



AIMS Farmers User Guide

Animal Identification and Management System

AIMS LITE

Prepared for Farmers and Operational Users

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1. Register a New Account

The Register page is the entry point for brand-new users. It captures the farmer's core identity and contact information so the account can be created and linked to the AIMS environment.

Create account
Register to access livestock, transfers, vaccinations, and documents.

Create your account to start managing livestock, tags, and vaccinations.

Please correct the highlighted fields.

Email
farmer.demo@example.com
Primary account login email.

Password

Use at least 8 characters.

First name
Andre

Last name
Mokoena

Contact number
+27 82 123 4567

DefaultTenant

Life

[Register](#) [Sign in](#)

Get started free
AIMS helps farmers stay on top of traceability, tag management and vaccination records.

- Track animals and keep your registry organised
- Record vaccinations and monitor compliance
- Capture transfers for full chain-of-custody
- Export reports and certificates (CSV/PDF)

Figure: 1. Register a New Account screen

- Enter a valid email address that will be used for login and support communication.
- Create a secure password and keep it private.
- Provide first name, last name, and contact number exactly as they should appear on account records.
- Select Register to submit your profile details and create the account.
- If the user already has an account, use the Sign in link instead of creating a duplicate profile.

2. Sign In

The Sign in screen authenticates the user and opens the secure AIMS workspace. This is the main access point for returning farmers and operational users.

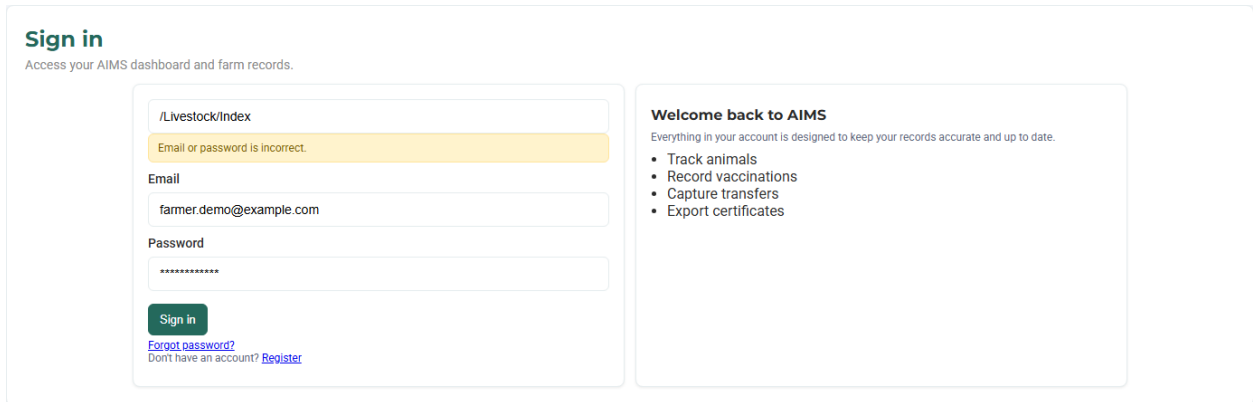


Figure: 2. Sign In screen

- Capture the account email and password fields accurately.
- Click Sign in to continue into the dashboard and navigation menu.
- If credentials are not accepted, recheck typing and keyboard case.
- Use the Forgot password option when password recovery is required.
- Use Register only when the user has no existing account.

3. Forgot Password

This screen starts the password recovery flow. It sends reset instructions to the user email so account access can be restored safely.

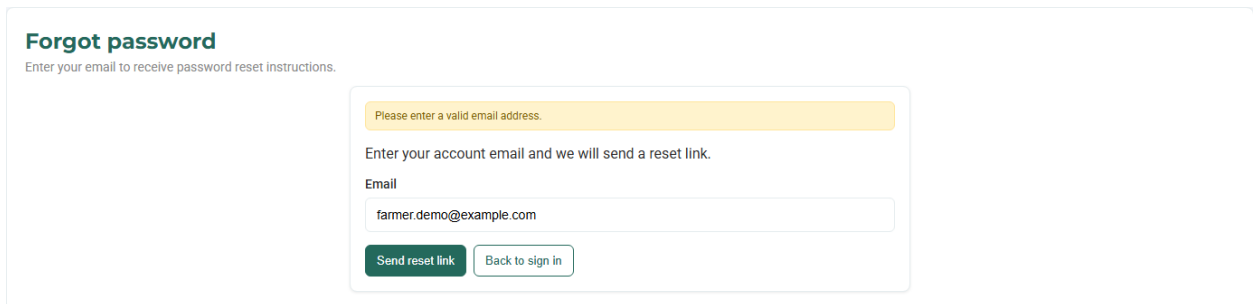


Figure: 3. Forgot Password screen

- Enter the registered email address.
- Click Send reset link to request recovery instructions.
- Check the user's inbox and spam/junk folders for the reset email.
- Return to Sign in once the new password has been set.

4. Profile - View Details

The profile view displays account, personal, business, and subscription information in one place. It should be reviewed regularly to ensure data quality and compliance.

My Profile

View your account details

Account Details

Your registered information and membership.

Personal Information

Membership number	FARM-001248 Your unique AIMS membership identifier
Name	Andre Mokoena Name as registered on your account
Email	farmer.demo@example.com Primary contact email; change via account settings
Contact number	+27 82 123 4567 Phone number for notifications and contact
ID number	8205065123089 South African ID number if provided

Business Information

VAT number	4120176543 VAT registration if applicable
AIDA mark	RBF (verified) Agricultural Industry Development Agency registration
AIDA document	View AIDA document Your uploaded AIDA registration document
Participation token	Token set RMIS participation token; used when doing transfers.

Account

Account type	Lite Your current subscription or plan
Member since	2025-11-12 Date your account was created

[Edit profile](#)

Figure: 4. Profile - View Details screen

- Confirm membership number, name, and contact details are correct.
- Review business details such as VAT and AIDA information.
- Check whether a participation token is configured when transfer integrations are needed.
- Review account type and member since information for support/reference purposes.
- Use Edit profile to make corrections.

5. Profile - Update Details

The profile update screen allows the farmer to maintain operational details used throughout the system, including transfer and document workflows.

Edit Profile
Update your account details

Please resolve validation errors before saving.

Account Details
Change your personal and business information.

Personal Information

First name *
Andre
Your legal or preferred first name

Last name *
Mokoena
Your legal or preferred surname

Contact number
+27 82 123 4567
Phone number for notifications and contact

ID number
8205065123089
13-digit SA ID number if you are an individual

Business Information

VAT Number
4120176543
Leave blank if not VAT registered

AIDA Mark
RBF
Select AIDA mark
Agricultural Industry Development Agency mark; click to select symbols from the chart

AIDA Document
RBF_AIDA_Document.pdf
[View AIDA document](#)

Participation token
PART-89J2-LM7P
Required for RMIS when doing animal transfers. Leave blank if not using RMIS.

Company
Tick if this account is for a company or organisation

Select AIDA mark (modal)

AIDA symbol chart image

Click symbols to build your mark.
Your AIDA mark
RBF 23
Close Reset Submit AIDA mark

Save changes Cancel

Figure: 5. Profile - Update Details screen

- Update personal details such as first name, last name, contact number, and ID number.
- Update business details including VAT, AIDA mark, and AIDA document.
- Use the AIDA selector to compose the correct mark before saving.
- Capture participation token details where RMIS participation is required.
- Click Save changes only after all mandatory fields and validations are satisfied.

6. Livestock - All Livestock

This page is the livestock management index. It provides filtering, summary controls, and access to maintenance actions for each animal.

All Livestock

Manage your livestock and view vaccination status

[Add Livestock](#) [Bulk Livestock Upload](#) [Bulk Vaccination](#)

Search **Compartment**

Breed **Entity**

Animal Type [Search](#)

3 livestock found.

<input type="checkbox"/>	Animal Number	Tag Number	Breed	Compartment	Last Vaccination	Actions
<input type="checkbox"/>	A-10045	ZA123456001	Bonsmara	Camp 3	2026-02-16	View Edit Vaccination history
<input type="checkbox"/>	A-10046	ZA123456002	Nguni	Camp 2	2026-01-08	View Edit Vaccination history
<input type="checkbox"/>	A-10047	ZA123456003	Brahman	Camp 1	2025-12-04	View Edit Vaccination history

[Export](#) [Bulk Vaccination](#)

Figure: 6. Livestock - All Livestock screen

- Use filters such as Search, Compartment, Breed, Entity, and Animal Type to locate records quickly.
- Use Add Livestock to capture a single new animal.
- Use Bulk Livestock Upload when multiple records must be created together.
- Use row actions to view, edit, or review vaccination history for a selected animal.
- Use Export or Bulk Vaccination controls for operational batch work.

7. Livestock - Add Livestock

The Add Livestock screen links an available tag to an animal and captures all key animal metadata needed for traceability.

Add Livestock

Link tag to livestock and capture animal details

Link Tag To Livestock

Farmer's Information

Entity: Riverbend Farm Registration entity: Gauteng Farmers Association

Animal's Information

Tag Number: ZA123456120 Animal Number: A-10120

RFID: RF-00099120 Computer Number: CP-10120

Animal Type: Cattle Breed: Bonsmara

Gender: Female Date of Birth: 2024-09-10

Colour: Brown Compartment: Camp 4

Parent: A-09001

Vaccinations are managed from the Livestock Vaccinations section. You can add once the animal is saved.

[Link Tag](#) [Cancel](#) [Add Vaccination](#)

Figure: 7. Livestock - Add Livestock screen

- Capture tag and identity fields such as Tag Number, Animal Number, RFID, and Computer Number.
- Complete biological and classification fields: Animal Type, Breed, Gender, Date of Birth, and Colour.
- Capture location and lineage fields such as Compartment and Parent where relevant.
- Confirm entity details are correct before saving.
- Click Link Tag to finalize registration of the animal.

8. Livestock - Edit Livestock

The Edit Livestock screen is used for corrections and updates after initial registration. It also provides quick visibility into vaccination history.

Edit Livestock

Update livestock details and view vaccination history

Tag Number	Animal Number
ZA123456001	A-10045
RFID	Computer Number
RF-00099001	CP-10045
Breed	Compartment
Bonsmara	Camp 3
Gender	Colour
Female	Brown

Date	Vaccination	Batch Number	Vaccinator
2026-02-16	Lumpy Skin	LS-2026-12	Dr. Ndlovu
2025-11-20	Brucellosis	BR-204	Dr. Meyer

Quick Add Vaccination
Use the vaccination workflow for full capture and document uploads.

[Go to Vaccinations](#)

[Save Changes](#) [Cancel](#)

Figure: 8. Livestock - Edit Livestock screen

- Review and update editable attributes such as compartment, colour, or supporting identifiers.
- Validate that tag and animal identity references remain accurate.
- Review vaccination history to check dates, products, batches, and vaccinator details.
- Use Go to Vaccinations when additional vaccination records are needed.
- Click Save Changes to persist updates.

9. Livestock - Delete Livestock

Delete Livestock is a controlled action used when a livestock record must be removed. Deleting returns the tag to an unassigned state.

Delete Livestock
Tag ZA123456003

Deleting this animal will unassign the tag.

Tag Number	ZA123456003
Animal Number	A-10047
Type/Breed	Cattle / Brahman

Figure: 9. Livestock - Delete Livestock screen

- Verify the selected tag number and animal number before confirming.
- Confirm that downstream records and reporting impacts are understood.
- Use Delete only when removal is intentional and approved.
- Use Cancel if the record should remain active.

10. Livestock - Bulk Upload

Bulk Upload is designed for onboarding many animals efficiently through Excel. It supports template generation, upload preview, validation, and controlled save.

Bulk Upload

Add many animals at once using an Excel file

[Back to Livestock](#)

How it works:

- Step 1 - Get the Excel template** - Download a template and optionally set defaults (number of tags, animal type, breed).
- Fill in the template** - Add animal details per row in Excel.
- Step 2 - Upload your file** - Upload, choose entity, validate, then save.

Step 1 - Get Excel template

Download template and optionally set defaults (number of tags, animal type, breed, etc.).

[Get Excel template](#)

Create Excel import template (modal)

You have 148 unassigned tags available.

Number of tags

50

Maximum: 148

Or upload .xlsx (tag numbers in column C)

tags-source.xlsx

Animal type

Cattle

Breed

Nguni

Gender

Female

Date of birth (YYYY/MM/DD)

2024/12/01

Colour

Brown

Tag colour

Yellow

[Buy more tags](#)

[Cancel](#)

[Download](#)

Step 2 - Upload populated file

Upload your filled template. We will show preview data; then choose entity, validate, and save.

Select your .xlsx file

bulk_livestock_upload.xlsx

[Upload file](#)

Step 2 - Choose entity and save (Preview state)

Review data below, select entity, then save after validation.

Entity

Riverbend Farm

Validation errors. Please [click here to see detailed errors](#).

Tag Number	Animal	Breed	Gender	Date Of Birth	Colour	Tag Colour	Computer Number	RFID	Compartment	Parent	Animal Number
ZA123456130	Cattle	Nguni	Male	2024-12-02	Brown	Yellow	CP-10130	RF-10130	Camp 6	A-09200	A-10130

[Save](#)

[Cancel](#)

Validation Errors (modal)

Row	Column	Value	Message
2	Tag Number	ZA123X	Invalid tag number format
5	Date Of Birth	31-14-2024	Date is invalid

Figure: 10. Livestock - Bulk Upload screen

- Use Step 1 to generate the Excel template and set optional defaults (animal type, breed, gender, date, colours).

- Complete the downloaded template carefully and upload the populated .xlsx file.
- In preview mode, choose the target entity and review all imported rows.
- Open validation details and resolve all errors before attempting save.
- Use Save only when the preview is clean and aligned to business expectations.

11. Transfers - Outgoing Transfers

Outgoing Transfers lists all transfers initiated by the current user/entity. It is used to monitor transfer progress and manage pending items.

Outgoing Transfers
Transfers you have sent

Create Transfer Incoming

Date	From entity	To entity	Reason	Status	Animals	Actions
2026-03-20 13:42	Riverbend Farm	Sunrise Feedlot	Sale	Pending	8	Details Cancel
2026-03-14 08:31	Riverbend Farm	Eastern Abattoir	Slaughter	Accepted	3	Details

Cancel transfer
Cancel this transfer? The receiver will no longer be able to accept it.

Keep transfer Cancel transfer

Figure: 11. Transfers - Outgoing Transfers screen

- Review Date, From/To entities, Reason, Status, and number of animals.
- Use Details to inspect full transfer information.
- Use Cancel only for transfers still in Pending status.
- Switch to Incoming when you need to process received transfers.

12. Transfers - Incoming Transfers

Incoming Transfers shows requests received from other entities. Users can inspect details and decide to accept or reject pending transfers.

Incoming Transfers

Transfers sent to you - accept or reject

One transfer could not be accepted because some animals are already allocated elsewhere.

Date	From	From entity	To entity	Reason	Status	Animals	Actions
2026-03-19 09:10	S. Nkosi	Green Valley Farm	Riverbend Farm	Purchase	Pending	5	<input type="button" value="Details"/> <input type="button" value="Accept"/> <input type="button" value="Reject"/>
2026-03-10 15:22	L. Jacobs	West Farm	Riverbend Farm	Transfer	Accepted	2	<input type="button" value="Details"/>

Accept transfer

Accept this transfer? The animals will be moved to your entity.

Reject transfer

Reject this transfer? The sender will keep the animals and can cancel or edit the transfer.

Figure: 12. Transfers - Incoming Transfers screen

- Review sender details, source entity, status, and animal counts.
- Use Details to confirm correctness before decision.
- Use Accept to move animals into the receiving entity.
- Use Reject when the transfer should not proceed.
- Use Show all or Pending only to manage review workload.

13. Transfers - Create Transfer

Create Transfer captures transfer instructions, selecting both receiver and animals in a controlled workflow that supports search and CSV-assisted selection.

Create Transfer

From (your entity)

Riverbend Farm (Farm)

To (receiver)

Search membership number, surname or farm...

No receiver selected

Typeahead results

- FARM-00987** - Sipho Dlamini
Sunrise Feedlot - Gauteng
- FARM-00124** - Naledi Khumalo
Blue Hills Farm - Mpumalanga

Clear

Reason

Sale

Opt-out of RMIS for this transfer

Receiver is unregistered
Check the box if the receiver is not registered in the system.

Animals to transfer (only animals at the selected From entity)

Upload CSV animal tags Clear CSV selection

<input type="checkbox"/>	Animal Number	Tag Number	Breed	Compartment	Colour	Gender
	Search Animal #	Search Tag #	Search Breed	Search Compartment	Search Colour	Search Gender
<input checked="" type="checkbox"/>	A-10045	ZA123456001	Bonsmara	Camp 3	Brown	Female
<input checked="" type="checkbox"/>	A-10046	ZA123456002	Nguni	Camp 2	Black	Male

Create Transfer

Figure: 13. Transfers - Create Transfer screen

- Select the source entity under From (your entity).
- Find and select the receiver using typeahead search.
- Select one or more animals from the table; use column filters to narrow large lists.
- Optionally use CSV upload to pre-select tags for transfer.
- Set the transfer reason and RMIS/unregistered receiver options where applicable.
- Click Create Transfer to submit.

14. Transfers - Transfer Details

Transfer Details provides the full record for a specific transfer, including parties, reason, status, and transferred tags/animals.

Transfer #TR-2026-00019
 Thursday, 20 March 2026 13:42 - Pending

From	Andre Mokoena - Riverbend Farm
To entity	Sunrise Feedlot
Reason	Sale
Status	Pending
Tags / animals	<ul style="list-style-type: none"> • ZA123456001 • ZA123456002 • ZA123456050

Figure: 14. Transfers - Transfer Details screen

- Confirm From and To information aligns with the intended transaction.
- Review transfer reason and status before performing any follow-up action.
- Inspect the tags/animals list to validate transferred items.
- Use navigation actions to return to Incoming, Outgoing, or create a new transfer.

15. Documents - Section 6/8

This documents page generates the Section 6/8 transfer PDF for eligible transfers. It is used for compliance and operational documentation.

Section 6/8 Documents
 Generate Section 6/8 transfer documents for your outgoing transfers

Date	From	To	Reason	Status	Animals	
<input type="text" value="Search Date"/>	<input type="text" value="Search From"/>	<input type="text" value="Search To"/>	<input type="text" value="Search Reason"/>	<input type="text" value="Search Status"/>	<input type="text" value="Search Animals"/>	
2026-03-20 13:42	Riverbend Farm	Sunrise Feedlot	Sale	Pending	8	<input type="button" value="Section 6/8 PDF"/>

Figure: 15. Documents - Section 6/8 screen

- Use column filters to locate the exact transfer.
- Confirm status and animal counts before document generation.
- Click Section 6/8 PDF to download the document.
- Store generated files according to farm/admin filing procedures.

16. Documents - Health Declaration

This page generates the Health Declaration PDF linked to outgoing transfer records.

Health Declaration
Generate Health Declaration documents for your outgoing transfers

Date	From	To	Reason	Status	Animals	
<input type="text" value="Search Date"/>	<input type="text" value="Search From"/>	<input type="text" value="Search To"/>	<input type="text" value="Search Reason"/>	<input type="text" value="Search Status"/>	<input type="text" value="Search Animals"/>	
2026-03-20 13:42	Riverbend Farm	Sunrise Feedlot	Sale	Pending	8	Health Declaration PDF

Figure: 16. Documents - Health Declaration screen

- Filter records by date, entity, status, or reason.
- Verify the transfer details match the required declaration context.
- Click Health Declaration PDF to generate/download the document.
- Retain the document for audit and transfer support records.

17. Documents - Health Attestation

This page generates Health Attestation documentation for transfer scenarios requiring attestation records.

Health Attestation
Generate Health Declaration documents for your outgoing transfers

Date	From	To	Reason	Status	Animals	
<input type="text" value="Search Date"/>	<input type="text" value="Search From"/>	<input type="text" value="Search To"/>	<input type="text" value="Search Reason"/>	<input type="text" value="Search Status"/>	<input type="text" value="Search Animals"/>	
2026-03-20 13:42	Riverbend Farm	Sunrise Feedlot	Sale	Pending	8	Health Attestation PDF

Figure: 17. Documents - Health Attestation screen

- Filter to the relevant transfer using the search row.
- Confirm status and item count before document generation.
- Click Health Attestation PDF to download the final document.
- Share the output with relevant parties where required by process.

18. Vaccinations - Event List

The Vaccination Events screen tracks planned and completed vaccination operations, including run sheet document actions.

Vaccination Events
Create and complete vaccination events, then download run sheets

Create vaccination event Vaccination records

Event VE-2026-03-001 created successfully.

Status filter
All / Planned / Completed

Event ID	Created	Status	Animals	Completed	Actions
VE-2026-03-001	2026-03-10	Planned	24	-	Run sheet PDF Signed run sheet (disabled) Complete
VE-2026-02-004	2026-02-11	Completed	18	2026-02-16	Run sheet PDF Signed run sheet View

Figure: 18. Vaccinations - Event List screen

- Use status filtering to focus on planned or completed events.
- Create new events from this screen when campaign planning is needed.
- Open Run sheet PDF and Signed run sheet actions where available.
- Use Complete on planned events once field work is done.

19. Vaccinations - Create Event

Create Event is used to define a vaccination campaign by selecting an entity and target animals.

Create vaccination event
Select an entity and choose animals for the event

Entity
Riverbend Farm

Select one or more animals to create an event.

Select	Animal Number	Tag Number	Breed	Compartment
[x]	A-10045	ZA123456001	Bonsmara	Camp 3
[x]	A-10046	ZA123456002	Nguni	Camp 2

Create event Cancel

Figure: 19. Vaccinations - Create Event screen

- Select the entity for which the event is being created.

- Select relevant animals from the table; use filters to narrow quickly.
- Review selected records before submission.
- Click Create event to register the campaign.

20. Vaccinations - Complete Event

Complete Event captures post-vaccination execution details including product, batch, dosage, vaccinator, and signed run sheet upload.

Complete vaccination event #VE-2026-03-001
Capture event details, products, vaccinator and signed run sheet

Select	Animal Number	Tag Number
[x]	A-10045	ZA123456001
[x]	A-10046	ZA123456002

Vaccination Date: Product:

Batch Number: Dosage:

Expiry Date: Vaccinator:

Registration Number:

Signed run sheet:

Add Livestock (modal)

Select	Animal Number	Tag Number	Compartment
[x]	A-10050	ZA123456050	Camp 4

Add Product / Vaccinator (modal)

New product:

New vaccinator:

Figure: 20. Vaccinations - Complete Event screen

- Verify vaccinated animals are correctly selected.
- Capture vaccination date, product, batch, dosage, expiry, and vaccinator details.
- Add additional livestock where required using the add-livestock flow.
- Upload the signed run sheet document when available.
- Click Complete vaccination to finalize the event.

21. Vaccinations – Records

Vaccination Records is the searchable history view for all captured vaccination entries.

Vaccination Records

Manage all vaccination records

[Create vaccination event](#) [Upload vaccination \(direct\)](#) [Export CSV \(coming soon\)](#) [Generate PDF \(coming soon\)](#)

From date **To date**

Vaccination **Vaccinator**

Event (batch) **Search**

Date	Animal Number	Tag Number	Vaccination Name	Batch	Expiry	Vaccinator	Registration #	Actions
2026-03-22	A-10045	ZA123456001	Lumpy Skin	LS-2026-22	2027-03-22	Dr. Ndlovu	VET-44781	View Edit Delete

Figure: 21. Vaccinations - Records screen

- Use date and metadata filters to locate records quickly.
- Use row actions to view, edit, or delete entries as allowed by process.
- Use event and vaccinator filters when reconciling campaign data.
- Use top action buttons to create events or capture direct uploads.

22. Vaccinations - Direct Upload Wizard

The upload wizard supports direct vaccination capture using a guided three-step process.

Upload Vaccination

Direct capture wizard for vaccinations

Step 1 - Select Animals

Select	Animal Number	Tag Number	Breed
[x]	A-10051	ZA123456051	Brahman

Step 2 - Vaccination Details

Date: 2026-03-21

Product: Brucellosis B19

Batch: B19-7754

Expiry: 2027-01-31

Backdating is allowed for up to 14 days.

Step 3 - Review & submit

Animals selected	1
Product	Brucellosis B19
Date	2026-03-21
Batch	B19-7754

Signed Document: vaccination-proof-B19-7754.pdf

Figure: 22. Vaccinations - Direct Upload Wizard screen

- Step 1: Select the relevant animals.
- Step 2: Capture vaccination details such as product, batch, expiry, dosage, and date.
- Step 3: Review entries carefully before final submit.
- Attach signed supporting documentation where required.
- Submit once all details are confirmed accurate.

23. Documents - Vaccination Documents

This document view provides run sheet downloads for vaccination events.

Vaccinations

Download run sheet and signed run sheet documents

Event ID	Created	Status	Animals	Completed	Actions
VE-2026-02-004	2026-02-11	Completed	18	2026-02-16	<input type="button" value="Run sheet PDF"/> <input type="button" value="Signed run sheet"/>
VE-2026-03-001	2026-03-10	Planned	24	-	<input type="button" value="Run sheet PDF"/> <input type="button" value="Signed run sheet"/>

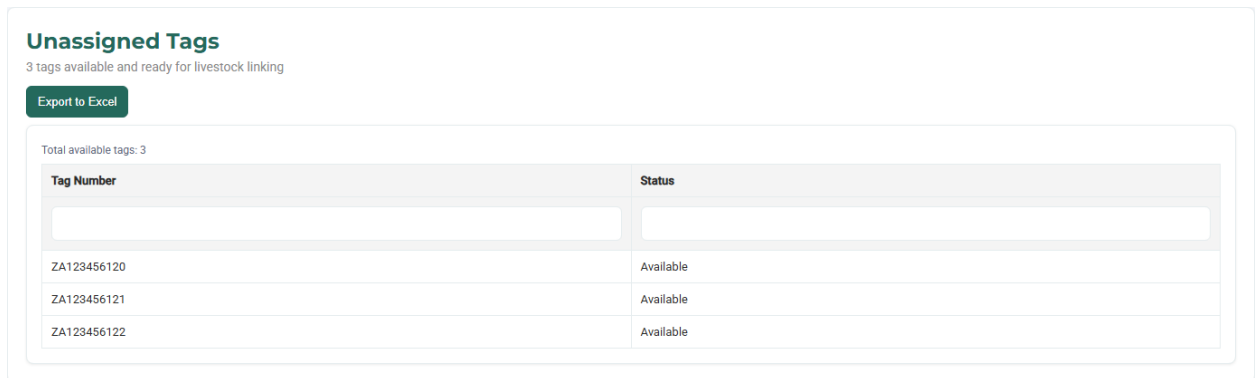
Figure: 23. Documents - Vaccination Documents screen

- Locate the event row by event ID and date.

- Use Run sheet PDF for the generated event run sheet.
- Use Signed run sheet where a signed file has been uploaded.
- If Signed run sheet is unavailable, complete event documentation first.

24. Tags - Unassigned Tags

Unassigned Tags lists tag stock that is available for livestock linking.



Unassigned Tags
3 tags available and ready for livestock linking

[Export to Excel](#)

Total available tags: 3

Tag Number	Status
ZA123456120	Available
ZA123456121	Available
ZA123456122	Available

Figure: 24. Tags - Unassigned Tags screen

- Use search fields to find specific tag ranges or statuses.
- Verify tag availability before adding new livestock.
- Use Export to Excel for reconciliation and planning tasks.
- Use this page as the source-of-truth for assignable tag inventory.

25. Tags - Ordering Workflow

The ordering flow covers supplier selection, cart management, checkout, and order-history tracking.

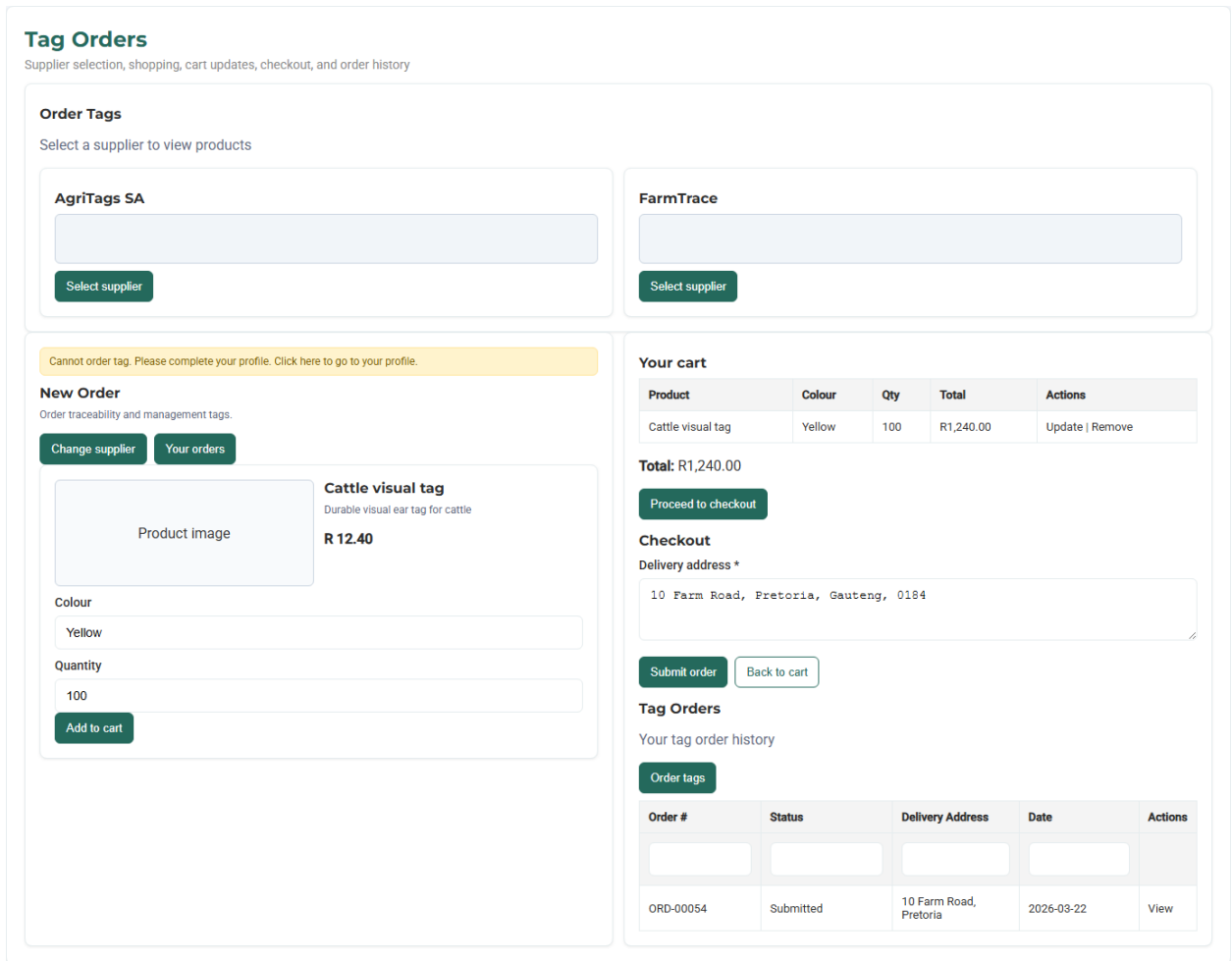


Figure: 25. Tags - Ordering Workflow screen

- Select a supplier before browsing products.
- Choose product colour and quantity, then add items to cart.
- Update or remove cart lines as needed before checkout.
- Capture a complete delivery address during checkout.
- Submit the order and monitor progress in Tag Orders history.
- If ordering is blocked, complete profile details first.

26. Contact Us

The Contact Us page is used to raise support queries and locate official contact channels.

Contact Us

Send an inquiry

Your inquiry was sent successfully.

Message

Good day, I need help resolving a transfer rejection for transfer TR-2026-00019.

Send

Contact details

Phone: +27 12 555 0101
Fax: +27 12 555 0102
Email: support@aims.example.za
Website: www.aims.example.za
Facebook | LinkedIn | Instagram

Address

10 Farm Road, Pretoria, Gauteng

Map preview (Leaflet)

Figure: 26. Contact Us screen

- Enter a clear, complete support message that includes reference numbers where applicable.
- Click Send to submit the inquiry.
- Use listed contact details (phone/email/website/social) for alternate communication paths.
- Use the address/map block for location and correspondence context.