

User Manual AgManifest 4.0

Updated 2024

Users can log into AgManifest at agmanifest.com. If you are a new user, please contact stefani.fournier@ontariopork.on.ca with your producer number to get an AgManifest username. If you need immediate assistance, please call Stefani at 1-519-767-4600 ext. 1204.

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General Notes

For the most part, loads going to slaughter are scheduled and entered into AgManifest by the transporter. Producers are able to see transporter loads associated with their producer number and premises. Producers should login in weekly to see loads and pickup times, digitally sign their Annex4 and Record of Livestock Movement paperwork, and confirm time off feed.

Producers can also use AgManifest to plan farm-to-farm loads. Loads scheduled in AgManifest are automatically reported to PigTrace at the close of everyday.

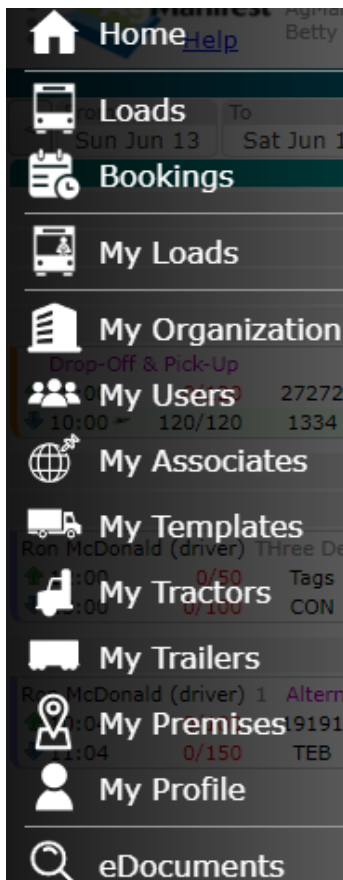
1. Load planning is done in the 'Loads' screen.
2. All loads are now created by using templates
 - a. There are three default templates.
 - i. Pick up
 - ii. Drop off
 - iii. Pick & Drop Off
 - b. You can create your own templates for each premises or frequently done loads.
3. A load consists of a drop off and one or more pickups.
4. Pig icon will turn green when movement is successfully reported to PigTrace.

Menu Screen:

- To access the menu screen select the icon circled below.



- If you have not used AgManifest before, you will need to populate the system with your business content. This content is information about the people who will use the system within your organization, your clients, and your truck information.



Home, by default, will take you to the 'All Loads' screen. This can be altered to default to a screen of user's preference.

Loads takes you to the 'All Loads' screen.

Bookings displays lots.

My Loads displays a specific drivers loads if they are the ones logging in.

My Organization formerly called 'my profile'. This is an overview of your administrative set up.

My Users displays a list of users who have access to the account.

My Associates displays a list of other companies you do business with (producers, yards, abattoirs).

My Templates allows you to view and edit templates that have been created.

My Tractors allows you to view, edit, and add any tractors.

My Trailers allows you to view, edit, and add any trailers

My Premises allows you to apply aliases & sublocations to any associate premises.

My Profile allows you to view and edit your contact information and password. It also can be used to set your digital signature pin.

eDocuments allows you to sign, search and print your e-docs (Annex 4 and Record of Livestock Movements)

Home Screen

After logging in the 'All Loads' screen will appear. 'All Loads' allows you to manage your loads, view any lots assigned to you, and view templates.

- To change the date range, select either the 'from' or 'to' section.
 - A calendar will appear allowing you to select dates.
- To narrow down searches further, select the 'filter' button.



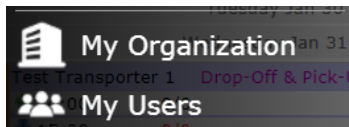
Adding Information to Your Organization

Adding a User

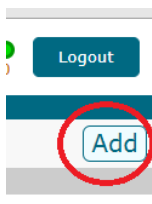
1. Open the menu screen.



2. Select 'My Users'.



3. Select 'Add' which can be found on the top right hand of the screen.



4. Fill in the information.

Contact Name

 EMail Address
 Required to enable password resetting.

 License
 Drivers License (optional).

 Select the default tractor this user operates.

 Select the default trailer this user operates.

 User name
 The name used at the login.
 Password (Optional)
 Password (leave blank to not change)
 English
 Select the preferred language.
 All Loads
 Select the preferred starting page after login.
☒ Is Active?

5. Press 'Create'.
6. Select 'Delegate Roles'.

Select the preferred starting page after login.
☒ Is Active?

7. Assign the roles to the user
 - a. Administrator can manage users and company profiles. This designation see all company loads.
 - b. Driver can perform driver functions such as view and build their own loads. This designation only see loads assigned to them.

User Roles

- ☐ Administrator
 Manage User and Company Profiles
- ☐ Driver
 Perform Driver Functions

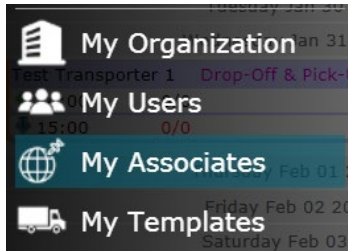
8. Press 'Update'.

Adding an Associate

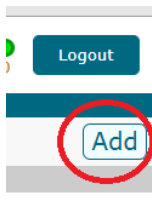
9. Open the menu screen.



10. Select 'My Associates'

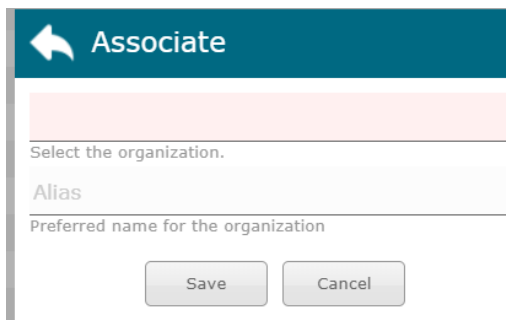


11. Select 'Add' which can be found on the top right hand of the screen.



12. Enter the name of the associate you wish to add (producer, yard, and processor). This search pulls from Ontario Pork's member and industry database. Data may be under company name, business number or owner name. If you are unable to find the correct associate please contact Ontario Pork's Member Services for assistance.

- a. An alias is a nickname you can assign to the associate to make it recognizable to you.

The image is a screenshot of a form titled "Associate" with a back arrow icon. The form has a light blue header. Below the header, there is a pink rectangular field. Underneath, the text "Select the organization." is followed by a white input field labeled "Alias". Below the "Alias" field, the text "Preferred name for the organization" is followed by another white input field. At the bottom of the form, there are two buttons: "Save" and "Cancel".

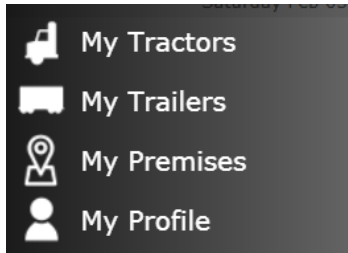
13. Press 'Save'.

Adding a Tractor or Trailer

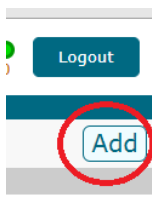
1. Open the menu screen.



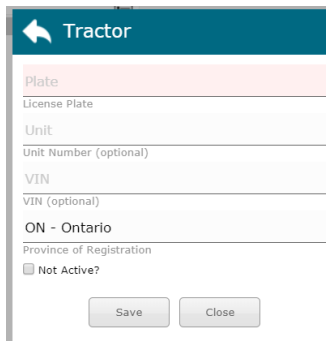
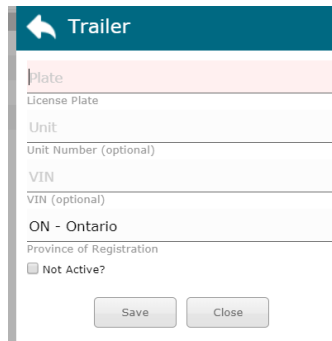
2. Select what information you wish to add from the menu screen. (I.e. My Tractor or My Trailer).



3. Select 'Add' which can be found on the top right hand of the screen.



4. Add the Tractor or Trailer information (items highlighted in red are mandatory fields).

The image shows a form titled 'Tractor' with a back arrow icon. The form has several input fields: 'Plate' (highlighted in red), 'License Plate', 'Unit', 'Unit Number (optional)', 'VIN', and 'VIN (optional)'. Below these fields is a section for 'ON - Ontario' with a 'Province of Registration' label and a 'Not Active?' checkbox. At the bottom are 'Save' and 'Close' buttons.The image shows a form titled 'Trailer' with a back arrow icon. The form has several input fields: 'Plate' (highlighted in red), 'License Plate', 'Unit', 'Unit Number (optional)', 'VIN', and 'VIN (optional)'. Below these fields is a section for 'ON - Ontario' with a 'Province of Registration' label and a 'Not Active?' checkbox. At the bottom are 'Save' and 'Close' buttons.

5. Press 'Save'.

How to Create a Load

Templates are the starting point for all loads. The three default templates are listed below and are found on the far right of the 'Home' and 'Loads' screens.

The screenshot shows the 'Templates' tab selected. It lists three templates, each with a colored arrow icon and a text label:

- Drop-Off & Pick-Up** (green up arrow) with 'Auto Generated Virtual Template' below it.
- Drop-Off Only** (purple down arrow) with 'Auto Generated Virtual Template' below it.
- Pick-Up Only** (green up arrow) with 'Auto Generated Virtual Template' below it.

Note the color and direction of the arrows.

1. Select a template by clicking it and then 'drag and drop' it onto the desired date on the left-hand side of the screen.

The screenshot shows a calendar on the left with dates from Sunday Jan 07, 2018, to Saturday Jan 13, 2018. A tooltip says 'Create a New Load on Thursday Jan 11 2018'. On the right, the 'Templates' list is shown with 'Drop-Off & Pick-Up' highlighted in purple. A blue bar indicates the template is being dragged to Thursday Jan 11, 2018.

2. Enter the pick-up and drop off information by selecting the movement you would like to start with.
In the example below, the pickup portion of the load has been clicked (highlighted purple).
 - a. Items with a star are mandatory fields and will not save unless a value is entered.

The screenshot shows two side-by-side screens. The 'Loads' screen on the left has a table with dates and a count. The 'Pick-Up' screen on the right has a form with fields for transporter, date/time, animal type, and producer.

Loads	
Sunday Jan 21 2018	1
Monday Jan 22 2018	1
Tuesday Jan 23 2018	1
Wednesday Jan 24 2018	1
Thursday Jan 25 2018	1

Test Transporter 1 **Drop-Off & Pick-Up**

Pick-Up			
Transporter*			
Test Transporter 1			
Pick-Up Date/Time*		Animal Type	
Thu Jan 25 14:00			
Scheduled	Actual	Subject	Dead
Producer			
Tattoo	Premises	Location	

- b. Click 'save' at the bottom of the screen.



Load Features

Entering Producer and Premises

- Producer and Premises ID pulls from Ontario Pork's database for data accuracy. You will only see premises and tattoos linked that the chosen producer.
- The green checkmark symbol beside the PID denotes the premises is CPE/CQA certified.
- The blue 'R' shield beside a tattoo denotes ractopamine-free status.

Producer (PROA12345)	
Producer A	
Tattoo	Premises
27272	ON78I904R - Premises B

Tattoos

- Tattoos are linked to Premises. After you select a PID, you will see the list of associated tattoos and can select one.

No ID

- If pigs (weanlings) are not yet identified and are moving farm-to-farm, 'No ID' can be selected.

Pick-Up Date/Time*		Animal Type
Sun Jun 20 01:00		Weanlings
Scheduled	Actual	Average Hog Weight
120		
Last Feed Date/Time		Loading Temp. (°C)
Sat Jun 19 21:25		
Producer (PROA12345)		
Producer A		
Tattoo	Premises	
NoID		

Tags

1. If pigs tagged, select the tag option under 'Tattoo' and click the 'Tag' button.

Producer (PROA12345)	
Producer A	
Tattoo	Premises
Tags	
Tags	Sub-Location

2. Enter the 'Prefix' and tag 'Number'. If you have a sequence of tags, add the number of the first tag and how many tags are in the sequence under 'Count'.

The screenshot shows a mobile application interface titled 'Tags'. On the left is a scrollable list of tags, each with a checkbox and a text field. The first tag is 'Tag'. The subsequent tags are binary strings: '124 000 111111111', '124 000 111111112', '124 000 111111113', '124 000 111111114', '124 000 111111115', '124 000 111111116', '124 000 111111117', '124 000 111111118', '124 000 111111119', '124 000 111111120', '124 000 111111121', '124 000 111111122', '124 000 111111123', '124 000 111111124', '124 000 111111125', '124 000 111111126', '124 000 111111127', and '124 000 111111128'. At the bottom of the list is a '50' and a dropdown arrow. On the right is a form to add new tags, highlighted with a red rectangle. It contains three input fields: 'Prefix' with the value '124000', 'Number' with the value '111111111', and 'Count' with the value '50'. Below the form are three buttons: '< Add', 'Remove >', and 'Import CSV'. At the bottom of the screen are 'Save' and 'Cancel' buttons.

Tag	Prefix	Number	Count
☐ Tag	124000	111111111	50
☐ 124 000 111111111			
☐ 124 000 111111112			
☐ 124 000 111111113			
☐ 124 000 111111114			
☐ 124 000 111111115			
☐ 124 000 111111116			
☐ 124 000 111111117			
☐ 124 000 111111118			
☐ 124 000 111111119			
☐ 124 000 111111120			
☐ 124 000 111111121			
☐ 124 000 111111122			
☐ 124 000 111111123			
☐ 124 000 111111124			
☐ 124 000 111111125			
☐ 124 000 111111126			
☐ 124 000 111111127			
☐ 124 000 111111128			

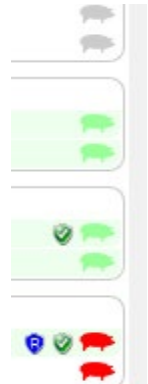
3. Click 'Add' to populate them in the tag list.
 4. Repeat as necessary until all tags are listed.
- You can check off specific tags and 'Remove' any that are out of sequence.
 - You can also import a .CVS file of tag numbers.

Automatic Reporting to PigTrace

- AgManifest automatically reports movements to PigTrace at the end of each day. To trigger this report, 'Actual' pick-up numbers must be entered.

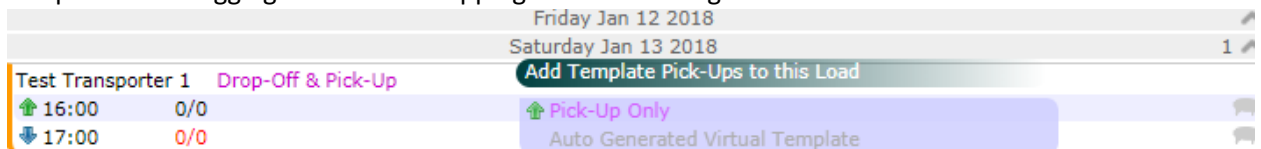
Pick-Up Date/Time*	
Sun Jun 20 13:30	
Scheduled	Actual
100	92

- PigTrace Icons: On the 'Load' screen, you will see a pig icon beside each load.
 - Grey means data has not yet been sent.
 - Green means successful report.
 - Red means insufficient information for a successful report. Hoover your cursor over the red pig to see the error message. Fix data and AgManifest will resend it.



Adding to a Load

- You can also add another pick up or drop off to a load by selecting a 'pick up' or 'drop off' template and dragging it over and dropping it on an existing load.



- Enter the information into the movement.
- Click 'save' at the bottom of the screen.



How to Create a Template

1. To create a template for a common load, fill in a blank template with all the information you would like saved in the new template. Click the top line of the load (so you have both the dropoff and pickup) and drag it over to the templates tab.

Test Transporter 1 1		Drop-Off & Pick-Up		
↑ 16:00	0/55	00017	XX1111111	P1
↑ 16:00	0/45	00027	XX2222222	Test Producer 2
↓ 17:00	0/100	AP1	XX4444444	Test Processor 1

Lots **Templates**

↑ Drop-Off & Pick-Up

↓ Auto Generated Virtual Template

Create Template from Load

Test Transporter 1 1		Drop-Off & Pick-Up		
↑ 16:00	0/55	00017	XX1111111	I
↑ 16:00	0/45	00027	XX2222222	*
↓ 17:00	0/100	AP1	XX4444444	*

2. Drop it on the Templates tab and it will ask you if you would like to save the info as a new template.
3. Add a name for the template. Description and the Group (folder) are optional.

 **Update Template**

Pig Barn1 Load to Conestoga

A brief name for this template.

Description

(Optional) Description for this template.

Markets

(Optional) Group for this template.

Update

Cancel

4. Press 'Create'.

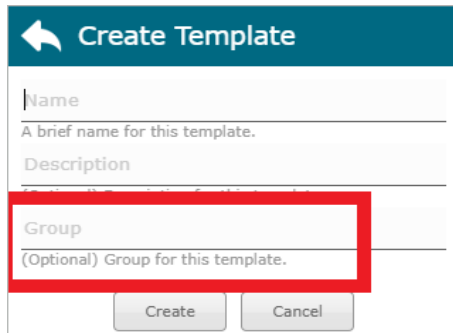
Other notes:

- If you want to create a separate pick and drop off template. Select only one movement and drag and drop in the template section.

Creating and Sorting Template Folders

You can sort your templates into folders. Create and name your folders to match your needs. You can sort templates by Premises, Producer, Dropoff Location, Animal Type, By Day....

- To create a template folder, enter a “Group” when creating a template.



Create Template

Name
A brief name for this template.

Description

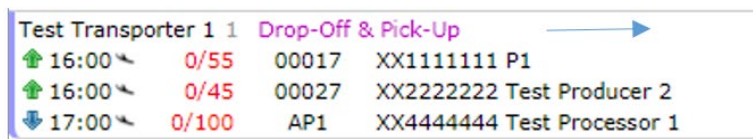
Group
(Optional) Group for this template.

Create Cancel

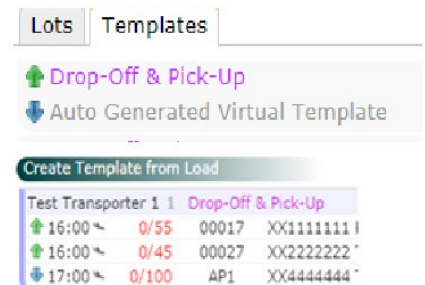
- To sort an existing saved template, simply drag and drop it onto the folder you would like to see it in or double click it and edit the “Group”.

How To Update a Template

1. Pull the existing template over the loads side of the screen. Make all the changes to the information you would like to update.
2. Drag the updated load info over onto the ‘Templates’ tab



Test Transporter 1 1 Drop-Off & Pick-Up			
↑ 16:00	0/55	00017	XX1111111 P1
↑ 16:00	0/45	00027	XX2222222 Test Producer 2
↓ 17:00	0/100	AP1	XX4444444 Test Processor 1



Templates

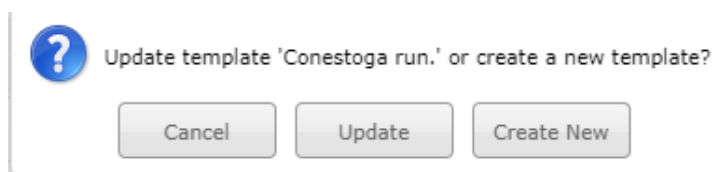
Drop-Off & Pick-Up

Auto Generated Virtual Template

Create Template from Load

Test Transporter 1 1 Drop-Off & Pick-Up			
↑ 16:00	0/55	00017	XX1111111 I
↑ 16:00	0/45	00027	XX2222222 *
↓ 17:00	0/100	AP1	XX4444444 *

3. When you drop it on the Templates tab, it will ask you if you’d like to save the info as a new template or update the existing template.



? Update template 'Conestoga run.' or create a new template?

Cancel Update Create New

4. Click 'Update'.

How to Attach a Lot to a Load

There are three ways in which a lot can be assigned to a load.

Drag & Drop Lot to Load

1. Select a lot from the lots tab.
2. Drag and drop over the load you wish to attach it to.

Loads	
Sunday Jan 21 2018	
Monday Jan 22 2018	Create a New Load for Monday Jan 22 2018
Tuesday Jan 23 2018	ABC456 AP2 12:30 200
Wednesday Jan 24 2018	1
Thursday Jan 25 2018	2

Lots	
Monday Jan 22 2018	
ABC456	AP2 12:30 200
Tuesday Jan 23 2018	
DEF456	AP2 13:30 155

Pick Lot

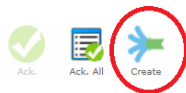
1. You can 'pick' a lot by selecting the drop off in your 'movement screen'.

Drop-Off	
Delivery Date/Time*	Sat Jan 13 17:00
Lot Date/Time	Lot Pick
Scheduled Qty	Actual Qty
100	
	☐ Disputed?
Arrival	Unload
Jan 13 10:27	
Departure	
Destination Company	Test Processor 1
Destination Premises	XX4444444
Destination Premises Location	

- A list will appear with lots you can pick from.
- Only lots not assigned to a load will be visible.

Auto populate Lots to Loads Schedule

1. Select the 'Create' button below the Lots & Templates tabs.



2. Selecting 'yes' will generate a 'drop off' in the Loads screen.

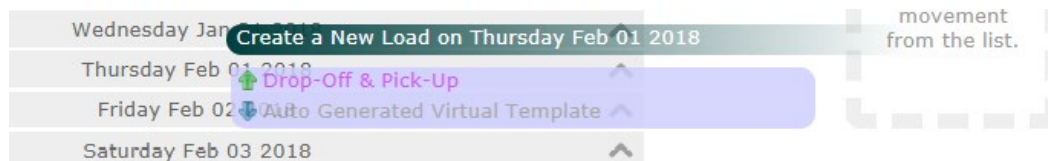
	Auto-Create Loads for ALL unlinked lots?
No	Yes

How to Create a Transfer Load/ Yard Pick-Up 2 Options

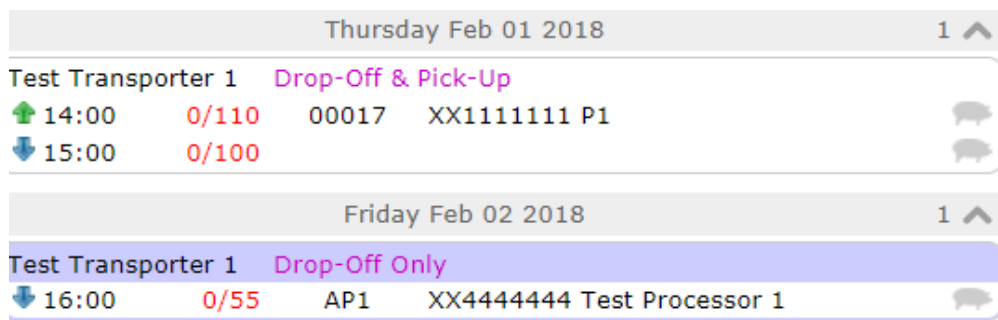
Option 1: Ctrl, Click, and Move Transfer Load

Transfer Load/ Yard pick is where a pick-up source is different than the producer's location.

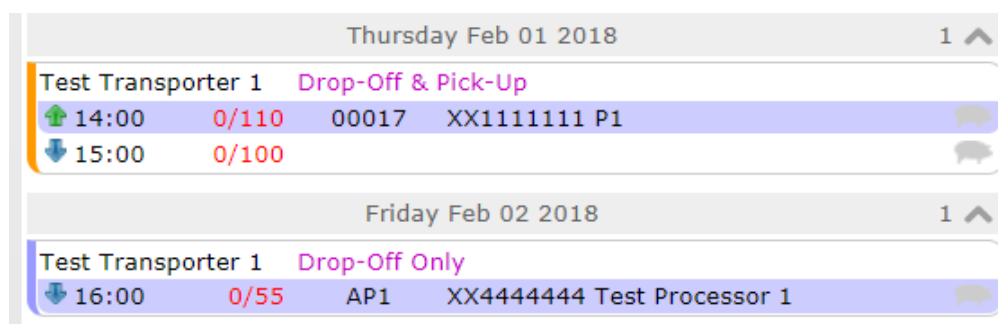
1. Select a Drop-Off and Pick-Up Template.
2. Drop the template onto the date the movement is to occur.



3. Enter the producers pick up information.
4. Enter the Assembly Yards drop-off information.
5. Create or a drop off on the day you are picking up animals from the yard.
 - a. The Drop-Off destination will be a processor.
 - b. A drop-off created from a lot can also be used.



6. Ctrl and click the Drop-Off on the in your movement destined for the processor.
7. Ctrl and click the Pick-Up from the movement where a producers pigs were brought to the yard.
 - a. Both the Drop-Off and the Pick-Up should be highlighted.



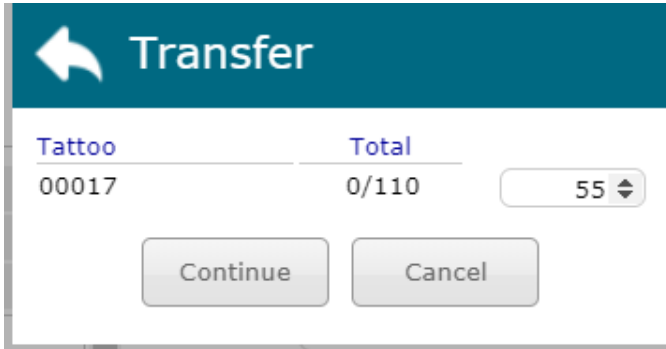
8. Select 'Move'.



9. Select 'Transfer Add'



10. Select the number of hogs picked up from the Yard.



11. Press 'Continue'.

12. This will create a transfer load which is represented by a green and blue diamond.

Friday Feb 02 2018					1 ^
Test Transporter 1 Drop-Off Only					
15:00	0/55	00017	XX7777777	Test Yard	
16:00	0/55	AP1	XX4444444	Test Processor 1	

Option 2: Ctrl, Drag & Drop Transfer Load

Repeat Steps 1-5 in [Option 1: Ctrl, Click, and Move Transfer Load](#)

6. Ctrl, click, and drag the Pick-Up from the movement to the yard and drag it to the drop off at the processor.

Test Transporter 1 Drop-Off & Pick-Up					
14:00	0/110	00017	XX1111111	P1	
15:00	0/100	1334	XX7777777	Test Yard	

Friday Feb 02 2018					1 ^
Test Transporter 1 Drop-Off Transfer Add to this Load					
16:00	0/55	AP1	XX4444444	Test Processor 1	
14:00	0/110	00017	XX111		

7. Select the number of hogs picked up from the Yard.

 **Transfer**

Tattoo	Total	
00017	0/110	55 ▾
ContinueCancel		

8. Press 'Continue'.
9. This will create a transfer load which is represented by a green and blue diamond.

Friday Feb 02 2018					1 ^
Test Transporter 1 Drop-Off Only					
 15:00	0/55	00017	XX7777777	Test Yard	
 16:00	0/55	AP1	XX4444444	Test Processor 1	

Creating your Digital Signature PIN

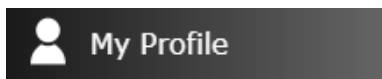
Your PIN acts like your signature.

Note: Ontario Pork is currently working with CFIA to get approval on digital signatures for Annex4 and Record of Livestock Movement forms. Until PINS are approved, you will need to continue with paper copies and written signatures.

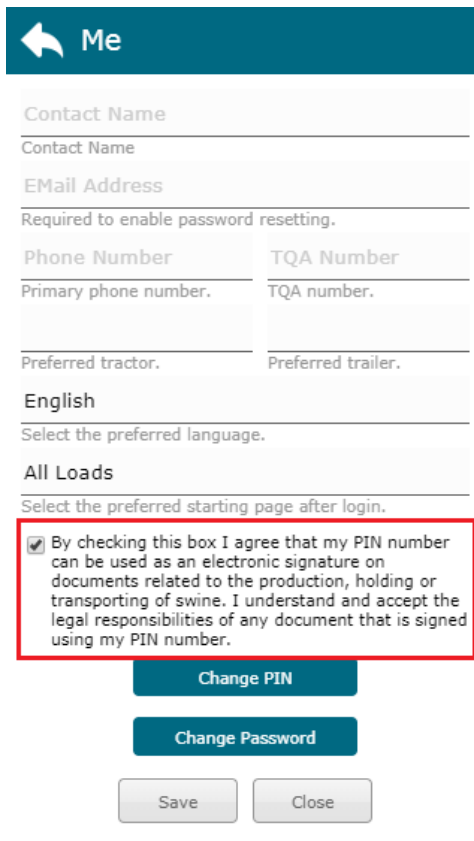
1. Open the menu screen.



2. Select 'My Profile'.



3. Check the box agreeing to use a PIN number as an electronic signature.



Me

Contact Name

Contact Name

E-Mail Address

Required to enable password resetting.

Phone Number

Primary phone number.

TQA Number

TQA number.

Preferred tractor.

Preferred trailer.

English

Select the preferred language.

All Loads

Select the preferred starting page after login.

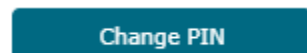
☒ By checking this box I agree that my PIN number can be used as an electronic signature on documents related to the production, holding or transporting of swine. I understand and accept the legal responsibilities of any document that is signed using my PIN number.

Change PIN

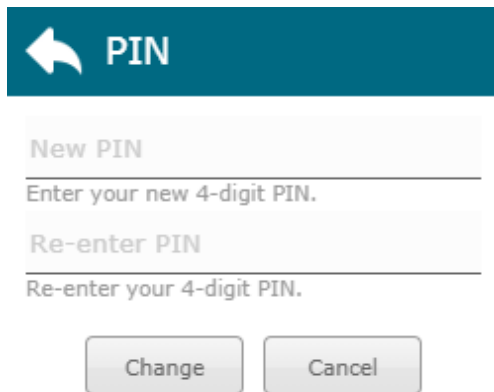
Change Password

Save Close

4. Select 'Change PIN'.



5. Enter your 4-digit numeric PIN.



The image shows a PIN entry screen with a dark blue header containing a back arrow and the word 'PIN'. Below the header are two input fields: 'New PIN' and 'Re-enter PIN'. The 'New PIN' field has a placeholder text 'Enter your new 4-digit PIN.' and the 'Re-enter PIN' field has a placeholder text 'Re-enter your 4-digit PIN.'. At the bottom of the screen are two buttons: 'Change' and 'Cancel'.

6. Press 'Change'.

How to Sign Digital Documents

There are 3 places you can go to sign digital documents: E-doc button at the top of the loads screen, the E-sign button on the pick-up screen, and the eDocuments option in the menu.

Signing from the eDocs button

1. Select the 'eDocs' button.



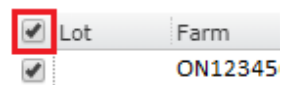
2. The 'eDocs' screen will appear, allowing you to check the movement you would like to sign for. Select loads by ticking the checkbox beside it or by double clicking anywhere on the load line.



The image shows a 'Document Signing' screen with a table of loads. The first two rows have checkboxes checked. The third row has a checkbox checked and a red box around it.

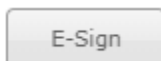
	Farm	Tattoo	Qty	Pick-Up Date/Time
☒	1123 ON76YT54R - Premises A	19191	100/185	Jun 13 2021 10:00
☒	XX1111111 - P1	00017	85/0	Jun 13 2021 10:00
☒	XX1111111 - P1	00017	0/100	Jun 13 2021 14:00
☐	XX2222222 - AgManifest - Test P	NoID	0/120	Jun 18 2021 14:57

Note: To sign for all loads created that week, check the box next to 'Lot' and all of the loads below will be selected.



The image shows a 'Lot' and 'Farm' selection area. The 'Lot' checkbox is checked and highlighted with a red box. The 'Farm' field contains the text 'ON12345'.

3. Press 'E-Sign'.



The image shows a button labeled 'E-Sign'.

- Fill in the information.

←
E-Signature

Signator's Company

Signator's Name

Signator's PIN

Sign

Cancel

- Press 'Sign'.
- After you sign, you'll see your red "unsigned" status turn to a green "signed" label and a document number will be generated.

Producer	Assembler	Transporter	Receiver	Need	Status	Document No.
Unsigned	Not Required	Signed	Unsigned	2	Signed	O-40339
Unsigned	Not Required	Signed	Unsigned	2	Signed	O-40340

E-Signing from the pick-up screen

- From within a load pick-up, click the 'E-sign' button.

Pick-Up

Transporter*
 Test Transporter 1

Pick-Up Date/Time*
 Sun Jun 13 10:00

Animal Type
 Market Hogs

Scheduled
 Actual
 85

Average Hog Weight
 290

Last Feed Date/Time
 Thu Jun 17 16:22

Loading Temp. (°C)
 18

Producer (570900000)
 Test Producer 1

Tattoo
 00017

Premises
 XX1111111 - P1

Sub-Location

E-Sign

Transfer Loads Only
 Pick-Up Permit is different than Producer's

2. A signing window will popup and from here, any of the parties (producer, transporter, receiver) can click sign and enter their PIN.

 **Document Signing**

Document No.: **O-40340**

PRODUCER
I hereby certify that the information identifying the producer and premises as well as the description, quantity and condition of the hogs upon loading is complete and accurate.
Not Signed

TRANSPORTER
I hereby certify that the information identifying the transporter, driver and trailer, the conditions and actions taken while enroute, as well as the description, quantity and condition of the hogs upon unloading is complete and accurate.
Jun 15 2021: Betty Hauler

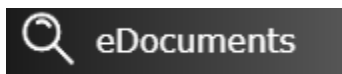
RECEIVER
I hereby certify that the information identifying the receiver and premises, as well as the description, quantity and condition of the hogs upon unloading is complete and accurate.
Not Signed

E-Signing from eDocuments in the menu

1. Open the menu screen.



2. Select 'eDocuments'.



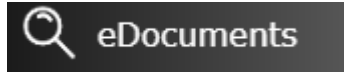
3. Select the loads you would like to sign either by ticking off the checkbox or by double clicking anywhere on the load line.
4. Press e-sign
5. Fill out your signature information & click "sign".

Searching for signed documents

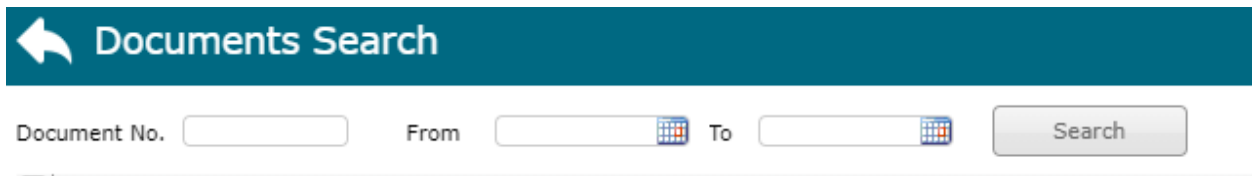
1. Open the menu screen.



2. Select 'eDocuments'



3. Enter the document number if you know it, or enter a date range



4. Click "Search"

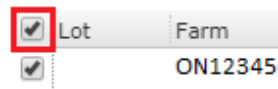
Printing Documents

After you populate your loads for the week, you can bulk print the full week of documents (Annex 4 and Record of Livestock Movement forms) with one button.

1. Select the 'eDocs' button.



2. Check the top box to select all lots/loads.



3. Click 'Print' at the bottom of the window.
4. It will open as one pdf file that you can save or print. Depending on your browser, there will likely be a print/download option in the top corner.



Record of Livestock Movement (RLM) fields – NEW – June 2021

Setting Time off Feed – by Premises 'Feed' tab.

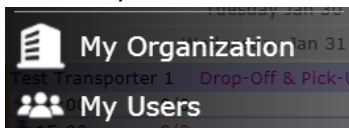
Producers can set feed withdrawal times in their organization's profile under the 'feed' tab. A time can be set for each premises. The value entered will be the number of hours off feed before animals are pickup. If a producer sets a value, AgManifest will automatically calculate time off feed from the scheduled pick-up time.

Note: this time should reflect when the feeders are empty and not the time they are turned off but food is still available.

1. Open the menu screen.



2. Select 'My Users'.



3. Select 'Feed' tab.



4. Double click the Premises for which you would like to enter a value.
5. Under 'Last Access to Feed', enter the *hours:minutes* that the pigs will be off feed before they are picked up.

The screenshot shows the 'Organization' management interface. A 'Premises' pop-up window is open, displaying details for 'ON781904R - Premises B'. The pop-up includes fields for 'Premises', 'Owner', 'Alias', 'Alias for Premises (optional)', and 'Last Access to Feed'. The 'Last Access to Feed' field contains the value '03:35', which is circled in red. The background shows the 'Organization' form with fields for 'Name of the Organization', 'E-Mail', 'Primary E-Mail Address', 'Abbreviation', 'Transporter License', 'Producer Registration Number', 'Plant Alias', 'External Identifier', and 'Security Identifier'.

6. 'Save'

If no value is added, or if there was a change from what is automatically calculated, a time can be added or edited on the Pick-up screen.

Entering Time Off Feed from the Pick-Up screen

- 'Time off Feed' can be added or edited on the Pick-up screen and saved in templates.

- Click into the 'Hours Off Feed Pre Pickup' field. A box will pop-up.
- Enter the number of hours:minutes pigs do not have access to feed before pickup.

The screenshot shows the 'Hours Off Feed Pre Pickup' pop-up window. It has two input fields: the first contains '18' and the second contains '00', separated by a colon. Below the fields are three buttons: 'Clear', 'Cancel', and 'Ok'.

- Click 'Ok'.

Fed enroute

- If pigs are fed enroute, details can be added by the transporter on the Drop-Off screen under the 'If Fed Enroute' section.

The screenshot shows the 'Drop-Off' form with the following fields and values:

- Delivery Date/Time***: Sat Jun 26 02:00
- Lot Date/Time**: (empty)
- Lot**: (empty) **Pick** button
- Scheduled Qty**: 120
- Actual Qty**: 120
- Disputed?**: ☐
- Good Condition?**: ☒
- Arrival**: Jun 22 01:11
- Unload**: (empty)
- Departure**: (empty)
- Destination Company**: Export Packer
- Destination Premises**: USA - USA Export Destination
- Destination Premises Sub-Location**: (empty)
- Transporter***: Test Transporter 1
- Driver**: Driver 5
- Trailer**: 3
- Tractor**: (empty)
- Trailer washed before pickup?**: ☒
- If Fed Enroute** (highlighted with a red box):
 - Last Fed/Water/Rested**: (empty)
 - Unloaded?**: ☐
 - Location Fed/Water/Rested**: (empty)
- Comments, dispute or condition notes.**: (empty)

Animal Weight

- Average weight per pig can be added in the pick-up screen. If field is left blank, "N/A" will appear on the RLM form.

The screenshot shows the 'Pick-Up' form with the following fields and values:

- Transporter***: Test Transporter 1
- Pick-Up Date/Time***: Sun Jun 20 01:00
- Animal type**: Market Hogs
- Scheduled**: (empty)
- Actual**: (empty)
- Average Hog Weight**: (empty) - This field is circled in red.
- Last Feed Date/Time**: (empty)
- Loading Temp. (°C)**: (empty)

Temperature at Loading

- Outdoor weather temperature can be recorded on the pick-up screen. At present (June 2021), this information is not required or recorded on the RLM, but is available as a note to help inform loading densities.

The screenshot shows a 'Pick-Up' form with the following fields: 'Transporter*' (Test Transporter 1), 'Pick-Up Date/Time*' (Sun Jun 20 01:00), 'Animal Type' (Market Hogs), 'Scheduled' and 'Actual' buttons, 'Average Hog Weight', 'Last Feed Date/Time', and 'Loading Temp. (°C)'. The 'Loading Temp. (°C)' field is circled in red.

Compromised Animals

- Any notes on pigs and their special transport needs can be entered on the Pick-Up screen by checking off 'compromised'. Note: Most compromised animals should not be transported. Refer to the Code of Practice for the Care and Handling of Pigs for more information.

The screenshot shows a 'Pick-Up' form with the following fields: 'Transporter*' (Test Transporter 1), 'Pick-Up Date/Time*' (Sun Jun 20 01:00), 'Animal Type' (Market Hogs), 'Scheduled' and 'Actual' buttons, 'Average Hog Weight' (120), 'Last Feed Date/Time' (Sat Jun 19 21:25), 'Loading Temp. (°C)', 'Producer (PROA12345)' (Producer A), 'Tattoo' (27272), 'Premises' (ON78I904R - Premises B), 'Sub-Location', 'E-Sign', 'Transfer Loads Only', 'Pick-Up Source (if different than Producer)', 'Premises', 'Sub-Location', 'Compromised?' (checked), 'Description / Needs', 'Subject', 'Dead', 'Arrival Date/Time', and 'Departure Date/Time'. The 'Compromised?' checkbox is checked, and the 'Description / Needs' field is highlighted with a red box.

- Packer will enter subject/dead info on arrival.

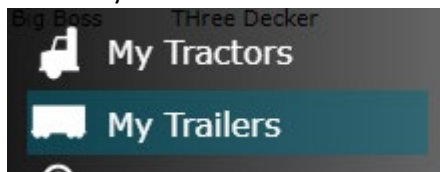
Trailer Washed

- 'Trailer Washed before Pick-Up' can be found on the Drop-Off screen. The default is a clean trailer. If trailer is not clean, uncheck the box. This data will be recorded on the RLM form.

The image shows a 'Drop-Off' form with various fields. At the bottom, the checkbox 'Trailer washed before pickup?' is checked and highlighted with a red rectangular box. Other visible fields include 'Delivery Date/Time' (Sat Jun 26 02:00), 'Lot Date/Time', 'Lot' (with a 'Pick' button), 'Scheduled Qty' (120), 'Actual Qty' (120), 'Disputed?' (unchecked), 'Good Condition?' (checked), 'Arrival' (Jun 22 01:11), 'Unload', 'Departure', 'Destination Company' (Export Packer), 'Destination Premises' (USA - USA Export Destination), 'Destination Premises Sub-Location', 'Transporter*' (Test Transporter 1), 'Driver' (Driver 5), 'Trailer' (3), and 'Tractor'.

For those wishing to keep more detailed information on trailer washing, info can be added on the trailer screen.

1. Select 'My Trailers'.



2. Double click the trailer for which you would like to see/enter data.
3. See list of cleanings under 'Last Washed'.
4. Click 'Add' to log a new wash entry.

Active

Plate	Unit No.	VIN	Province	Area	UOM	Active?	Last Washed
on1234567	trailer 7		ON		ft2	Active	Jun 15 2021 04:00
HGFTR	The old truck		ON		ft2	Active	Apr 28 2021 04:00
fdjfhdf	My Trailer		ON		ft2	Active	
abc125						Active	
abc128	99					Active	
abc127	77					Active	
abc126	3					Active	May 11 2021 04:00
abc123	1					Active	May 11 2021 04:00
Big Boss	THree Decker					Active	May 11 2021 04:00

Trailer

on1234567

License Plate

trailer 7

Unit Number (optional)

VIN

VIN (optional)

Ontario

Province of Registration

ft2 ☐ Not Active?

Area Units

Washings

Add

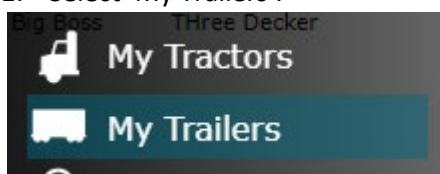
Last Washed	Location
Jun 08 2021 04:00	XX7777777 - AgManifest -
Jun 15 2021 04:00	XX7777777 - AgManifest -
Jun 23 2021 15:00	XX7777777 - AgManifest -

Save Close

Setting Trailer Area

- The Record of Livestock Movement form asks for 'trailer area available to animals.' Transporters can now set trailer floor areas on the trailer screen. Areas will auto populate in the RLM form.

- Select 'My Trailers'.



2. Double click the trailer for which you would like to see/enter data.
3. Select units – feet or meters squared.
4. Enter value in 'Area' field.
5. Save

Trailer

on1234567
License Plate

trailer 7
Unit Number (optional)

VIN
VIN (optional)

Ontario
Province of Registration

Area Units

ft2

☐ Not Active?

Glossary:

Lot: A Commitment to deliver a quantity of hogs to a processor. Only the processor can upload a lot. A lot must be delivered on a single trailer. Multiple lots can share a trailer.

Template: A preset format for the program. Used so that the format does not have to be recreated each time it is used.

Transfer: When you are picking up animals from a location that is not the producer site of origin. Eg- a yard.