



MandraIT Pty Ltd—ACN: 157 926 040



User Guide

Frequently Asked Questions (FAQ) & Glossary of Terms



www.MandraIT.com



Guide for New iHerd Users



Welcome to the iHerd user community and we hope you will enjoy the features of our free application. We recommend you follow the steps below to ensure a smooth transition into becoming a frequent user of iHerd.

Step 1

We recommend you watch our [Demo Videos](#) that explain the main features of the application and how to use it more efficiently

Step 2

Please add our email address support@iherd.com.au to your email address book to ensure you receive any communication from us which may otherwise be diverted to your junk or spam mail folder

Step 3

Please double-check the spelling of your email address when you activate your account to ensure your details are entered correctly into our user databases and you receive our communications

Step 4

We recommend you subscribe to our iHerd newsletter to receive the latest information relevant to iHerd users including new product features and upgrades. You can

subscribe to our newsletter on our [iHerd homepage](#) by simply providing your email address and clicking the “Submit” button on the right-hand side. You may also wish to “Like” the [iHerd Facebook page](#) to stay in touch with the iHerd user community and hear about our latest product developments and news.

Step 5

Please review our Frequently-Asked-Questions (FAQ) below and watch our [Demo Videos](#) if you experience any issues with using iHerd or have any questions regarding the features of the application.

Step 6

If you still experience issues or have questions that are not answered in the Frequently Asked Questions (FAQ) section below or that are not explained in our [Demo Videos](#) please contact us at support@iherd.com.au. We are striving to continuously improve the features of our free app to develop the best possible solution for our industry and appreciate your feedback and comments as a user of iHerd.

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How do I download iHerd?

Go to the iHerd website. On the right hand side under the heading "iHerd Download" you will find two buttons you can click to download iHerd onto your mobile devices. Click the App Store button to download iHerd for your iPhone or iPad devices (requires iOS 4.0 or later). Click the Google Play button to get iHerd for your Android devices (requires Android 2.2 and up). Or find the links below.

[Download iHerd for iPhone or iPad](#)

[Download iHerd for Android](#)

How do I create an account?

There are two ways to setup an account. On the portal and inside the application itself.

In the iHerd Application

1. Open the iHerd application on your mobile device.
2. Tap on "New Account"
3. Fill in your name (or company name), email address and password. The best passwords use both letters and numbers.
4. Tap on "Create Account". iHerd will send an activation email to the address you provided to verify your account.
5. Go to your email inbox and find the email from iHerd. Open the email and tap on the activation link. If there is no email message in your inbox please check your junk or spam mail folder.

In the Portal in Web Browser

1. Direct your browser to www.iherd.com.au.
2. Click on "Login" from the top right corner of the site.
3. Click on the "Create New Account" tab from the top of the page.
4. Fill in your name (or company name), email address and password. The best passwords use both letters and numbers.
5. Click on "Register" when you are done. iHerd will send an activation email to the address you provided to verify your account.

It may take a few minutes to receive the activation email and you may need to ensure that you have added our email address "support@iherd.com.au" to your approved senders list. When you receive our email message simply click on the link provided and your iHerd account will be verified. Many email account providers offer a filter service to protect you from unwanted junk mail or 'spam'. It is possible that your email confirmation from us has been mistakenly filtered by this service; so if you do not receive email confirmation from us within 48 hours, please check your Junk Mail and/or Deleted Files folders first. If you still cannot find your confirmation email, you can request for it to be resent by contacting support@iherd.com.au. Enjoy your new iHerd account!

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How do I reset my password?

1. Direct your browser to www.iherd.com.au.
2. Click on "Login" at the top right corner of the site.
3. Find "Forgot your password? Click here to reset" below the login box and click on "Click here".
4. Simply enter the email address that you used when creating your account and click "Submit".

You will receive an email shortly after with instructions to reset your password. If you do not receive a response from us please check your junk mail or spam folder and ensure that you add our email address "support@iherd.com.au" to your email address book to receive future email communication from iHerd.

I've downloaded iHerd, now how do I set up my property?

Once you've downloaded the application and opened it, if you haven't already, we recommend creating an account to synchronise your data online. Follow the instructions on "How do I create an Account?" above. If you are in a Guest account, go to the login screen by tapping on "More" in the navigation bar at the bottom of the screen. Tap on "Settings" from the list and tap on "Login...". If you have created an account previously, please enter your login information and tap "Login". If you do not already have an account, follow the instructions on "How do I create an Account?" above.

Guide for New iHerd Users

How to Create Map based Properties and Paddocks

In the iHerd Application

Create Property

1. Tap Properties on the tab bar –bottom of screen
2. Tap the Add icon- top right hand corner of the Properties screen
3. In the “New Property” pop up window type the property name in the field “Title” and Property Code (optional) in the information fields.
4. Tap the Map Pin Icon to reveal the map.
5. Drag the map screen to find the location of your property. You can zoom in and out by spreading your fingers in and out across the screen.
6. Once you have found your property location on the screen tap the map to create a Property Pin and click “save”.

Tip. You can edit the Property position by tapping the edit button in the top right hand corner then press the screen at the base of the Property pin to release the pin and move it around.

Create Paddocks

If you haven't already, create a property first as a paddock must be in a property.

1. Select Properties on the tab bar.
2. In the information fields select the property you wish to add a paddock to.
3. Tap the “Paddocks” in manage list.
4. In the “Paddocks” screen tap on the ‘Add’ button
5. In the “New Paddock” pop up window type the paddock name and size (approximate size is OK). Tap on the ‘Map Pin’ button in the top right corner.
6. Tap the map pin icon to reveal the map
7. Move the map and select your preferred paddock position.
8. Tap the map to create a paddock pin and save.
9. To edit the paddock shape, size and position tap the paddock pin tap the chevron to enter the paddock. Tap edit in the top right corner.

Tip. Edit by tap/holding the fence posts and creating more posts by tapping on the add icon between the posts.

10. Repeat to add more paddocks and yards as required.

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In the iHerd Portal in Web Browser

Create Property

1. Click on the "Properties" tab at the top of the page.
2. Click on the "Edit" button.
3. Click "Add Property".
4. Enter the title of the property and a code that could be your Property Identification Code (PIC).
5. In the map window on the right of the screen click and drag the map pin to your property location or click "Current Location" if your property is your current location.
6. Click on "Add Property".
7. Click on "Done Editing" at the top of the list.

Create Paddocks

1. Click on the "Paddocks" tab at the top of the page.
2. Find the property you wish to add your paddock to.
3. Click on the "Edit" button for that property.
4. Click on the "Add paddock to selected property" button.
5. Enter the title of the paddock and the size. All paddocks must have a size
6. In the map window on the right of the screen click and drag the map pin to the paddock location or click "Current Location" if the paddock is your current location.
7. Place the map pin where your new paddock is
8. Click on "Add Paddock"
9. Click on "Done Editing" at the top of the list.

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Create Animals

It is important that you create an animal straight after creating a paddock.

In the iHerd Application

1. Tap on the "Animals" tab at the bottom of the screen.
2. Tap on the plus ("+") button in the top right corner of the screen to add the breed of animal.
3. Tap on "Add Breed".
4. Enter the title of the breed.
5. Tap on "Done"
6. Tap on "Save".

In the iHerd Portal in Web Browser

1. Click on the "Animals" tab at the top of the page.
2. Click on the "Edit" button next to "Breeds".
3. Click on the "Add Breed" button.
4. Enter the title of the breed.
5. Click on "Add Breed" button (once only).
6. Click on "Done Editing" at the top of the list.

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Groups

There are groups and subgroups, start with the simple types of cattle. Cows, bulls, steers, heifers, male calves, female calves. Natural increase is the calves on the cows. They are in a separate group description all together. Only tick this when they are prior to weaning. To add groups:

In the iHerd Application

1. Tap on the "Animals" tab at the bottom of the screen.
2. Tap on the plus ("+") button in the top right corner of the screen to add the group.
3. Tap on "Add Group".
4. Enter the title of the group.
5. Tap on "Natural Increase" if required.
6. Tap on "Done"
7. Tap on "Save".

In the iHerd Portal in Web Browser

1. Click on the "Animals" tab at the top of the page.
2. Click on the "Edit" button next to "Groups".
3. Click on the "Add Group" button.
4. Enter the title of the group.
5. Click on "Add Group" button (once only).
6. Click on "Done Editing" at the top of the list.

NOTE: Groups are currently only editable in the iHerd application.

Subgroups

Under each group you can have subgroups for example under a group called cows you could have multiple subgroups of breeders, culls etc. To add a subgroup:

In the iHerd Application

1. Tap on the "Animals" tab at the bottom of the screen.
2. Tap on the group you wish to have the subgroup in.
3. Tap on "Edit" at the top of the screen.
4. Tap on "Add Subgroup".
5. Enter the title of the subgroup.
6. Tap on "Natural Increase" if required.
7. Tap on "Done"
8. Tap on "Save".
9. Tap on "Save" again.

In the iHerd Portal in Web Browser

1. Click on the "Animals" tab at the top of the page.
2. Find the group you wish to have the subgroup in.
3. Tap on the arrow next to the group.
4. Click in the text field and enter the subgroup name.
5. Click on "Add Subgroup" button (once only).
6. Click on "Done Editing" at the top of the list.

NOTE: Subgroup editability and the Natural Increase options are currently only available in the iHerd application.

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To add cattle

In the iHerd Application

1. Tap on the "Properties" tab at the bottom of the screen.
2. Tap on the property you wish to add the cattle to.
3. Tap on "Paddocks".
4. Tap on the paddock you wish to add your cattle to.
5. Tap on "Total Head". If there are no Mobs yet available it will ask you to add a Mob.
6. Tap on "Add Mob".
7. Tap on "Quantity" and enter the number of cattle you have.
8. Tap on "Done".
9. Tap on the movement type you require.
10. Tap on "Breed" and select the breed of cattle. You can not assign your cattle to a paddock without first selecting a breed.
11. Tap on "Group" and select a group if you wish to add to a group.
12. Tap on "Paddock" and select the paddock you wish to add your cattle to. You will not see this option if you haven't selected a breed.
13. Tap on the "Notes" field if you wish to add any notes. (Click "Done" to close the keyboard).
14. Tap on "Continue".

In the iHerd Portal in Web Browser

1. Click on the "Paddocks" tab at the top of the page.
2. Click on "Edit".
3. Find the paddock you wish to add the cattle to.
4. Tap on the arrow next to the paddock.
5. Select the "Breed", "Group" and "Source" options required.
6. Enter the Number of Cattle into the "Num Cattle" field.
7. Enter any notes in the "Notes" field.
8. Click on "Add Mob" button (once only).
9. Click on "Done Editing" at the top of the list.

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Chemicals

There is a chemical cabinet assigned to every property automatically. First we need to add a chemical/treatment type.

In the iHerd Application

1. Tap on the "Treatments" tab at the bottom of the screen.
2. Tap on the plus ("+") button in the top right corner of the screen to add the breed of animal.
3. Enter the title of the chemical/treatment.
4. Select the unit the chemical/treatment will be measured in from the list.
5. Tap on "Done"
6. Tap on "Save".

In the iHerd Portal in Web Browser

1. Click on the "Chemicals" tab at the top of the page.
2. Click on the "Edit" button next to "All Chemicals".
3. Click on the "Add Chemical" button.
4. Enter the name of the chemical/treatment and select the unit the chemical/treatment will be measured in.
5. Click on "Add Chemical" button (once only).
6. Click on "Done Editing" at the top of the list.

Once a treatment is added we need to set the container sizes that the chemical comes in.

In the iHerd Application

1. Tap on the "Treatments" tab at the bottom of the screen.
2. Tap on the chemical/treatment you want to add a container size to.
3. Tap on "Edit".
4. Tap on "Add Container"
5. Enter the title/brand of the container size, the dosage, size and WHP.
6. Tap on "Done"
7. Tap on "Save".
8. Tap on "Done"

In the iHerd Portal in Web Browser

1. Click on the "Chemicals" tab at the top of the page.
2. Click on the "Edit" button next to "All Chemicals".
3. Click on the arrow next to the chemical/treatment you wish to add a container size to.
4. Enter the title/brand of the container size, the dosage, size and WHP.
5. Click on "Add Container Type" button (once only).
6. Click on "Done Editing" at the top of the list.

Now we need to add the relevant batches purchased to an existing chemical. Easy-to-follow instructions on how to use the "Chemicals" feature are contained in our Demo Videos.

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What is the difference between a yard and a paddock?

In iHerd yards are used to help select paddocks on larger scale properties. A yard is a group of paddocks inside a property. Yards are used to make it easier to find paddocks on larger scale properties. The paddock is where the animals are stored and goes on the history of the mob.

How do I create a paddock/yard?

Tap on the properties tab in the navigation bar along the bottom of the app. Select the property you would like to add the paddock or yard to and then tap the "+" button. Choose either paddock or yard and then enter the name and size of the yard in hectares. Once you have entered the information, tap on save and the paddock/yard will be stored.

How do I add cattle?

To add a mob of cattle select the paddock then select "Total head" then the + button, this moves you to the add, move, remove screen. Enter the quantity leave initial setup clicked, then add a "Breed," "Group" then check the destination paddock is correct. To complete movement click "continue".

How do I move cattle?

To create a movement select the paddock then click "Total Head", select the relevant mob then enter the number moved. Add a destination paddock if you wish to change the group select the new group, add the relevant treatment and then click the continue button.

Where do I create my properties?

Tap on the properties tab in the navigation bar along the bottom of the app. To create a new property simply tap the "+" button at the top right of the screen. From here you can add a property name and property code (optional). Once a property has been created, it will be selected by default as the current property.

How do I assign a paddock to a yard?

To assign a paddock to a yard, select the relevant paddock then select the "edit" button. Provided you have created a yard it will give you an option to click the required yard. Use the same process to reassign a wrongly assigned yard.

What is the cabinet?

Each property has a cabinet to store and reconcile their treatments and chemicals. Chemicals cannot be transferred from one property to another. Easy-to-follow instructions on how to use the "Cabinet" feature are contained in our Demo Videos.

What does WHP mean in the chemicals section?

A WHP (ESI) is the amount of time animals must be kept before slaughter.

How do I assign a chemical to a herd?

Firstly make sure the chemicals are in the cabinet. Select the mob you wish to treat. If you wish to move them add new paddock / group. Then select "Add Treatment", "Select Batch" then select the relevant treatment and batch. Now either add the total amount administered on the mob or select "Per Head" and enter the dose amount. If you wish to add another treatment repeat the same process.

What is the tick for Natural Increase?

A natural increase is a dependent animal i.e. Calf, Lamb, Foal. They will always be shown in brackets until they are weaned in which case their group / subgroup would be changed in a movement. Helps with stocking rate and end of year reporting. If a group is not dependent on others do not tick the box.

Do you have a Glossary of Common Terms used in iHerd?

The main terms used in iHerd are:

PROPERTY

The property is the area that is under one management, or known as one area of land. You could have any number of properties in one enterprise.

YARDS

Yards can be assigned to group together paddocks of large properties. A yard could also be known as a region of a property and it allows for an easier search when browsing for paddocks.

PADDOCKS

Paddocks are areas where the animal groups are kept. This location stays in the history of all animals. All paddocks must have a size. A paddock could also be known as a Field, Pasture, Cell, Pen.

ANIMALS

Animals are made up of BREEDS, GROUPS and SUBGROUPS. Users may wish to spend some time planning the best set-up for their own purposes before entering their actual data. Keeping in mind they cannot be deleted unless there are no animals left under that description.

BREEDS

Breeds refer to the genetic background of the groups and subgroups.

GROUPS

This is where you can really personalize your device. A group could be the types of animals on your property, e.g Cow, Bull, Steer, Heifers, Calves. Each group can have multiple subgroups.

SUBGROUPS

Subgroups could be an age or Status, e.g. group COWS, subgroup BREEDERS or DRY CULLS. Or group STEERS, subgroup NO 3 or 2013 DROP. Please note that the term Natural Increase refers to a dependent animal i.e. Calf, Lamb, Foal. They will always be shown in brackets until they are weaned in which case their group / subgroup would be changed in a movement. Helps with stocking rate and end-of-year reporting. If a group is not dependent on others do not tick the box.

TREATMENTS

The treatment tab is an action that could be used on the animals during a movement. Each property has its own treatment cabinet thus giving all managers the ability to stock take the doses on hand.

CONTAINERS

Containers is the size of the box that the chemicals come in so as to group batches of the same size.

