

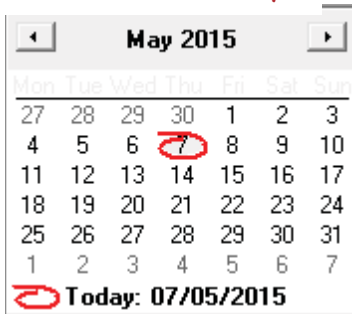


General information

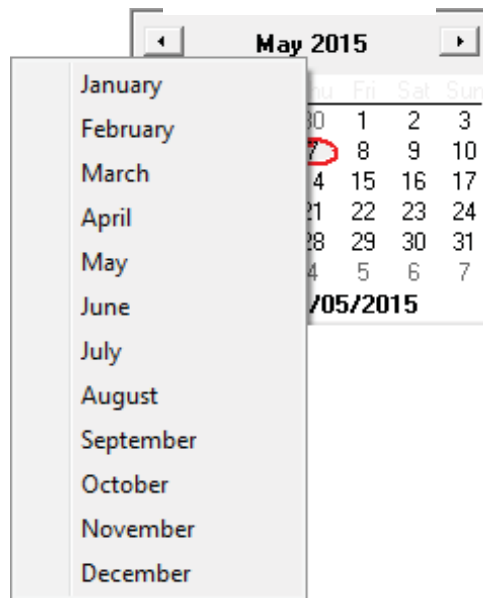
Calendars and dates

Dates can be selected from the pop-up calendars. Click on the month to reveal a list of months and click on the year to reveal arrows to select the year. You can also use the side arrows to go back and forward by a month at a time.

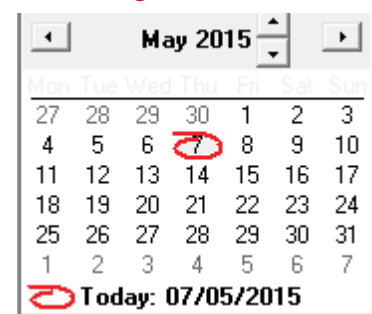
Select today's date or select a different day.



Click on the month to select off a list.



Click on the year then use the arrows to go forward or back.

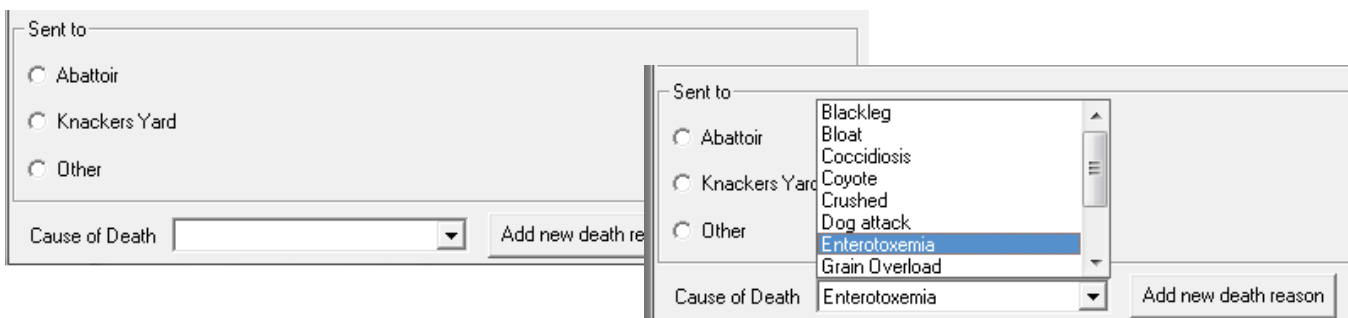


Many of the functions in FarmWorks are date driven. For example, if you want to record the weight of an animal, you must enter the date the weight was taken. The grid will then display all the animals that were available to be weighed on that date. Animals that died or were sold after that date would still appear in the grid.



Drop-down lists

- » A 'drop-down' list is available wherever you see a field with a down arrow on the right-hand side.
- » Type the first letter of the word you want to jump through the list faster.
- » Click on an item to select it.



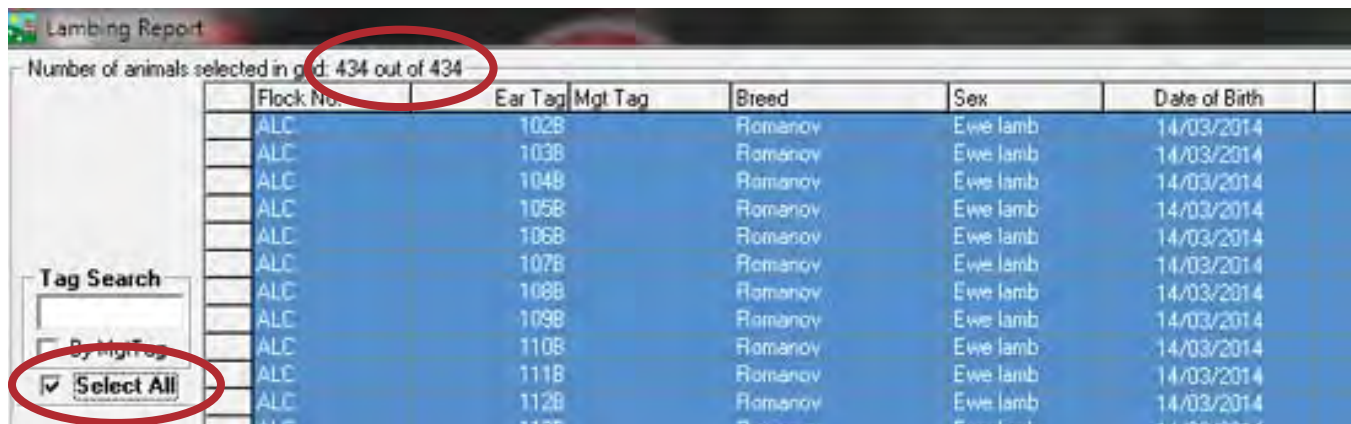
General information



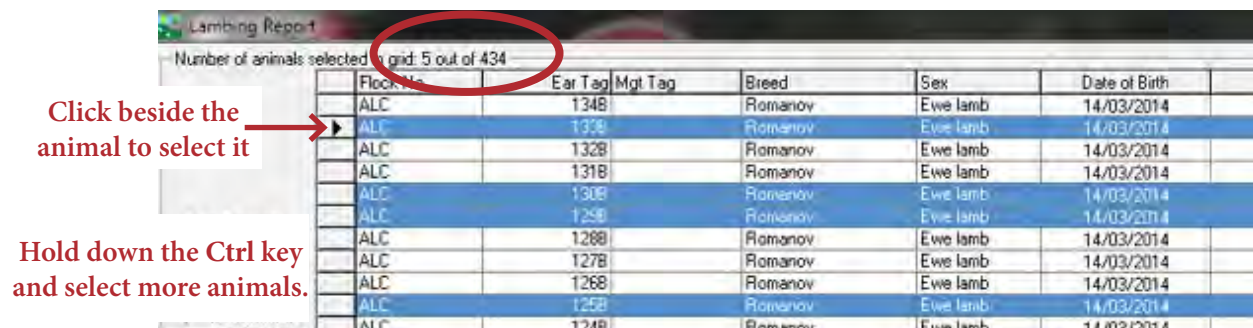
Understanding the grid

Selecting animals in the grid

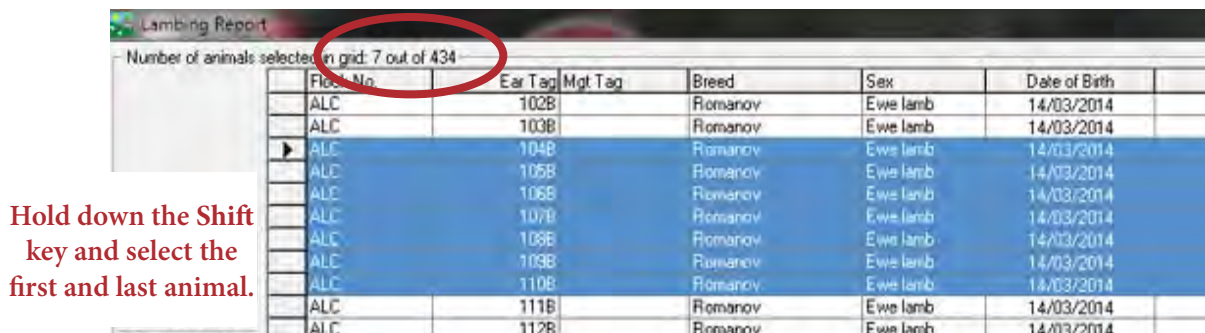
- » Select a single animal - click to the left of the animal record you want to select. A selected animal record turns blue when it is highlighted.
- » The number of records selected is shown at the top of the grid.
- » Select all the animals - click the **Select All** box.



- » Select multiple animals - click to the left of the first animal record you want to select; hold down the **Ctrl** key on the keyboard and continue selecting. All selected animal records will be highlighted in blue.



- » Select a block of animals - click to the left of the first animal record you want to select; hold down the **Shift** key on the keyboard and select the last animal record in the block you want to select. All selected animal records will be highlighted in blue.
- » De-select an animal that is highlighted - hold down the **Ctrl** key on the keyboard and click to the left of the record you want to de-select.

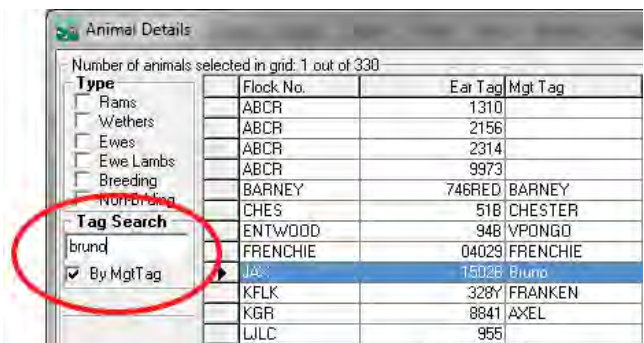
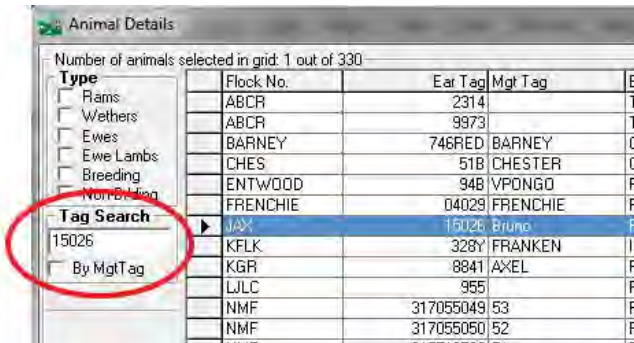




General information

Searching for an animal in the grid

- » Search by Tag Number.
- » Click in the **Tag Search** box.
- » Type in the tag number. Press the **Enter** key on the keyboard. The animal will be highlighted in blue.
- » For multiple selections, type in each tag number and press **Enter** on the keyboard for each animal. The animals will all be highlighted in the grid.

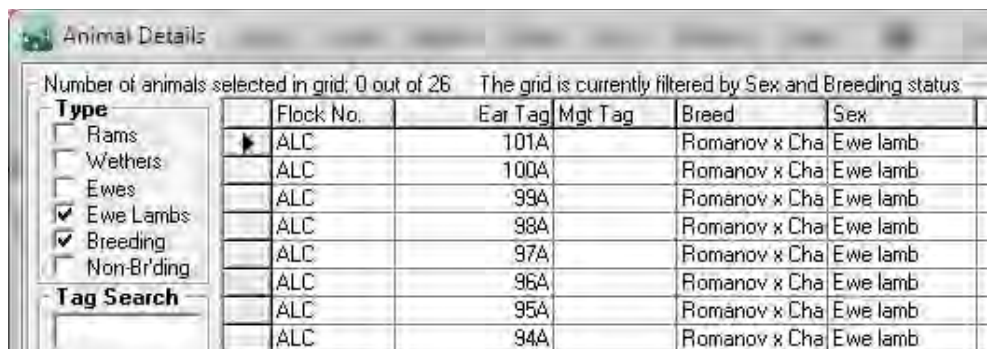


- » Search by Management Tag.
- » Click in the **Tag Search** box.
- » Type in the Mgt Tag number.
- » Tick the **Mgt Tag** box. Press the **Enter** key on the keyboard. Multiples can be selected by continuing to type a number and pressing the **Enter** key.

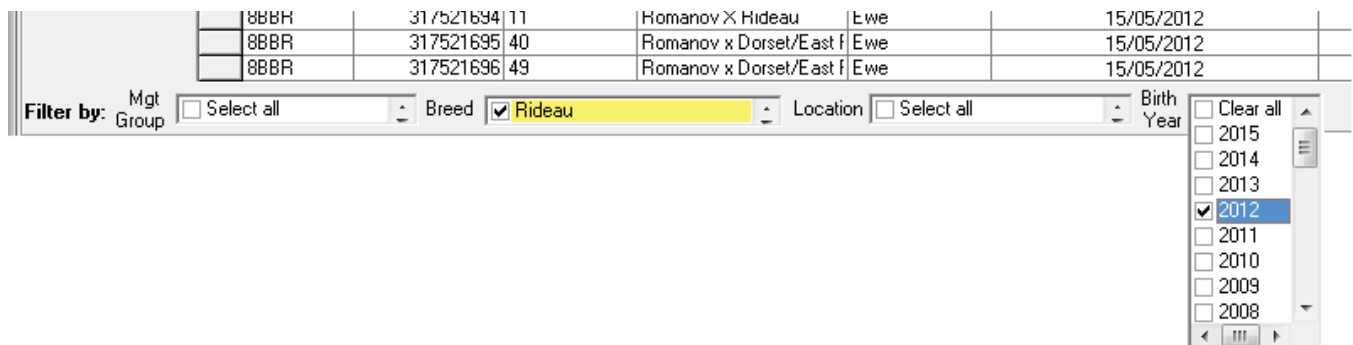
Filter and sort

The animals displayed in the grid can be narrowed down by using the filters.

- » Tick a box to select a 'Type' in the top left, above the tag search box.



- » Filter by Management Group, Breed, Location, or Birth Year using the drop-down filters under the grid. Pull down the menu and select one or more criteria - only those animals will be displayed in the grid.



General information



Current vs Old/Dead stock

- » Animals that are on your farm right now are referred to as **Current Animals**.
- » Animals not on farm anymore (recorded as sold, slaughtered or died) are referred to as **Old/Dead Stock**.
- » Animals that were never on farm, only in pedigrees, are referred to as **Reference Animals**.
- » Change the grid from **Current Animals** to **Old/Dead Stock** using the options underneath the grid filters.

ALC	100B	Romanov	Ewe lamb	14/03/2014
ALC	100A	Romanov x Char	Ewe lamb	02/03/2015
ALC	99B	Romanov	Ewe lamb	14/03/2014
ALC	99A	Romanov x Char	Ewe lamb	02/03/2015

Filter by: Mgt Group Select all Breed Select all Location Select all Birth Year Select all

View Current Stock in Above Grid
 View Old / Dead Stock in Above Grid
 View Reference Animals (not on farm) in Above Grid

Main Details Treatment Comments Picture Weights Lambing history Not Available Performance

- » Try changing the grid if you see a message that the tag you are searching for is not in the grid as currently set.



Sorting the columns in the grid

Change the order in any column by clicking on the name of the column at the top. Clicking a second time will reverse the order. For example click on Date of Birth to change the order from youngest to oldest.

Click the top of any column to change the order

Type	Flock No.	Ear Tag	Mgt Tag	Breed	Sex	Date of Birth
<input type="checkbox"/> Rams	ALC	100B		Romanov	Ewe lamb	14/03/2014
<input type="checkbox"/> Wethers	ALC	115B		Romanov	Ewe lamb	14/03/2014
<input type="checkbox"/> Ewes	ALC	106B		Romanov	Ewe lamb	14/03/2014
<input checked="" type="checkbox"/> Ewe Lambs	ALC	105B		Romanov	Ewe lamb	14/03/2014
<input type="checkbox"/> Breeding	ALC	104B		Romanov	Ewe lamb	14/03/2014
<input type="checkbox"/> Non-Breeding	ALC	103B		Romanov	Ewe lamb	14/03/2014

OK / Save and Cancel / Exit

- » Click **OK/Save** to save any changes you have made to your data in a procedure screen.
- » Click **Cancel/Exit** to exit any screen without saving.
- » In a report screen - click **View Report** to see the report: click **OK/Save** to exit the screen without viewing the report.

Report sort options

Primary sort option: Tag Number

Sort: ascending descending

Secondary sort option: None

Sort: ascending descending

View Report

OK/Save Cancel/Exit