Goshala & Dairy Manager

User Manual

for Diary Manager

A complete guide to every screen of the app

English

App version 1.0.6 · Android 7.0 or newer

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Silver
15 · milk · health

Gold
100 · + feed · 1 staff

Diamond
250 · everything · 3 staff

About this manual

Goshala & Dairy Manager keeps all the records of your goshala or dairy farm on your phone: animals, milk, health, feed, breeding, income and expenses. Records are saved on the phone first, so you can work without internet, and they can be copied to your goshala cloud account when you are online.

Button names are written in **bold English**, for example **Add animal**. If your app is set to Telugu or Hindi, the same buttons appear in your language in the same place.

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Plans at a glance

Every plan can view and export its records as PDF or Excel.

	Silver	Gold	Diamond
Animals (maximum)	**15**	**100**	**250**
Milk entries, fat & SNF	✓	✓	✓
Health records & follow-ups	✓	✓	✓
Reports, PDF / Excel export	✓	✓	✓
Feed records	–	✓	✓
Team members (staff)	–	**1**	**3**
Breeding & calving	–	–	✓
Income & expenses	–	–	✓
Animal photos	–	–	✓
Goshala logo & cloud backup	–	–	✓

1 Getting started

All plans

When you open the app for the first time, you can create a cloud account or start working offline on this phone.

STEPS

1. Tap **New here? Create an account**. Choose your mobile number or your email.
2. **Mobile number:** enter your 10-digit number (+91 is used for Indian numbers), tap **Send SMS code**, type the 6-digit code and tap **Verify code**.
3. **Email:** enter your email and a password of at least 8 characters. Open the confirmation email and tap the link, then come back and tap **Sign in**.
4. **Owner:** type your goshala or farm name to create a new goshala. **Staff:** leave the name blank. You join the owner's goshala after the owner adds you.
5. Choose your language from the language menu at the top of the dashboard: English, తెలుగు or हिन्दी.

> GOOD TO KNOW
>
> - Already registered? Tap **Already have an account? Sign in**.
> - No internet? Tap **Continue offline on this phone**. Records then stay only on this phone until you sign in.
> - Confirmation email not received? Tap **Email not confirmed? Resend link** and check the Spam folder.

2 The dashboard

All plans

The home screen shows **Today at a glance**, a summary of today's work. Open the menu (☰) at the top to go to any section.

WHAT TO FILL IN

Total milk produced today	Litres from morning and evening entries together.
Income today / Expenses today	Money recorded today.
Feed today	Kilograms of feed recorded today.
Due today · Health follow-ups	Animals whose next health date has arrived.
Upcoming calvings	Pregnant animals and their expected calving dates.
Recent milk entries	The latest milk records. Tap one to edit or delete it.

3 Animals

All plans

Add every cow, buffalo, bull and calf once. Milk, health, feed and breeding records are then linked to the animal.

STEPS

1. Open **Animals** and tap **Add animal**.
2. Choose the **Animal type**: Cow, Buffalo, Bull or Calf.
3. Fill in the details below and tap **Save cow**.
4. To change details later, tap the animal, then **Edit cow details** and **Save changes**.

WHAT TO FILL IN

Ear tag / ID	Required. Each animal needs a different number.
Animal name	Required. The name you call the animal.
Breed (optional)	For example Gir, Sahiwal, Ongole, Murrah, HF.
Status	For example Healthy, Milking, Pregnant, Under treatment or Sold.
Date of birth	Helps you know the animal's age.
Mother (optional)	Choose the mother from your animals. Use this for calves.
Animal photo (optional)	Diamond plan only. Tap **Choose photo**.

GOOD TO KNOW

- Animal limits: Silver 15, Gold 100, Diamond 250. When the limit is reached, remove an animal or change your plan.
- If you see “That tag number is already used”, enter a different ear tag / ID.

4 Milk entries

All plans

Record milk twice a day. You can record each animal separately, or one total for the whole farm.

STEPS

1. Tap **Add milk** on the dashboard.
2. Choose **Individual animals** (one entry per animal) or **Whole farm** (one total for all animals).
3. Choose the **Milking session**: Morning or Evening.
4. Enter the **Milk quantity** in litres, for example 4.5.
5. For Whole farm, also enter the **Number of animals milked**.
6. Optionally enter **Fat** and **SNF** percentages from the milk test, then tap **Save milk entry**.

GOOD TO KNOW

- Individual entries need at least one milking cow or buffalo in Animals.
- Fat and SNF must be more than 0 and not more than 100. Leave them blank if you do not test milk.
- To correct a mistake, tap the entry and choose **Edit entry** or **Delete entry**.

5 Health records

All plans

Keep a record of vaccinations, treatments, check-ups and medicines for each animal.

STEPS

1. Tap **Add health record**.
2. Choose the animal and the type of record, for example Vaccination, Treatment or Check-up.
3. Enter the date, and write the details, medicine or veterinarian's name in the notes.
4. Set the **Next due date** if a follow-up or next dose is needed, then tap **Save record**.

GOOD TO KNOW

- On the next due date, the animal appears under **Due today** and **Health follow-ups** on the dashboard. Use this for the next vaccine, deworming or a vet visit.
- Tap a record to edit it, or delete it if it was entered by mistake.

6 Feed records

Gold & Diamond

Record how much feed is given every day, for the whole farm or for one animal.

STEPS

1. Tap **Record feed** on the dashboard.
2. Under **For whom?** choose the whole farm / goshala or a single animal.
3. Choose the **Feed type**: Green fodder, Dry fodder, Concentrate or Mineral mix.
4. Enter the **Quantity** in kg, add a note if needed, and tap **Save feed record**.

> GOOD TO KNOW
>
> - Money spent on buying feed is recorded in Income & expenses as **Feed purchase**.

7 Breeding and calving

Diamond

Track heat, insemination, pregnancy and calving for every cow and buffalo so you never miss a heat or a delivery.

STEPS

1. Tap **Add breeding record** and choose the animal.
2. Choose the **Event type**: Heat observed, Artificial insemination, Natural mating, Pregnancy check or Calving.
3. Enter the **Event date** and, for insemination or mating, the **Bull / semen details**.
4. After a positive pregnancy check, enter the **Expected calving** date. Tap **Save record**.

> GOOD TO KNOW
>
> - Animals with an expected calving date appear under **Upcoming calvings** on the dashboard.
> - After calving, add the calf in Animals and select its **Mother**.
> - Record heat on the same day you see it; this helps plan the right time for insemination.

8 Income and expenses

Diamond

Record every rupee that comes in or goes out, and see your profit for any period.

STEPS

1. Tap **Add income or expense**.
2. Choose **Income** or **Expense**, then the category.
3. Enter the **Amount** in rupees (more than 0), the date and a note, then save.

WHAT TO FILL IN

Income categories	Milk sale, Ghee sale, Donation, Other income.
Expense categories	Feed purchase, Medicine, Wages, Other expense.

GOOD TO KNOW

- Goshalas can record every donation here and show it in reports to donors and grant officers.
- Reports show the **Net amount**: income minus expenses.

9 Reports and export

All plans

See totals for any period and share them as PDF or Excel files.

STEPS

1. Open **Reports**.
2. Choose the **Report range**, for example Today, This month, This year, Last 2 years or Last 3 years.
3. Review the **Monthly summary**, the **Milk breakdown** (whole farm and per animal) and the **Net amount**.
4. Tap **Export PDF** or **Export Excel**, then share the file on WhatsApp or email, or save it.

GOOD TO KNOW

- A report contains only the records included in your plan.
- If the subscription is inactive, you can still view and export your existing records.

10 Team members

Gold & Diamond

Let staff enter records from their own phones. Gold allows 1 team member and Diamond allows 3. Pending invitations count toward the limit.

STEPS

1. **Owner:** open Settings → **Manage team** → **Add member**, and enter the staff member's mobile number or email.
2. Send the app file (APK) to the staff member yourself. The app does not send it by SMS.
3. **Staff:** install the app and sign up with exactly the same number or email, then verify the code.
4. The staff member now appears under **Team members**.

WHAT TO FILL IN

Owner	Can do everything, add staff, change roles and remove access.
Staff	Enters the daily records for the owner's goshala.

GOOD TO KNOW

- To change a person's role or stop their access, tap their name and choose **Change role** or **Remove access**.
- If staff see “Your account is not connected to a goshala yet”, the owner should add their number or email, then staff tap **Try again**.

11 Settings, backup and sync

All plans

Set up your goshala details and keep your records safe.

WHAT TO FILL IN

Goshala settings	Goshala name, owner name and phone number. Tap **Save settings**.
Goshala logo	Diamond only. **Choose logo** to show your goshala's logo; **Remove logo** to take it off.
App language	English, తెలుగు or हिन्दी.
Subscription plan	Shows your current plan and **What each plan includes**.
Sign-in methods	Link your phone number to an email account: **Add phone to this account** → **Send SMS code** → **Verify and link number**.
Cloud sync	**Sync now** copies your records to your goshala cloud account. **Last cloud sync** shows when it last ran.
Cloud backup	Saves a copy in the cloud. **Merge from cloud** adds records from a backup; existing records are kept.
Data export	Creates a copy of all your records to save or share from this phone.
Sign out	Records stay on this phone. Sign in again with OTP or email to see cloud records.

GOOD TO KNOW

- Once a week, export a copy of your records and keep it safe, for example on WhatsApp or email.

12 Help and troubleshooting

All plans

Open **Help and support** and tap **Ask the Goshala helper**. Choose a common question or type a few words, then tap **Get answer**. Ready answers: How do I add milk? · How do I add staff? · How do I change language? · How do I export a report? · How does cloud backup work? · I have a sign-in or OTP problem.

WHAT TO FILL IN

OTP did not arrive	Wait one minute and tap **Resend SMS code**, or use email instead.
“Not included in your current plan”	This feature needs a higher plan. The message shows which plans include it.
“Your plan allows up to … animals”	Remove an animal you no longer have, or upgrade your plan.
“Cloud sync failed”	Check the internet connection and tap **Sync now** again.
“Subscription inactive”	You can still view and export records. Contact us to renew.

For help, contact Name _____ Phone / WhatsApp _____