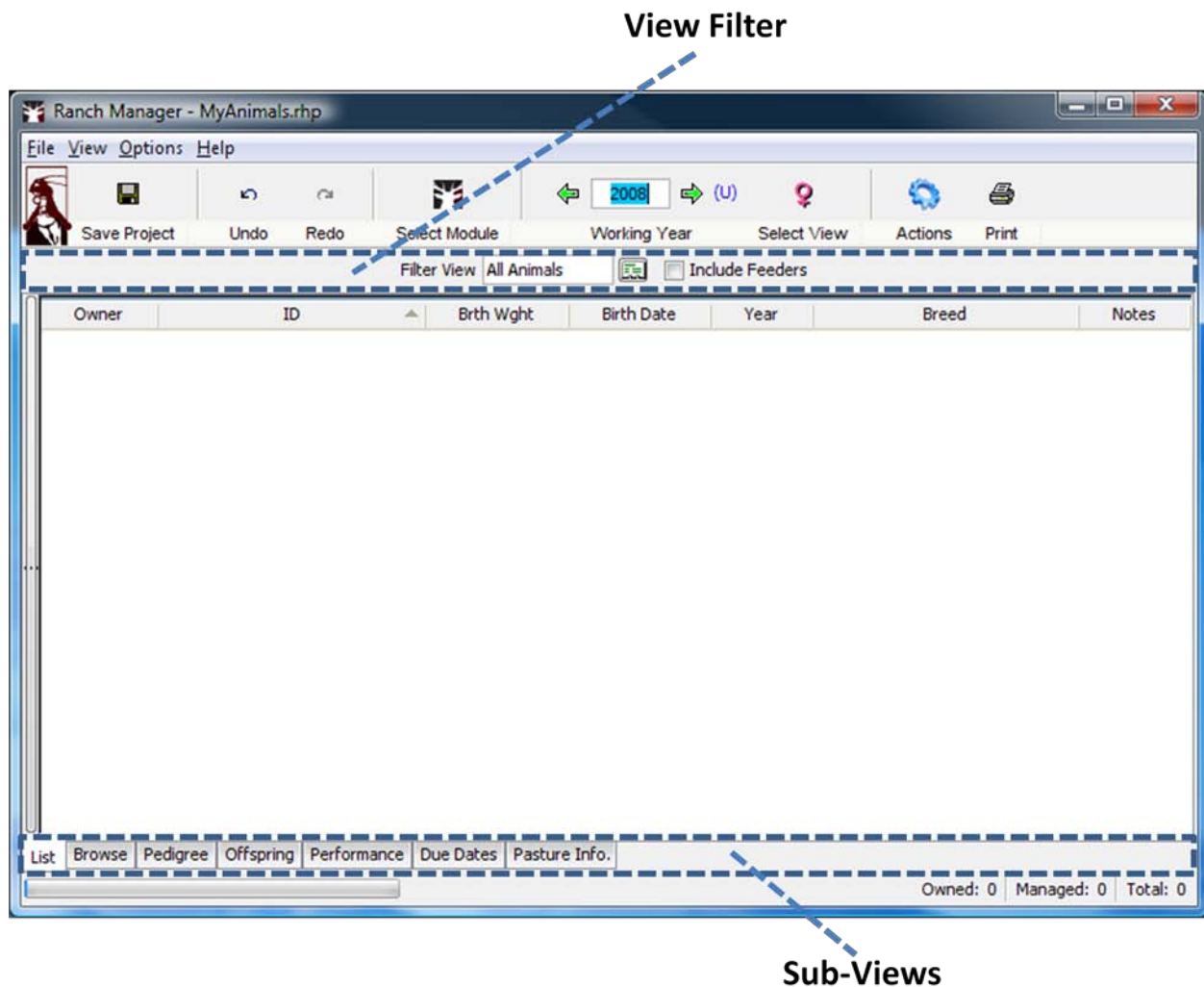

Figure 15: Ranch Manager Views: Sub-Views & Filters

For those views that present multiple records, such as the one above, there are a couple of common elements. When the view offers the capability to narrow the displayed records down

even further, it will offer a **View Filter** panel. You can then use the controls offered in this panel to "filter" the contents of the view. The controls offered will vary from view to view.

Finally, several views will be able to offer multiple views of the same record set. In these scenarios, the view will be broken down into the **Sub-Views**. When sub-views are present, they will be displayed in a sequence of tabs located at the bottom of the **Content Panel**. Sub-views are very useful for being able to get different types of information about the records displayed. For instance, in the *Wildlife-Herd Dams* view, in addition to the **List** sub-view (which can be customized), you can also quickly access, a **Browse** sub-view, where you can have a convenient view that combines the list with the animal editor view. A **Pedigree** sub-view, where you can see the pedigrees of animals when you select them from a list on the left is also available. The list goes on from there (see the **Wildlife** module section in this guide for more details on these sub-views).

Ranch Manager Table Panels
Ranch Manager has a great deal of Panels (and views) that present data in a table format. All of these tables share a few common elements. A sample table is provided below:

Figure 16: Ranch Manager Table Panels

Apart from the columns which will vary between tables, the way the tables work are the same. The first thing to note is that you can sort by any column in the table. To find out what column is currently being sorted by, look for the **Sorting Indicator**. It will show up in the right side of the column header for the column that is being sorted. The sorting direction can be determined by the direction that the **Sort Indicator** is facing. The sample above, the table is being sorted in ascending order by "Sale Price". You can change the sorting direction by clicking on the column header that currently holds the **Sort Indicator**. If you want to change the column that is being sorted, simply click on that column's header.

The second common element is the **Analysis Panel Access** control. If numerical data analysis capabilities have been provided for a table, this control will be present, and when you click on it, the **Analysis Panel** will slide from the left side of the panel. See below:
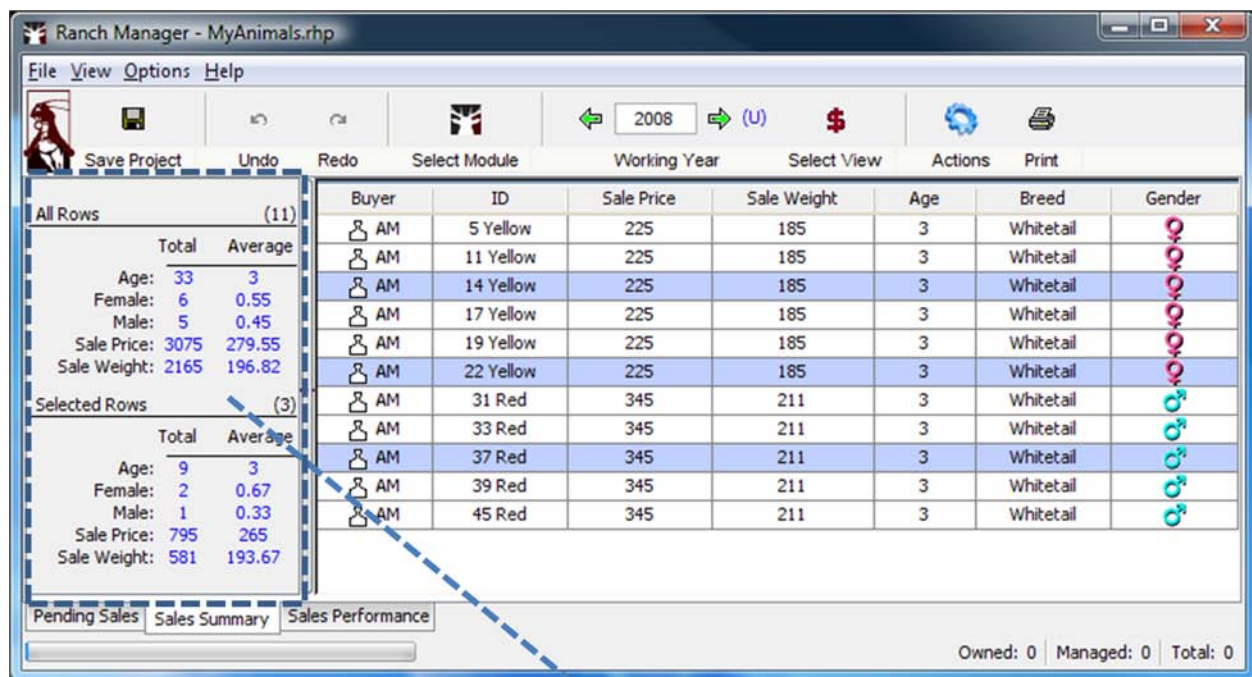
Figure 17: The Table Analysis Panel

The **Analysis Panel** presents two types of data segments. It provides data for the "All Rows" in the table, as well as a second, separate segment, which will show the data for only the selected rows. Totals and averages are given for each element where data is provided. The example provides the following for the *All Rows* segment:

- The total age of the animals is 33 years old, and the average age was 3 years old.
- 6 animals are female, representing 55% (0.55) of the records.
- 5 animals are male, representing the remaining 45% (0.45) of the records.
- The total in sales was $3075, and the average sale price was $279.55

- The total in weight was 2165, and the average weight was 192.82.

The same data is calculated again, and presented for just the selected animals. For the example this data can be read as follows:

- The total age of the selected animals is 9 years old, and the average age was 3 years old.
- 2 animals in the selection are female, representing 67% of the records.
- 1 animal in the selection is male, representing the remaining 33% of the records.
- The total sales for the selected animals are $795, and the average sale price is $265.
- The total in weight for the selected animals was 581, and the average weight was 193.67.

When you are done with the **Analysis Panel** you can fold it away by simply clicking on the same **Analysis Panel Access** control you used to activate the panel.

Keeping Notes

You can attach an unlimited number of notes to any Ranch Manager record type. A sample of the notes attachment interface is provided below:
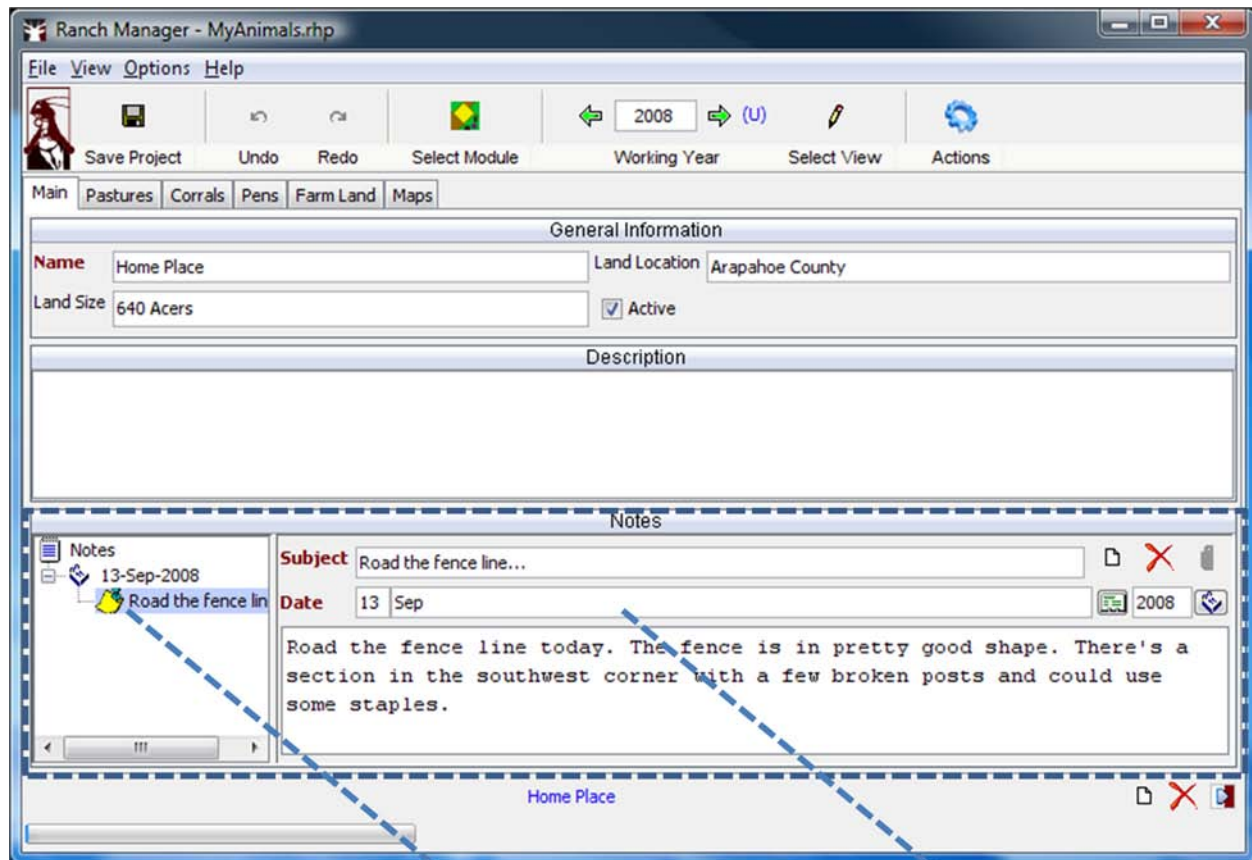
Notes Browser   **Notes Attachment Editor**

Figure 18: The Notes Attachment UI

This editor is broken into two main components. The panel on the left is the notes browser panel, and displays all the notes you have attached to the record. It is sorted in descending order by date (newest note will show up on top). It is a tree view, so you simply open up the date you are interested in viewing notes for. You can attach multiple notes for the same date.

The panel on the right is the actual notes attachment editor panel. As you can see, it has the standard three controls for deleting, attaching, and creating a new note in the top-left corner. When you select a note from the panel on the left, it will be displayed in the editor panel, where you can view it, delete it, or change it (and then reattach when done). If you want to create a new note for the record, simply click on the **New** action, record the data for the note in the fields provided, and then use the **Attach** action to attach it to the record.

Ranch Manager Cloud Services

If you plan to use Ranch Manager on multiple computers, and/or with mobile devices you will need to utilize the Ranch Manager Cloud services to synchronize your changes to keep the same data on all your devices.

The Ranch Manager cloud is not available in trial software as the trials use public licenses, and the cloud services require unique licenses for each installation.

With the Ranch Manager Cloud, you can have multiple users making changes to the same database on different devices at the same time, and then synchronize those changes between the two (or more) devices. An internet connection is not required when doing data entry, however it is required when synchronizing. Multiple projects can be shared as well.

Your data is protected while being synchronized and is encrypted before being transmitted to the cloud. Each cloud user gets a unique encryption key which prevents your data from being decrypted by any device other than your own.

The Ranch Manager Cloud does *not* work with the older "Pocket Edition" products for Windows Mobile and Palm OS devices. You should continue to use the existing synchronization capabilities for those devices. We will be discontinuing these products and replacing them with newer products targeting newer phones and tablet devices.

Setting Up the Cloud

Before you begin you need to first determine which computer will be your "Master" computer. The Master controls the synchronization process and holds the "master" copy of your database. A desktop installation of Ranch Manager must be the Cloud Master, and this cannot be a mobile device (such as a phone or tablet).

The first step is to register the Cloud Master.

1) Start Ranch Manager on the Desktop computer that will be the Cloud Master
2) From the *RM Cloud* menu, select *Register This Computer with the RM Cloud*.
3) Read the *Welcome* instructions and then click *Next*.
4) Leave *Master Device* selected and click *Next*.
5) Ranch Manager will register this device with the cloud database using your License Number (RM Number found in the *About* window from the *Help* menu). If someone has already registered using your license, their information will be displayed. If you do not recognize the data listed, you should contact us right away so we can provide you with unique license.
6) Click *Finish*.

Your main computer is now registered for the Cloud! That's not all that exciting though, because at this point, it's the only one at the party. We now need to register your "child" computers (or devices).

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The cloud services are hosted at Lion Edge Technologies, and work on a yearly subscription model. If you are setting up a mobile device, we bundle the first year of synchronization free with the license fee. We will update these instructions after the release of this software with details for activating the free first year.

For now, we have released the cloud in a "test" mode, which will run up to the first release of our iPhone software. If you would like to participate in the free test series, you need to contact us at support@lionedge.com and we can get you setup with a free test subscription. After the test phase ends, you will be able to purchase a subscription for each additional device you want to synchronize with on our website at www.lionedge.com.

Once we process your request, you will be able to register the additional devices using the steps below.

1) Start Ranch Manager on the Master computer (not the child yet), and from the **Help** menu select **About**.
2) Write down the value in the *Registration #* field.

3) Next, start Ranch Manager on the Child computer.
4) From the **RM Cloud** menu select **Register This Computer with the RM Cloud.**
5) Click **Next.**
6) Select **Child Device** from the choices provided and the *License No* and *Device ID* fields will become visible.
7) Enter your Registration # that you wrote down from step 2 into the *License No* field.
8) Enter the Device ID provided from Lion Edge Technologies into the *Device ID* field.
9) Click **Next**.
10) If all went well you will be given some additional information. When finished click **Finish**.

Your currently open project will become "Read Only", and a message will be displayed indicating as such. When your computer is in a Child mode it can only make changes to projects that it received via the Cloud. Just click **OK** when you get the warning until you have received your project from the cloud.

If you are registering multiple child computers, repeat these steps with each computer. You will need different *Device ID*s for each computer, so make sure you tell us how many computers you want to register when you sign up for the test series.

Once you have your computers registered, you can now send your project from the Master device to the child device(s) to begin synchronization. Once you send a project to a device from the master, the master begins managing changes so that it knows what changes need to be sent to each device.

To send your project:

1) Start Ranch Manager on the Master device.
2) If the project you want to share is not already open; open it now.
3) From the **RM Cloud** menu, select **Share Project Using the Ranch Manager Cloud**.
*4)* Select the devices you would like to share the project with.
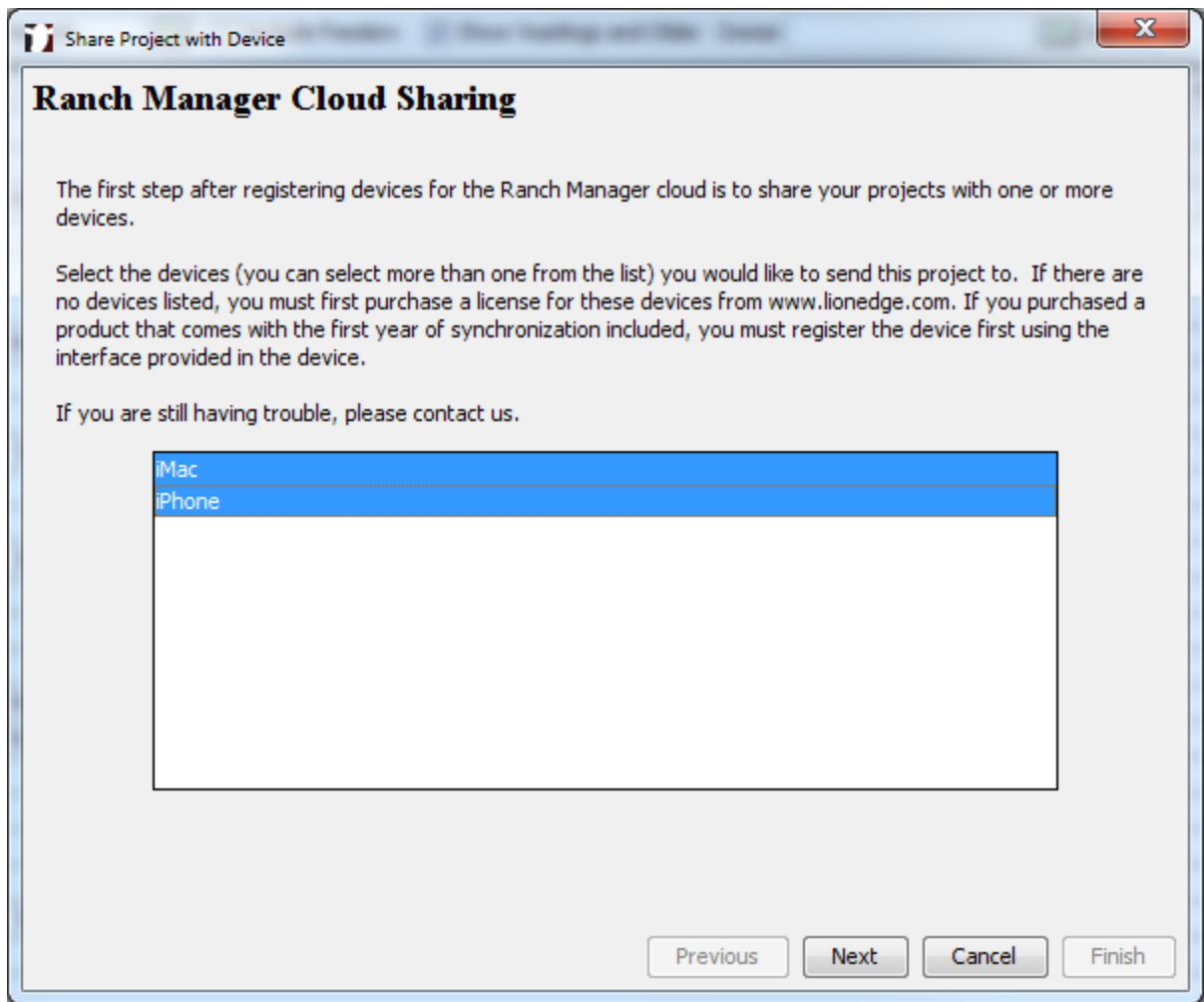
5) Click **Next**.
6) Ranch Manager will now encrypt and upload your project to the Ranch Manager Cloud for collection from the devices you selected.
7) Click **Finish**.

Now you can receive the project on your child device(s).
1) Start Ranch Manager on the Child device.
2) From the **RM Cloud** menu select **Receive Project from the Cloud**.
3) You will be presented with the list of projects that have been shared with this device. Select the project you want to load. Note: The screen shot is provided from a Mac computer.
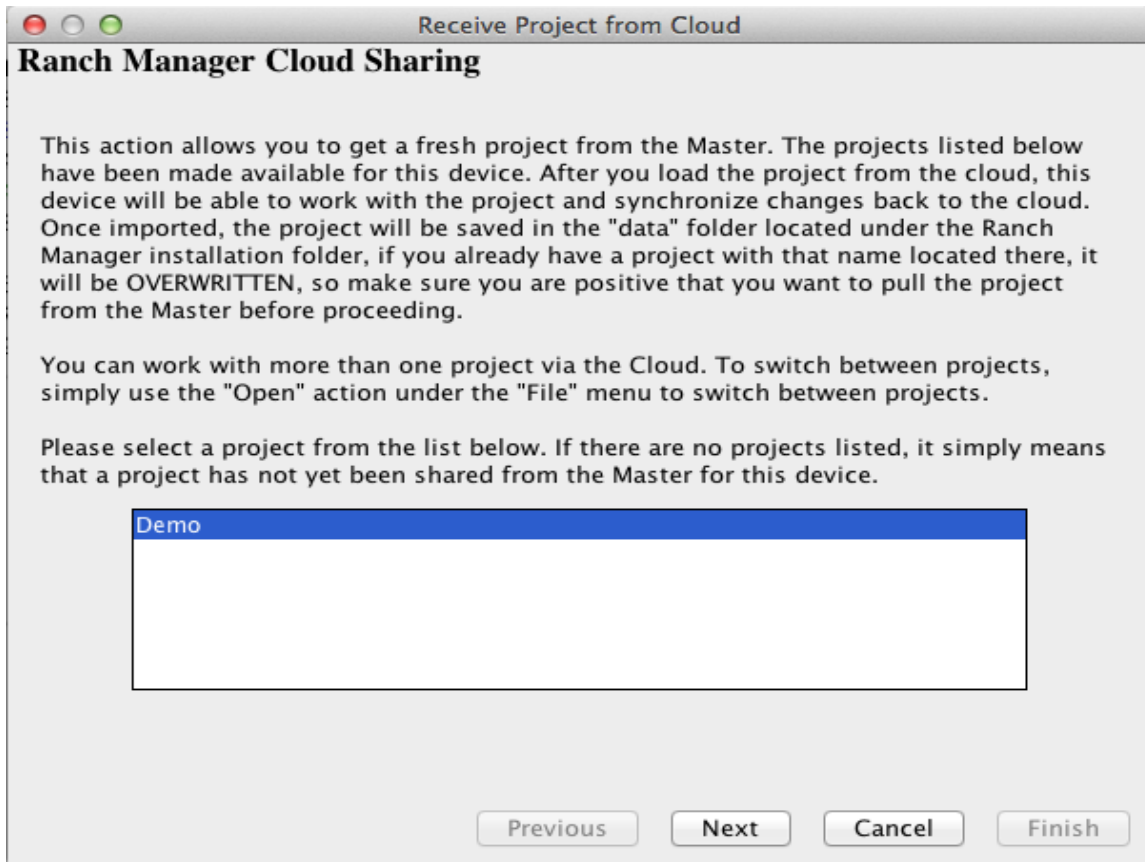
4) Click **Next**.
5) Ranch Manager will download, decrypt and load the project.
6) Click **Finish**.

You are now ready to go! At this point, you can make changes independently on each computer. You should synchronize your changes periodically after making changes to your project on any computer. You will use the **Send Changes to the Cloud** option under the **RM Cloud** menu to upload changes made to your project for retrieval by the Master or child devices. You will use the **Receive Changes from Cloud** option to get any changes from the master or other child devices.

At this point the only difference between the master and child devices, is that the Master can choose who to get changes from and who to send changes out to (you can select all to do them all together). From a child device, changes are first sent to the master, and then from the master sent out to all other devices (when the Master sends them on).

Additionally, you cannot delete a master entity record on the Child device. For instance, an animal cannot be deleted from the child. Entity records can only be deleted from the Master computer after they have been shared to the cloud. You can delete child records, such as event data, account entries, etc. Just the main entities which include animals, owners, journal entries, and areas.

Finally, if you need any assistance getting the cloud setup, please just contact us. We are here to help.

What's Next?

Well, if you are fairly computer savvy, you should now have enough information to get yourself rolling with the software, by exploring the modules and views on your own. If you still feel you need a little more assistance with getting started with Ranch Manager, I suggest you carry on to the Ranch Manager Tutorial. Even if you decide not to follow the steps, outlined in the tutorial, it is still a good read to familiarize yourself with the flow of activities you will do within the software.

Finally, if you need additional assistance, you are welcome to send us an email, or give us a call. We are here to help.

Thanks for using Ranch Manager!

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