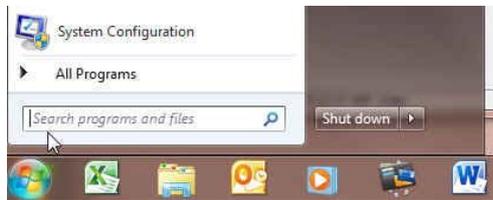
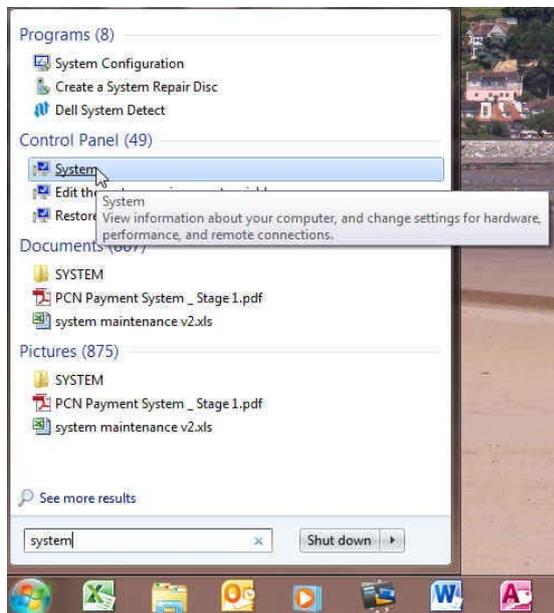


Getting Started

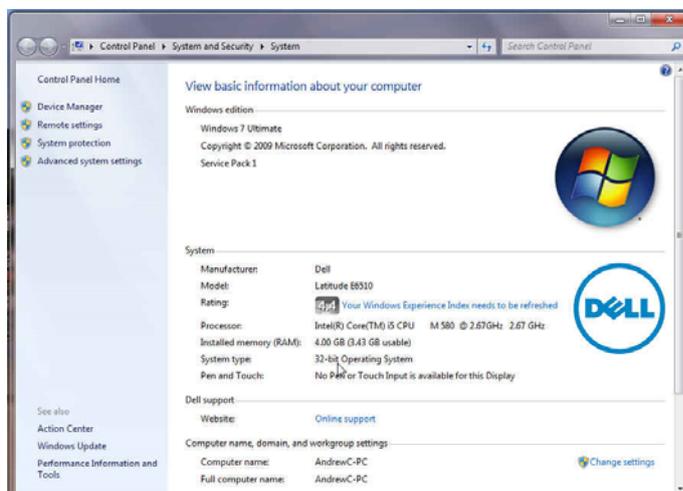
Welcome to TBMaster. In order to install or upgrade TBMaster you will first need to check to see whether your computer runs on a 32 bit or 64 bit operating system. If you don't know you can find the computer's System information through the Control Panel. It may however be easier to open the Search Programs box by clicking on the Start button



If you type 'System' into this box you can select the program call 'System' from the list that appears.



This will open the system window and you will be able to see the information about the operating system.



Once you know which operating system your computer uses you can select the appropriate installation programme from the Downloads screen of the Lilac Technology website (<https://www.lilactechnology.co.uk/document-downloads.php>). For the one illustrated above it would be TBMaster 32Bit Full.

Once you run the installation programme it will install TBMaster along with HCOM for Windows, an Active X programme and TeamViewer (a remote access programme).

At each step during installation you need to accept the default option offered to you by selecting OK or pressing the Enter key on your keyboard.

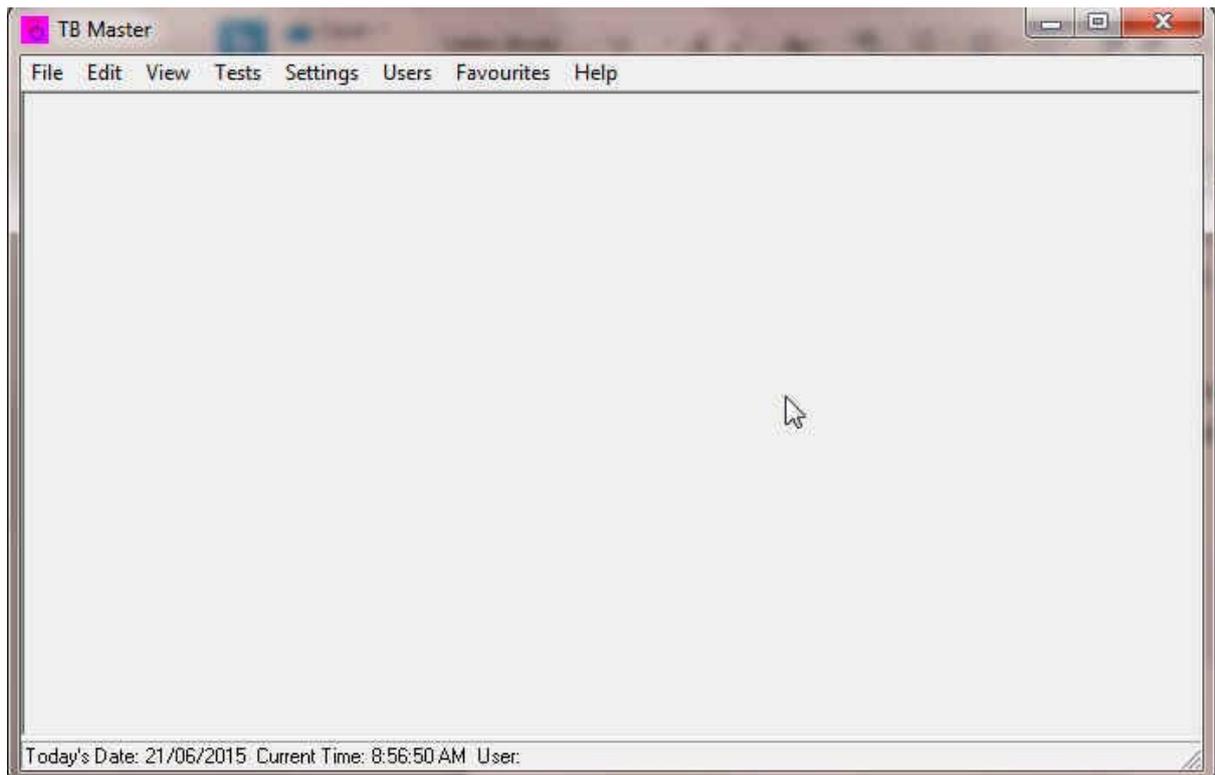
There should now be an icon on your desktop for TBMaster which you can double click to start the programme. When you do you will be asked to put in a user name and a password.

These are set as:

User Name: default

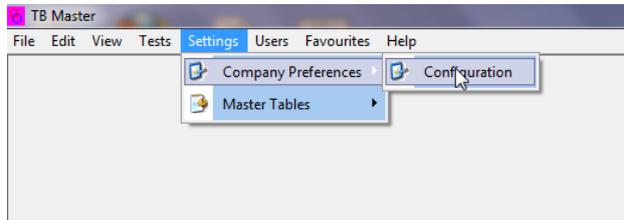
Password: default

You will see the following screen:

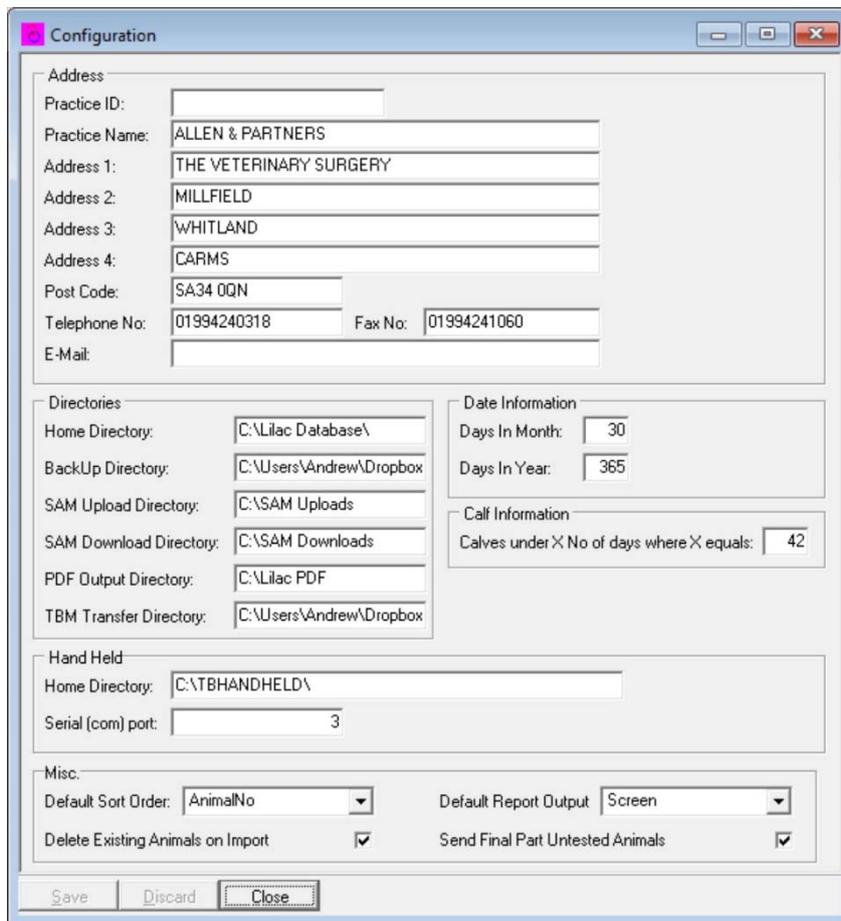


Configuration

The next step is to set your configuration from the Settings.



Select Configuration as above and the following screen will appear. Put in your details of Practice Name, Address etc. If you don't know your practice ID don't worry it isn't necessary at the moment.

A screenshot of the 'Configuration' dialog box in the TB Master application. The dialog is organized into several sections:

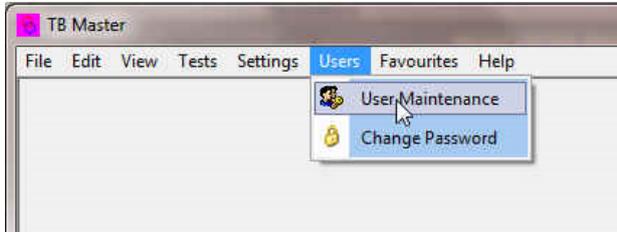
- Address:** Fields for Practice ID (empty), Practice Name (ALLEN & PARTNERS), Address 1 (THE VETERINARY SURGERY), Address 2 (MILLFIELD), Address 3 (WHITLAND), Address 4 (CARMS), Post Code (SA34 0QN), Telephone No. (01994240318), Fax No. (01994241060), and E-Mail (empty).
- Directories:** Fields for Home Directory (C:\Lilac Database\), BackUp Directory (C:\Users\Andrew\Dropbox), SAM Upload Directory (C:\SAM Uploads), SAM Download Directory (C:\SAM Downloads), PDF Output Directory (C:\Lilac PDF), and TBM Transfer Directory (C:\Users\Andrew\Dropbox).
- Date Information:** Days In Month (30) and Days In Year (365).
- Calf Information:** Calves under X No of days where X equals (42).
- Hand Held:** Home Directory (C:\TBBHANDHELD\), Serial (com) port (3).
- Misc.:** Default Sort Order (AnimalNo), Default Report Output (Screen), Delete Existing Animals on Import (checked), and Send Final Part Untested Animals (checked).

Buttons for 'Save', 'Discard', and 'Close' are at the bottom.

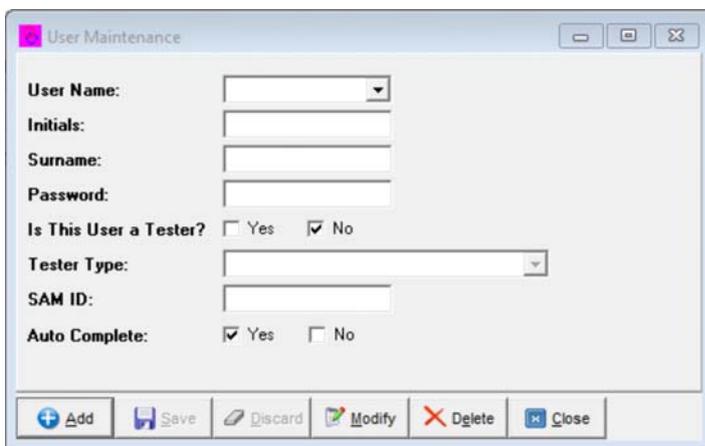
User Maintenance

The next step is to create users so that you can assign the tests to a particular vet.

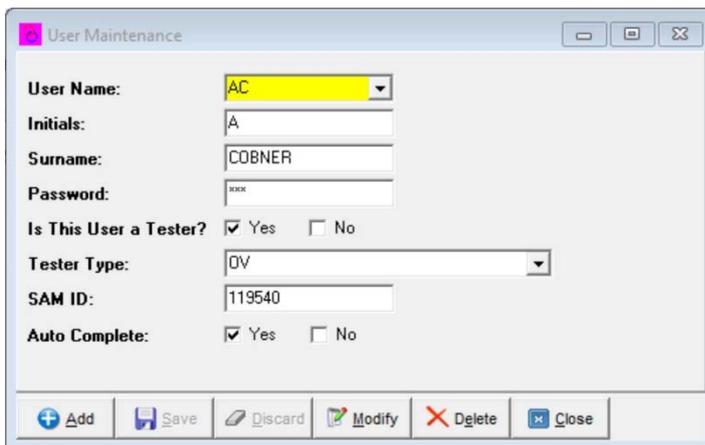
To open the user maintenance click on Users then User Maintenance



On the User screen click Add to Add a new user

A screenshot of the 'User Maintenance' form. The form contains the following fields: 'User Name' (dropdown), 'Initials' (text), 'Surname' (text), 'Password' (text), 'Is This User a Tester?' (checkboxes for Yes and No, with No selected), 'Tester Type' (dropdown), 'SAM ID' (text), and 'Auto Complete' (checkboxes for Yes and No, with Yes selected). At the bottom, there are buttons for '+ Add', 'Save', 'Discard', 'Modify', 'Delete', and 'Close'. The '+ Add' button is highlighted.

Then enter the details as shown below and Click Save

A screenshot of the 'User Maintenance' form with the following data entered: 'User Name' is 'AC', 'Initials' is 'A', 'Surname' is 'COBNER', 'Password' is 'xxxx', 'Is This User a Tester?' is checked 'Yes', 'Tester Type' is 'DV', 'SAM ID' is '119540', and 'Auto Complete' is checked 'Yes'. The 'Save' button is highlighted.

Most of the entries on this screen are straightforward.

User Name is used to create a separate log on identity. It will be used to log on when you open TBMaster so it's best to keep it short.

Initials: This is for your forename initials as you would want them to appear on the TB52

Surname: For your surname

Password: This for your log on password

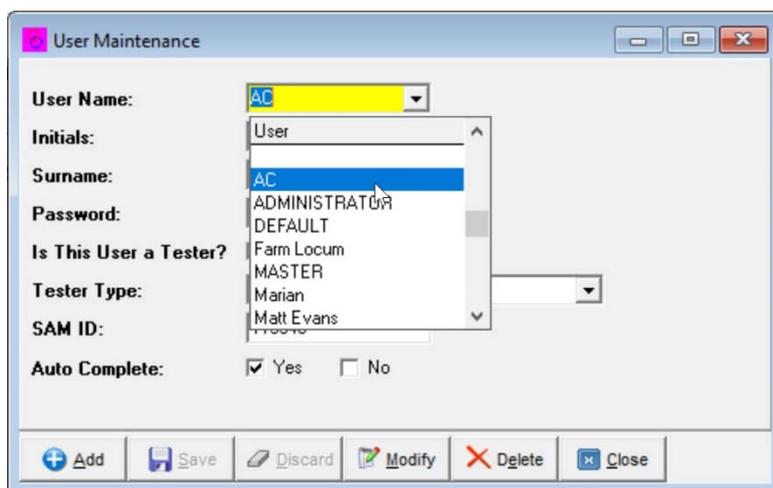
Is this user a Tester?: Choose Yes or No. If you choose yes the other boxes will become available

Tester Type: Select from the drop down list the type of tester e.g. OV, LVI, ATT

SAM ID: For the tester's SP Number

Auto Complete: This helps in certain parts of the programme and is best left as Yes

If you need to alter the details of an existing user first select the user from the drop down list



Then click Modify. Make your alterations and click Save.

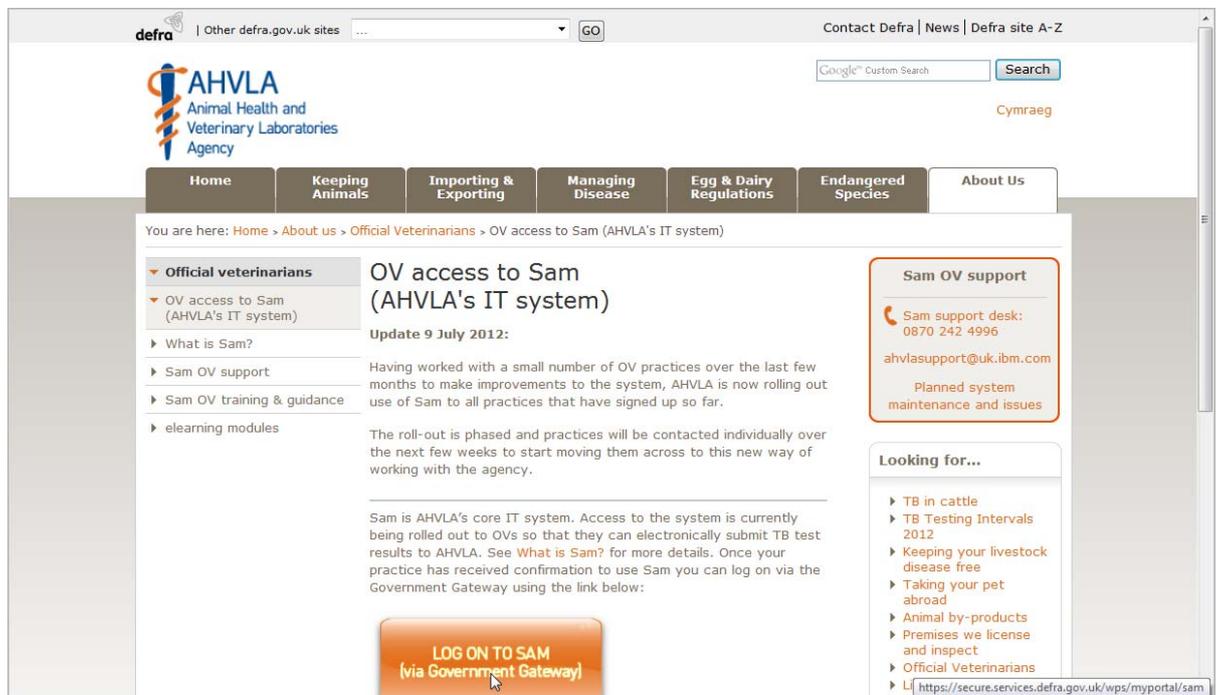
Most screens in TBMaster require you to click Modify before you can change them. This is done to ensure that you don't make changes unintentionally.

Hint: If you don't want to use user names and passwords to get into TBMaster you can create a user with neither. Simply click Add followed by Save and you will create a user with no user name and no password. When you open the programme you can then simply hit the enter key twice and you will get into the programme.

Creating Tests

You are now ready to start creating tests. The first step is to download an xml file from SAM for a test that you are due to do next week.

1. Log into SAM.



The screenshot shows the AHVLA website with the following elements:

- Header: defra logo, "Other defra.gov.uk sites" dropdown, "GO" button, "Contact Defra | News | Defra site A-Z", "Google Custom Search" bar, "Search" button, and "Cymraeg" language option.
- Navigation Menu: Home, Keeping Animals, Importing & Exporting, Managing Disease, Egg & Dairy Regulations, Endangered Species, About Us.
- Breadcrumbs: You are here: Home > About us > Official Veterinarians > OV access to Sam (AHVLA's IT system)
- Main Content: "OV access to Sam (AHVLA's IT system)" with an "Update 9 July 2012:" notice. The text states: "Having worked with a small number of OV practices over the last few months to make improvements to the system, AHVLA is now rolling out use of Sam to all practices that have signed up so far. The roll-out is phased and practices will be contacted individually over the next few weeks to start moving them across to this new way of working with the agency." Below this, it says: "Sam is AHVLA's core IT system. Access to the system is currently being rolled out to OVs so that they can electronically submit TB test results to AHVLA. See [What is Sam?](#) for more details. Once your practice has received confirmation to use Sam you can log on via the Government Gateway using the link below:"
- Buttons: A large orange button labeled "LOG ON TO SAM (via Government Gateway)".
- Sidebars: "Sam OV support" with contact info (0870 242 4996, ahvlasupport@uk.ibm.com) and "Looking for..." with links to TB in cattle, TB Testing Intervals 2012, etc.

2. Enter your User Name and Password



The screenshot shows the AHVLA login page with the following elements:

- Header: AHVLA logo and "Defra" logo.
- Section: "Login" with a "New user? Register" link.
- Text: "Please choose your log in method: [Help?](#)"
- Form: A box titled "Enter your User ID & password:" containing:
 - Radio buttons for "User ID & password" (selected) and "Digital certificate".
 - Input fields for "User ID" and "Password".
 - Links: "[Forgotten your User ID?](#)" and "[Forgotten your password?](#)".
 - Buttons: "Cancel" and "Log in".
- Footnote: "Agents acting on behalf of the Animal Health and Veterinary Laboratories Agency (AHVLA) and using its data, are reminded of their obligations to abide by the data handling conditions laid out in the Customer Data Confidentiality Agreement, signed by their appointed representative."

3. Once logged on choose Practice Work

AHVLA
Animal Health and
Veterinary Laboratories
Agency

[Log off](#)

My work **Practice work** Search

Work List Assignee - Andrew Cobner Veterinary Practice - Penbode Veterinary Group Holsworthy

To apply a filter please select one or more values from the list below and click 'Submit'

Name CPH

Due From Due To

Name Location Name CPHH Earliest Start Due by ▲ Test Arranged TestType Special Instructions Herd Type Animals WSA Issue Date

No matching data was found.

Transfer to:

Agents acting on behalf of the Animal Health and Veterinary Laboratories Agency (AHVLA) and using its data, are reminded of their obligations to abide by the data handling conditions laid out in the Customer Data Confidentiality Agreement, signed by their appointed representative.

4. Enter the CPH number of the herd you want to find into the CPH box and click **Submit**

My work **Practice work** Search

Work List Assignee - Andrew Cobner Veterinary Practice - Penbode Veterinary Group Holsworthy

To apply a filter please select one or more values from the list below and click 'Submit'

Name CPH

Due From Due To

<input type="checkbox"/>	Name	Location Name	CPHH	Earliest Start	Due by ▲	Test Arranged	Test Type
<input type="checkbox"/>	Mr & Mrs WD & CS <input type="text" value=""/>	Thorne Farm	07/127/0016/01	28 Mar 2012	20 Apr 2012		PRMT

- Select the test you want by clicking on the appropriate line and the following screen will appear.

Name **Messrs** Location **Notknown** Activity ID **WSA-2708900**

Take Action **Add Test Details**

Populate CTS Data Recalculate Eligibility Print Working Form Save

File options

1. Owner Details **2. Test Details** 3. Test Results 4. Summary & Sign-Off

Enter the test details below and then click Save.

Test Arranged Date (dd/mm/yyyy) Select Time

TT1 Date (dd/mm/yyyy)

TT2 Date (dd/mm/yyyy)

Complete Test Part Test No Eligible Stock

- Enter a Test Arranged Date and the TT1 Date by clicking on the calendar symbol to the right of the appropriate box. A calendar will appear from which you can choose the date.

Name Location **North Hay** Activity ID **WSA-2444507**

Take Action **Add Test Details**

Populate CTS Data Recalculate Eligibility Print Working Form

File options

1. Owner Details **2. Test Details** 3. Test Results

Enter the test details below and then click Save.

Test Arranged Date (dd/mm/yyyy) Select Time

TT1 Date (dd/mm/yyyy)

TT2 Date (dd/mm/yyyy)

Complete Test Part Test

Test Interpretation

Standard Severe

Reason for Test **TB Short Interval Test SI**

No. of Animals

https://secure.services.defra.gov.uk

July 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Today

Close

- Then click on the Populate CTS Data button to import the animals into SAM from CTS. You will be asked to confirm that you want to do this.

Take Action **Add Test Details** ▾

Populate CTS Data Recalculate Eligibility Print Working Form Save

File options

1. Owner Details **2. Test Details** 3. Test Results 4. Summary & Sign-Off

Enter the test details below and then click Save.

Test Arranged Date (dd/mm/yyyy) 16/7/2012  Select Time ▾

TT1 Date (dd/mm/yyyy) 16/07/2012 

TT2 Date (dd/mm/yyyy) 

CTS Service Request

Retrieve animals on location: 10/145/0035

Confirm Cancel

Test Interpretation

Standard Severe

8. Save the test.

Name Messrs XXXXXXXXXX Location Notknown Activity ID WSA-2708900

Take Action **Add Test Details** ▾

Populate CTS Data Recalculate Eligibility Print Working Form **Save**

File options

1. Owner Details **2. Test Details** 3. Test Results 4. Summary & Sign-Off

Enter the test details below and then click Save.

Test Arranged Date (dd/mm/yyyy) 10/7/2012  Select Time ▾

TT1 Date (dd/mm/yyyy) 10/7/2012 

TT2 Date (dd/mm/yyyy) 

Complete Test Part Test No Eligible Stock

9. Click on File Options and choose Download XML File

Take Action **Add Test Details**

Populate CTS Data Recalculate Eligibility Print Working Form Save

File options

Export To Excel Import From Excel **Download XML file** Upload XML file

1. Owner Details **2. Test Details** 3. Test Results 4. Summary & Sign-Off

Enter the test details below and then click Save.

Test Arranged Date (dd/mm/yyyy) 10/07/2012 Select Time

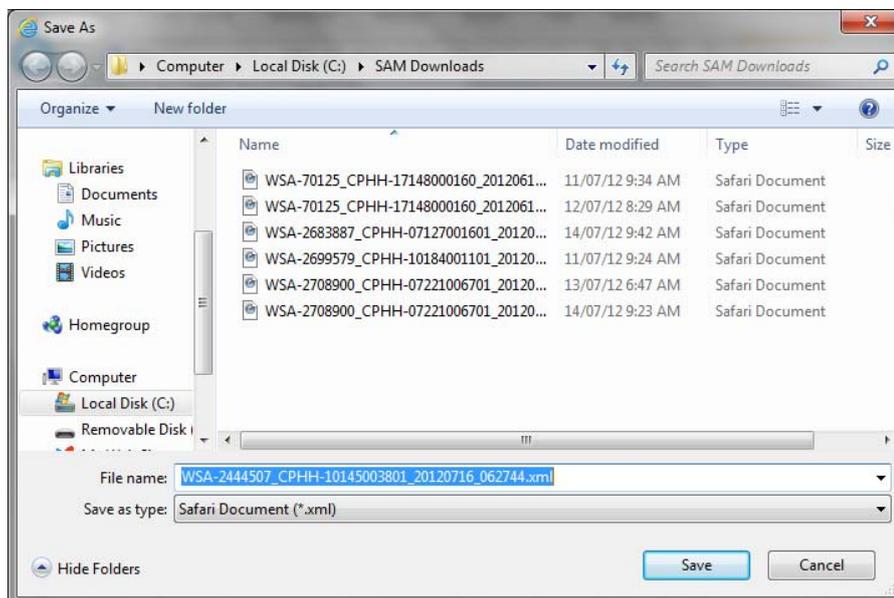
TT1 Date (dd/mm/yyyy) 10/07/2012

TT2 Date (dd/mm/yyyy)

Complete Test Part Test No Eligible Stock

10. The xml file will be saved in your Downloads directory unless you have directed it elsewhere. **It's best if you then select the option Show the File in its folder. You can then copy it and save it into your SAM Downloads directory.**

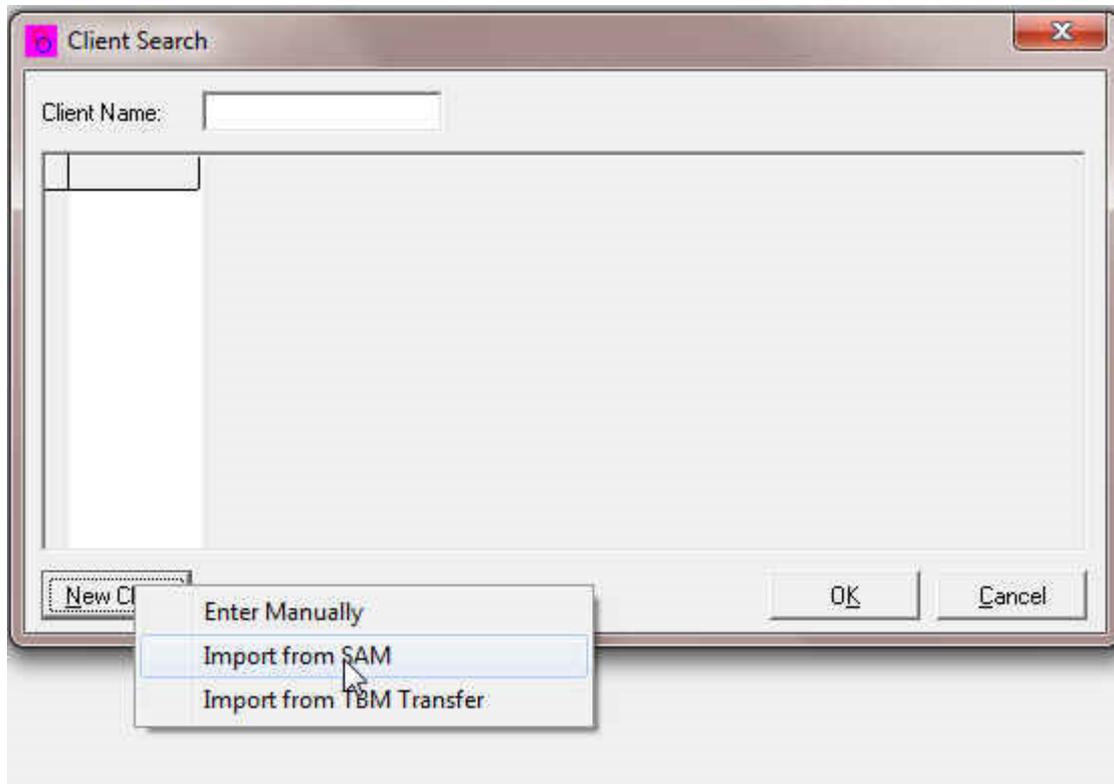
DO NOT CHANGE THE NAME OF THE FILE or it won't work when you try to load it back onto SAM



To create your first test choose Tests and then Record Test Results



The Client search Screen will appear. Since you don't have any clients yet click on New Client and you will have three options to choose from. The easiest way to create a new client is to import them from a SAM xml file.



Now select the SAM file that you just downloaded from the box that appears and click Open.

The file will then import. You will then see a box asking you whether the test will be multipart or complete. Select Multipart if you will be doing the test over several parts, otherwise select Complete. You will get a message saying Import Complete and when you click OK the client screen will open and the client that you just imported will be on the screen. There will however be one or two corrections that you will have to make since the SAM file isn't perfect when it comes to client details.

The surname box on the Client screen should only show the surname and often it will come in from the SAM file with Title and Initials i.e. Mr A J Cobner. Click Modify and you can put the title in the Title box and the Initials in the Initials box. If you don't do this then finding the client later may be difficult. They are arranged alphabetically and if they all come under M it could be tricky!

MR A J COBNER

Client Details | TB52 | Test Details (TB52A) | Blood Tests 1

CPHH Filter County: Parish: Holding: Herd: Clear

0 Title: 1 Initials: 3 CPHH County: Parish: Holding: Herd: 4 Practice Ref No: OS Map Ref: ST095145

2 Name: MR A J COBNER

5 Address Details: Address 1: ANY FARM Address 2: ANYWHERE Address 3: FALMOUTH County: CORNWALL Postcode: Ministry Mileage: Herd Type: Telephone No: Fax: E-Mail:

6 Alternative Addresses: Address 1: Address 2: Address 3: County: Postcode: Ministry Mileage: Map: Herd Type: Telephone No: Fax: E-Mail:

7 Extra Information Area Code: Additional Information

8 Alternative Address Information Select below to add alternative address information Alt 1 Alt 2 Alt 3 Alt 4 Alt 5 Alt 6 Alt 7 Alt 8 Alt 9 Alt 10

Save Discard Modify Delete Import New Client Close

Once you have saved this you can click on the TB52 tab and you will see that the test has been created.

Cobner

Client Details TB52 | Test Details (TB52A) | Blood Tests 1

1 Visit Information Activity ID: WSA-3407825 Test Date Arranged: 02/07/2012 Date Test Commenced: 02/07/2012 Address: Any Farm Officer Testing: B BURTON SP Number: 165330 Task First Visit 1 Of 1 Task 1 Of 1 Second Visit No of Nights Required: 0 Mileage: 12 Type Of Tuberculin Test Part Final Complete

2 Movement Records Records Satisfactory? Yes No Records Not Requested? Records Not Produced Were Reactors And / Or I/R's Found Yes No Owner Informed? Information Document Provided? Yes No Yes No

3 Cattle Tested Not Tested: Tested: Bulls: 0 0 Cows: 0 0 Heifers: 0 0 Calves: 0 0 Others: 0 0 Totals: 0 0 0

4 Test Information Reason Code: VE- 12M Reason For Test: Twelve Month Test

5 Use Of Tuberculin Has The Farmer Been Told To Enter Into Medicines Book: Yes No

6 Batch Numbers Avian: Bovine:

Handheld Import File Name:

Save Discard Modify Delete Print Import New Test Close

Then click on the TB52A tab and you will see the list of animals. You have to click on the TB52 and the TB52A tabs in sequence to ensure that you are looking at the correct test.

Cobners Ltd, Any Farm, 25/12/2020, UK320835

Client Details | TB52 | Test Details (TB52A) | Blood Tests 1

Type Of Test: Standard Severe Management No Group Tab Description

Age Entered In: YMWD DOB

Herd No: UK320835 Animal No: 711375 Breed: AAX DOB: 22/05/2020 Age: YMWD Sex: M 1 2 Description Of Result: A B

Result: Res. Untested Remarks: Reactor Tag: Search

Sort By: AnimalNo

Line No.	Herd No	Animal No	Breed	DOB	Age	YMWD	Sex	A1	B1	A2	B2	Result	ResA	ResB	DesA	DesB	Remarks
1	UK320835	711375	AAX	22/05/2020			M										
2	UK320835	711389	AAX	28/05/2020			M										
3	UK320835	711424	AAX	16/06/2020			F										
4	UK320835	711431	AAX	20/06/2020			F										
5	UK320835	711445	AAX	28/06/2020			M										
6	UK320835	711459	HEX	02/07/2020			M										
7	UK320835	711683	AAX	10/10/2020			F										
8	UK320835	711690	AAX	13/10/2020			M										
9	UK320835	711697	AAX	15/10/2020			F										
10	UK320835	711704	AAX	16/10/2020			F										
11	UK320835	711718	HF	21/10/2020			F										
12	UK320835	711725	HF	23/10/2020			F										
13	UK320835	711732	HF	26/10/2020			F										

Animals Tested: Bulls: 0 Cows: 0 Heifers: 0 Calves: 0 Others: 0 Reactors: 0 I/R: 0

Save Discard **Modify** **Import** Export Untested Animals Print Insert Delete Replace Close

There are many features on this screen but to get started we will print a worksheet to take to the farm.

First click on the Print Button at the bottom of the window and the following menu will appear

Report Selection

Please select which report you would like to be printed ?

Worksheet 150? Job Sheet

OV Checklist VMR Print All

TB52 TB52A Both

0 Others: 43 Reactors: 2 I/R: 8

Print Insert Delete Replace

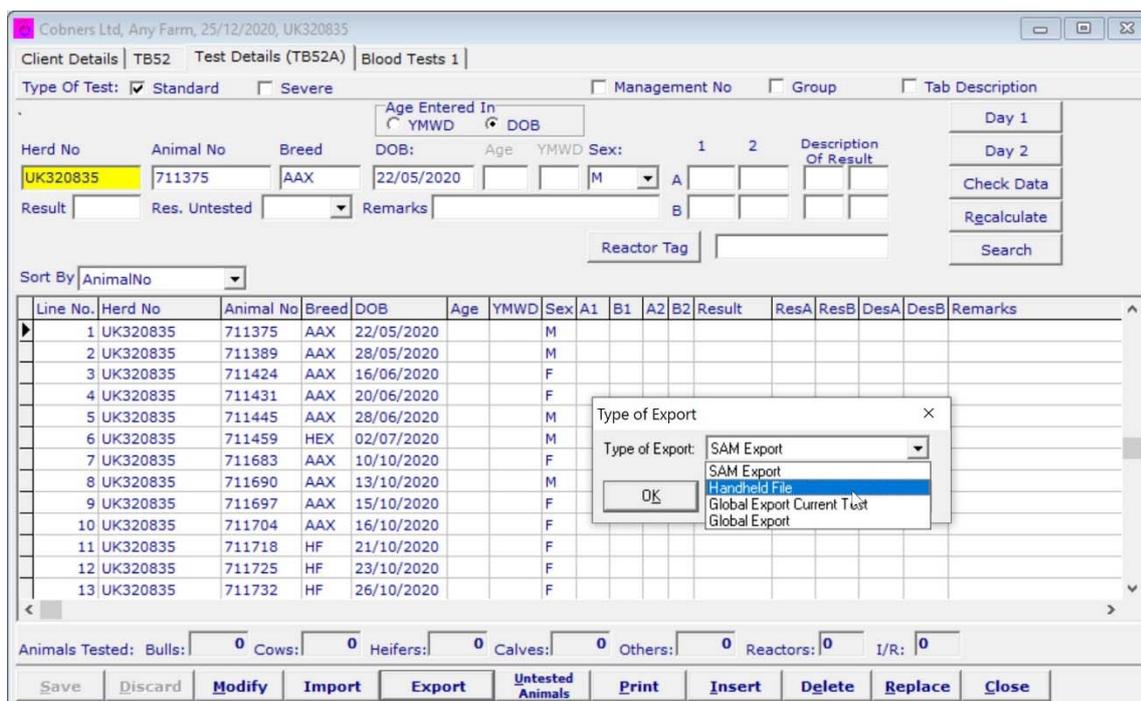
Next click on the Worksheet button and a worksheet will appear with the animals sorted in animal number order ready to print.

TB52a Worksheet		Name : Cobner		Address : Any Farm		CPH : 10/115/0119				
Man No	Breed	Sex	DOB	Herd No	Animal No	A1	B1	A2	B2	Remarks
SMX	F		23/07/1996	UK V5224	00008					Recently Tested: 24/07/2012
CHX	F		14/03/2004	UK361648	300016					Recently Tested: 24/07/2012
HEX	F		25/09/2008	UK361648	200029					Recently Tested: 24/07/2012
AAX	M		18/02/2012	UK361648	200036					Recently Tested: 24/07/2012
BRBX	M		22/08/2012	UK361648	300037					
BF	M		06/05/2012	UK387740	400254					Recently Tested: 24/07/2012
HF	M		02/08/2012	UK373377	200387					
HF	M		08/02/2011	UK366261	700419					Recently Tested: 24/07/2012
BAX	M		10/07/2011	UK366357	500588					Recently Tested: 24/07/2012
BAX	M		10/07/2011	UK366357	600589					Recently Tested: 24/07/2012
HF	M		09/11/2012	UK363954	100608					
HEX	M		20/10/2012	UK363484	200656					
LIMX	F		30/06/2011	UK363992	700683					Recently Tested: 24/07/2012

The next step is to get the test onto your handheld device. Please refer to your handheld instructions for how to use the handheld.

Turn your handheld on and connect it to your computer. For older handhelds you will need to put it into Comtag File Transfer mode (Option 3 on the main menu)

In TBMaster Click the Export button at the bottom of the screen and choose Handheld File and click OK.



You will be prompted to create file name for the file to be exported. By default this is set to the last seven numbers of the WSA number. You can change this or add a number or letter to it if it is part of a multiple part test. Bear in mind that the length of the name must be 8 letters or less!

Click on "OK" and you will be prompted to ensure that you have connected the Handheld to the computer ready for transfer. Click "OK" again and the file will be transferred. The data is now on the Handheld.

On the older handhelds you will need to press "ESC" to get back to the main menu.

Downloading Test Data from the Handheld into TBMaster

If you have an android machine Urovo RT40 or DT40 make sur that you have exited the test programme (Menu followed by '0' to End Comtag)

Preparation of Older Handhelds

After switching the machine on press "**ESC**" until you get to the Herd List Screen. It sometimes takes a while to move from the **Herd Details Screen** to the **Herd List Screen** so be patient!

Once at the Herd List Screen press the **F4** button A list of options will appear. Choose End Comtag by using the up or down arrows or by pressing "**E**" and press "**ENTER**". You will be prompted with a small box on the screen saying "End Comtag". Press "**ENTER**" again.

This will get you to the Main Menu

Select Option 3 and the Comtag File Transfer programme will start. This is the programme which allows the Handheld to communicate with your computer. You should now ensure that the handheld is connected to you computer using the cable provided.

In TBMaster

On your computer open TBMaster and choose the Test that you want to download from the Handheld. Go to the TB52A screen and from the bottom line of buttons choose **Import** and from the list of options choose **Download from Handheld**.

Click on “**OK**” and you will see a series of messages as the file is downloaded after which the list of animals together with their skin readings will appear on the screen.

Click on the **Check Data** button (top right hand side below the **Day 1** and **Day 2** buttons) and when prompted click **Yes**

The click the ‘**Recalculate**’ button (Under the Check Data button)

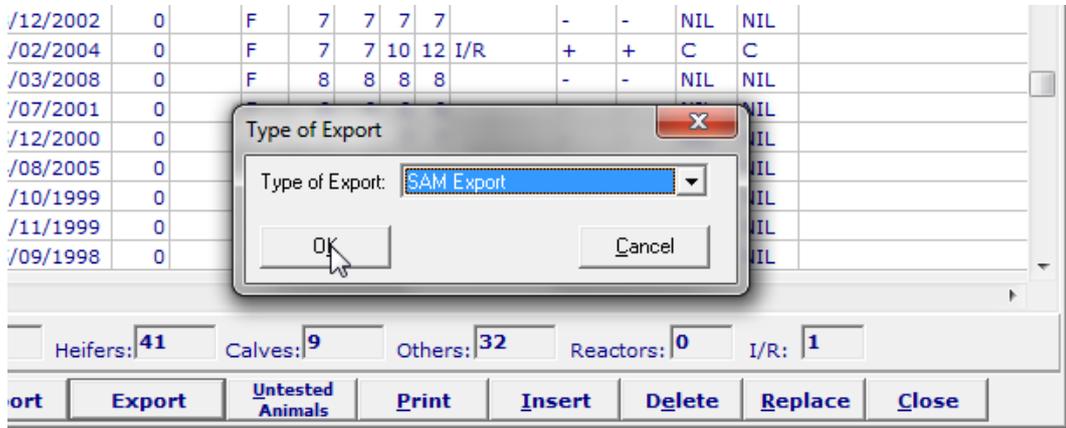
TBMaster will now interpret the results and at the bottom of the screen you will see a count of the number of Reactors and Inconclusive Reactors.

Your TB52A will now be ready to print or to export to SAM.

On the Older Handhelds press “**ESC**” and you will be taken back to the Main Menu.

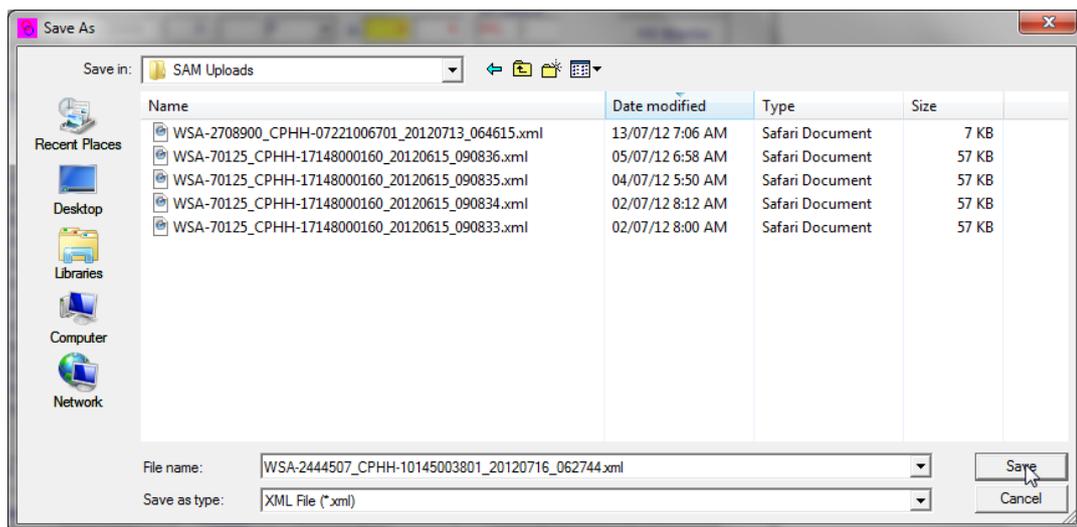
Sending the test back to SAM

1. Once the test has been completed you can then export the SAM file ready for Upload using the Export button on the TB52A Screen



2. You will be asked at this point to confirm whether the test was a Part Test, Final Part of a Test or a Complete Test
3. A window will then appear to allow you to save the exported file. We recommend that you save it into the SAM Uploads directory.

DO NOT CHANGE THE NAME OF THE FILE



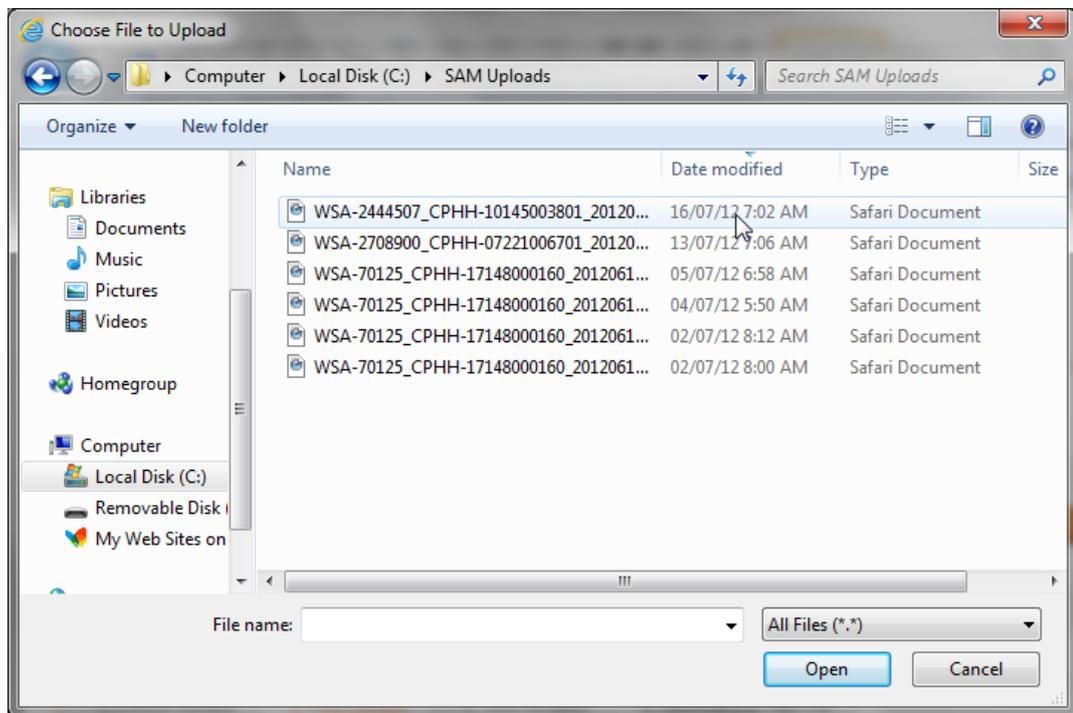
4. Find the test in SAM and from the File Options choose Upload XML File

The screenshot shows the 'Add Test Details' section of a software interface. At the top, there is a navigation bar with 'Take Action' and 'Add Test Details' (with a dropdown arrow). Below this are buttons for 'Populate CTS Data', 'Recalculate Eligibility', 'Print Working Form', and 'Save'. A 'File options' section contains buttons for 'Export To Excel', 'Import From Excel', 'Download XML file', and 'Upload XML file'. The 'Upload XML file' button is highlighted with a mouse cursor. Below the file options are tabs for '1. Owner Details', '2. Test Details' (which is active), '3. Test Results', and '4. Summary & Sign-Off'. The 'Test Details' section includes the instruction 'Enter the test details below and then click Save.' followed by three date fields: 'Test Arranged Date (dd/mm/yyyy)' with value '10/07/2012', 'TT1 Date (dd/mm/yyyy)' with value '10/07/2012', and 'TT2 Date (dd/mm/yyyy)' which is empty. At the bottom of this section are three radio buttons: 'Complete Test', 'Part Test', and 'No Eligible Stock'.

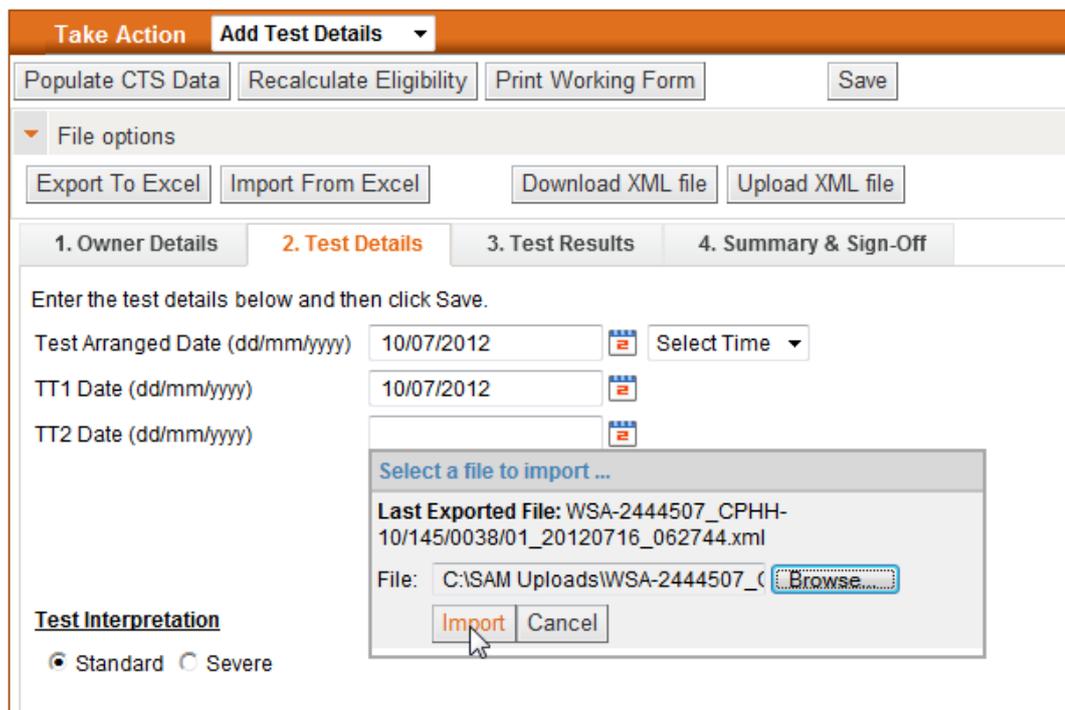
5. A box will appear that allows you to find the file that you've created. Click on the Browse button to find the file.

This screenshot is similar to the previous one, showing the 'Add Test Details' form. However, a file selection dialog box is now open over the 'Upload XML file' button. The dialog box has a title 'Select a file to import ...' and displays the text 'Last Exported File: WSA-2444507_CPHH-10/145/0038/01_20120716_062744.xml'. Below this, there is a 'File:' label followed by an empty text input field and a 'Browse...' button. At the bottom of the dialog are 'Import' and 'Cancel' buttons. In the background, the 'Test Interpretation' section is visible, showing radio buttons for 'Standard' (which is selected) and 'Severe'.

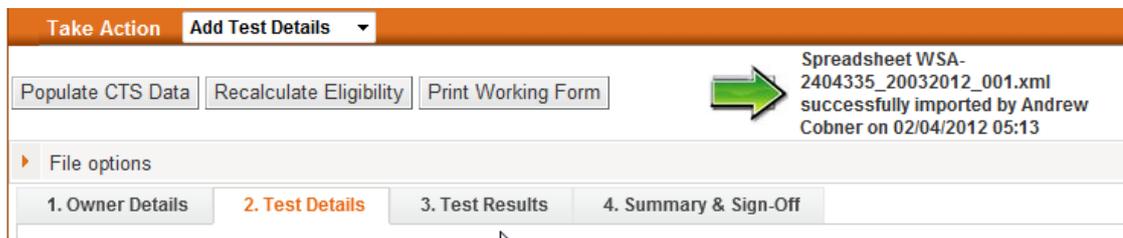
- A window will appear that will allow you to find the file. Use that window to find the SAM Uploads directory and the file. You can use the Date Modified column to bring your file to the top of the list. Once you've selected the file click Open.



- You will see the name of your file appear next to the Browse button. Click on Import.



- There will be a delay while SAM processes the file. The delay will vary according to the size of the file. Once it has been successfully imported a message will appear at the top of the screen.



- Check that the information regarding the test is correct. The test should be ready to sign but we cannot guarantee that all of the information will always import. At the time of producing these instructions the Test Performer doesn't import so you will have to select this from the drop down and Save the test.

Once you have checked the information click on Check Data on the Summary and Sign Off page. If there are any errors or omissions this will find them.

Please note that if you have tested any ineligible animals such as calves under 42 days old SAM will query them and you will have to find them on the lists and confirm the test readings.

All of the animals that were downloaded have to be accounted for as either tested or not tested. The Reason Not Tested for each untested animal will have to be completed either on TBMaster or on SAM. We have tried to simplify this process as much as possible.