

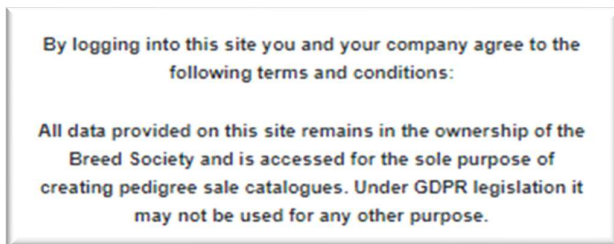
## Pedigree Sales using Grassroots Online Instructions for Auctioneers

Grassroots 'Online' provide facilities for auctioneers to extract the pedigree and other information needed to create pedigree sale catalogues.

### Getting Started

- 1- Register with Grassroots as an Auctioneer user. There is no charge for this service in 2021. Grassroots will provide a login and password for the year.
- 2 Check the Grassroots website for a full list of the breeds whose data can be accessed via this system. [home.grassroots.co.uk](http://home.grassroots.co.uk) Click on 'For Farmers' and 'Grassroots Breeds'.
- 3 Ask each breed society to set up their sales, and link to you as the auctioneer. They will need:
  - the name of the sale
  - the date
  - the venue
  - and the classes to be offered

NB: All data belongs to the relevant breed society. By logging into the system you acknowledge this fact, and agree that under GDPR regulation, data will only be used for the purpose of creating the sale catalogue.

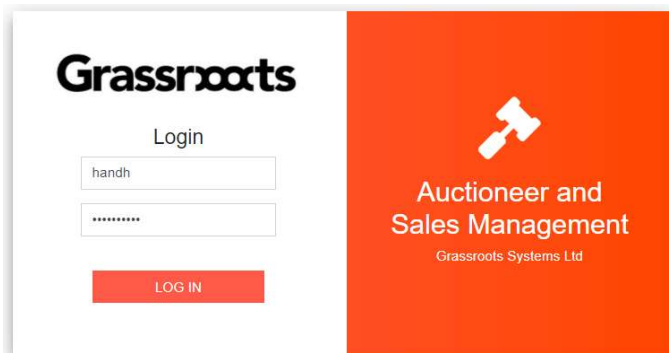


You will only be able to add animals to the catalogue which are logged with the relevant breed society  
And vendors will need to be members of the relevant breed society.

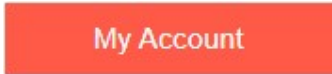
### Logging In

You log into the site at [www.grassroots.co.uk/auctioneer.html](http://www.grassroots.co.uk/auctioneer.html)

A single user name and password will give you access to all your Grassroots breed sales.



## Getting Set Up



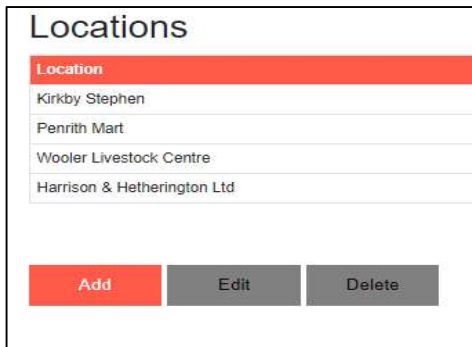
The My Account button displays the information held by Grassroots about the company. Use this the first time you log in to get your company set up correctly.



There is button to make classes with no entries appear or disappear across all your sales.

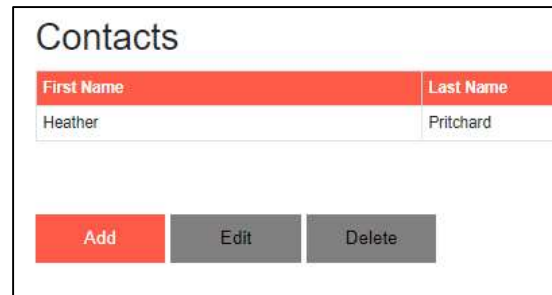
Other general auctioneer 'settings' may be added to this screen at later date.

Other changes should be reported to the Grassroots office via: [Libby@grassroots.co.uk](mailto:Libby@grassroots.co.uk)



The locations button enables you to add, edit or delete locations at which your sales will be run.

The contacts button enables you to add, edit or delete contacts who can then be linked to specific sales.



Does what it says on the tin.

## Running a Sale

Home

A list is displayed of all the sales set up for this company, across all Grassroots breeds.

Breed	Sale Name	Location
Blue Texel Sheep Society	H & H Rising Stars Sale	Harrison & Hetherington Ltd
Blue Texel Sheep Society	H & H Carlise - Spring Spectacular	Harrison & Hetherington Ltd
Jacob Sheep Society	Spring Sale - H & H	Harrison & Hetherington Ltd

Click on a sale to bring it 'live' for editing

Setup

To display the settings and classes of this sale.

**Settings**

Location:

Contact:

Include Matings?

Allow Owner Online Entry?

Opening Date:

Closing Date:

Select the location and the contact from the drop down list you have created in 'My account'

Flick the switch to

- include 'Sold at Foot'
- include 'Matings' (*coming later in the year*)
- allow consignments
- allow Society members to log animals themselves via the Grassroots Online 'Manage My Animals'
- If you allow members to do their own entries direct, select an opening and closing date.

Classes (Drag into the required order)					
Ewe Lambs	F	R	3 - 12	0	<input type="button" value="Remove"/>
Ewe	F	R	24 - 9999	2	
Shearling Ewe	F	R	12 - 24	1	
Ram Lambs	M	R	3 - 12	0	<input type="button" value="Remove"/>
Ram	M	R	24 - 9999	2	
Shearling Ram	M	R	12 - 24	2	
<input type="button" value="Add Class"/>					

Add and remove classes from the Societies proforma list. Drag them up and down the list into the order you require. The filters are sex, registered status and age in months. The number in the final column is the number of entries logged so far for each class.

**NB: The Society are responsible for the list of classes.** If you need additional classes you will need to ask them to set them up against your sale.

## Do Entries

You can search for animals by owner, or by individual animal.

**Animal Search**

by Owner:

by Ear Tag:

Searching by owner will always be quicker. Type part of the name, address, prefix or member number into the box.

A list will be displayed with the names and addresses of all the paid up members; their postcode, member number/flock code and the number of alive animals registered in their flock. Click on the column headings to sort, or type more information into the 'filter box' (top left) to reduce the list.

Where the address column contains \*\*\*\*\* the person has data protection flags set.

Search results for Owners found 39 matches

Type text to filter

Name	Address	Postcode	Member No	# Animals
Mr & Miss Charlie & Felicity Burgess	Oakfield Farm, Lea Lane, Admaston, Rugeley, Staffs	WS15 3NW	ADS	13
AD & RMC Bishop	Pitfield Farm, Eldersfield, Gloucestershire	GL19 4NW	ARB	104
Master Alexander Crombie	Southfield, Letham, Airth, Falkirk	FK2 8QH	ARC	10
Mrs Chris & Laura Beck	Brookhall Farm, Bramfield, Suffolk	IP19 6HN	BBB	10
Lesley McCrindle	Baileyfields, Justice Park, Oxon	TD2 8NZ	BFS	2

Click on the correct person for a full list of their animals, with a dropdown of the classes they are eligible to enter.

Click  bottom right to go back to the previous screen

Order	Class	Reg No	Tag No	Status	Name	Gender	DOB
-------	-------	--------	--------	--------	------	--------	-----

When you get the list of animals, click on the column headings to sort by that column, click again to reverse the sort, or again to remove the sort. Click on a second or third column to sort within the sort.

**Consignment**

If it is a big sale, or this person has a big entry you can allocate each animal to a consignment for this vendor. (the option to have consignments needs to be set up on the set up screen)

**Class**

Select the class from the drop down list offered

A red-bordered box containing the word "Order" in a red header. Below it are two input fields, each containing the number "0".

Type the order if the vendor has specified an order for their consignment

 A red button with the text "Owner Comment" in white.

Add owner comments which apply to the whole consignment, eg health status.

 A red button with the text "Comment(s)" in white.

Add individual comments to specific animals ,eg show results.  
 \*\* appears on the comments button if notes have been added

Click on Cancel to abandon  
 or Submit to save the animals logged.

 A form titled "Animal Search" with two search options: "by Owner:" and "by Ear Tag:". Each option has a text input field and a red "Search" button.

If you decide to search by part of the animal ID, it may take a bit longer, because it is having to search a lot more records, but it will produce a list of possible matches with the animal name, full EID tag number and the owner name and address.

Search results for Animals found 388 matches

Type text to filter

Animal Name	Tag	Owner Name	Address	Postcode
Marteg	UK721650/3123M	Herbert (Llwynonn)	Llwynonn Abbey-Owm-Hir Llandrindod Wells Powys LD1 6	LD1 6

Click on the correct animal in the list offered to go to the standard entry screen

Consignment	Order	Class	Reg No	Tag No	Status	Name	Gender	DoB	Comments
0	0		HBS/12/01239	UK0202301/01239	Registered	Slapton Unit	Male	28 Feb 2012	Comment(s)

If the registered owner is not the vendor at the sale you might want to make a note in the comments

 A red button with the text "Entry List" in white.

Click on 'Entry List' to see a list of all the entries logged so far.  
 You can remove animals if required  
 You can see which have notes, and you can click on the notes icon and edit those notes.  
 You can add a note to animals by double clicking in the Notes column on the animal's row.

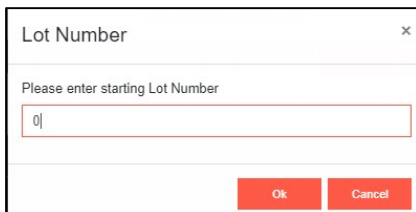
**Ballot**

Click on '**Ballot**' to see the list of all the vendor consignments in each class and the number of animals in each consignment.

Type in the ballot numbers, or click on auto ballot for a random ballot order to be assigned. Repeat for each class. You can do this as many times as you like. NB: **You cannot 'Allocate Lot Numbers' until the ballot is completed.**

**Allocate Lot Numbers**

Type in the starting lot number



and click on OK

The system allocates the lot numbers according to the rules:

- Class order
- Ballot order for sheep
- Age order for cattle and pigs
- Vendor preferred selling order

**Entry List**

The system takes you to the **Entry List** where you can see that everything now has a lot number.

You can still

- remove animal
- edit or add notes
- manually change lot numbers if required

## Catalogue

Click on 'Catalogue' to produce the catalogue pages.



### Vendor List

Produce a CSV list of all Vendors.

You can produce a CSV file of all the vendors to suck into your Newline or other accountancy package.



### Animal List

Produce CSV list of all Animals.

You can produce a CSV file of all the animals to suck into your Newline or other sales software or to produce your own bespoke catalogue design.



### Editable Auction Catalog

Produce a catalog in an editable format.

You can produce a catalogue directly into MSWord in the standard format as defined by the Breed Society. This will include :

- A list of vendors with the lot numbers of their animals
- The catalogue pages in lot number order with:
  - The name of the vendor and any vendor notes.
  - The name of the breeder if not the same as the vendor
  - The lot number, identification numbers, name, date of birth, litter size
  - colour, phenotype / horns etc if appropriate.
  - Notes if there are any
  - Pedigree with the number of generations selected by the Breed Society
  - If the breed records with Signet the relevant EBVs and accuracies

The ballots, allocate lot numbers and catalogue pages can be rerun as many times as may be required.