Cleaning up your data



Many farms end the year with more animals in their records than are actually still on the farm. The first step in cleaning out these "phantom" sheep is to find them in your data. Once they are identified they can be put in a management group and then moved out of your inventory.

Finding the phantoms

If an animal is not recorded as sold, shipped or died then FarmWorks assumes it is still on-farm. It would be unusual for a mature ewe to not be recorded for something (lambed, weighed, moved, etc) so any ear tags that have not been scanned by the Psion for a whole year are most likely in sheep that are either dead or sold.

To see a report on RFID tags that have <u>not</u> been scanned by the Psion stock recorder go to *Reports > EID*

- 1. Select a date range, usually a six or 12-month spread like January 1 to end of December of one year.
- 2. Select *Show animals not seen*. This report shows every animal tag that has not been scanned <u>OR</u> typed into the Psion.
- 3. View report.

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4. Use the button at the top of the report page to add the animals in the report to a management group.

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5. Name the new management group something obvious so you can easily identify the group later - "2011 Ewes Not Seen" for example.

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Click <i>Add Now</i> to add the sheep to the new group.

When you have identified and grouped the sheep that have been inactive for some time, then investigate to find where they might be hiding. Some of the following reports can help you:

Go to Reports > Locations / Movements

- This will show where those missing sheep were last seen.

Go to *Reports > EID*

- Choose "Show EID retention details". This will show what for, and when, the sheep were scanned by the Psion.

Go to *Reports > Comments*

- See if any were marked as culls.

For each report:

- 1. Use the filters to find the management group you want.
- 2. Select the first day of the date range you want, such as January 1.
- 3. Run the report.



Clearing out left-over lambs

At year end it's not uncommon to have a number of lambs still 'on paper' that aren't on farm. Some may have been shipped without being scanned by the Psion or recorded as sold, while some will be unrecorded deaths from predators or disease.

Collecting all the left-over lambs into a management group is a different process than for older animals.

- 1. Ewe lambs selected to be kept as replacements should be made into their own management group so they can be kept separate.
- 2. Replacement ewe lambs need their status changed to Breeding Stock.

Go to Animal Records > Set Breeding Status

3. Use the filters to find your replacement ewe lamb group and change their status to Breeding Stock.





- 4. All other lambs left on the farm will have Non-breeding status so they can be filtered by Breeding Status and put in a group for disposal.
- 5. Go to *Reports > Sheep >Flock Report.* Select *Type* as Non-breeding, and use the *Birth Year* filter to find the right lamb crop.
- 6. Select On Farm, at Grasskeep and Missing as the Animal Status.
- View the report. Use the button at the top of the report page to add the animals in the report to a management group. Name the group something obvious - "2011 Leftovers" for example.

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Disposing of phantom sheep

If you discover where individual sheep have gone, record their sale or death in FarmWorks properly. For the sheep whose fate remains a mystery you have several choices to clean up your data. All of these options have pros and cons that will leave your records less than perfect but it's generally more important that your inventory is as accurate as possible. If having perfect records is critical (or possible!) for you then avoid the problem next year by resolving to scan every sheep that leaves the farm, dead or alive.

Option 1 - Recommended

If you have quite a few missing animals and you suspect they were shipped without being scanned...

Go to Farm Records > Holdings

- Make a new farm holding called 2011 Data Clean-up with the year number.

- Go to *Animal Records > Private Sale* and sell the whole management group of phantom sheep to the farm called *2011 Data Clean-up*. Make the sale date the last day of the year (ex. December 31, 2011) so the new year starts with the right inventory.

Pro: If a missing sheep shows up (and sometimes they do!) you can either reverse the sale or "buy" the animal back and all her records will be restored.

Con: If it's very important to you that your sale details are accurate, if you are tracking prices or sale weights for example, then this fictional sale can skew your accounting. You could counter this by putting in a sale price and weight that is an estimate or average for the year.

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Option 2

If you have just a few missing animals and you suspect they were killed by predators... - Go to **Animal Records > Death Reasons** and create a new cause of death called *Probably Coyote*.

- Go to *Animal Records > Death*. Record each phantom sheep as having died from *Probably Coyote*. Make the death date the last day of the year (ex. December 31, 2011) so the new year starts with the right inventory.



Option 3

If it's possible that some sheep are still on pasture or at the neighbors, and there's a chance they will turn up in the future, there is an option to record those sheep as *Miss-ing*. This is a sort of limbo, if they come back they rejoin the flock. Of course if they aren't seen for another year you will eventually have to dispose of them.

- Go to *Animal Records > Missing / Stolen*. Select the last day of the year. Filter by management group, *Select All* and click *OK*.

Pro: *Missing animals can come back easily without affecting their records.* Con: *Missing sheep are still counted in your inventory so stock totals will not be accurate.*

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Slaughter								

Option 4 - Not recommended

If you have just a few missing animals that you suspect are duplicates because they lost their original ear tags and were "re-created" when you re-tagged...

- Go to **Animal Records > Delete Record** and select Complete Deletion. Put the Reason for Deletion as "duplicate animal".

Pro: The animals are out of your inventory forever.

Con: Deleting animals means they were never born, so all your records will be reduced by that number - lambing percentage, group averages, shipping records, etc. If the deleted sheep were a dam or sire then their lambs' pedigree will be affected.

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Add Current Animals Animal Details Comments Death Delete Record Feed Animals Found / Recovered Grass Keep I dentification Lambing Market Missing / Stolen On-Farm Locations Pedigree Private Sale Purchase Animals Record Tag Replacements Scrapie status	Partia dee you to corr a animal may eligible to t changed you to ren deletion, t Fenter Del Tag Number Reason for I	p or -AI tecords for the animal AFTER the date selected will to instake you may have made in the animal's history by re become invalid and this will not be checked. Any offsping y the any movement records sent to BCMS may be invalid and is sent to BCMS and you may therefore need to remove there en though the date received might be after the date you se eletion - The minal will be deleted from your database and we an animal by you never intended to add or whose records as me chemical you may intended to add or whose records are chemical you and the minal will be deleted to add or whose records are chemical you and movements caveats apply. BENT 95W Dam: Unknown Sire: Unknown Beltion Duplicate animal	be deleted EXCEPT for those on the animal's initial building the history from the date you choose. Note will lose their reference to this animal if they were boo not on the list of movements waiting to be sent. Cattle lect. will no longer be accessible although its records will add are incorrect but cannot otherwise be changed wn	date of bith or purchase. This allow that any claims which included the n on or after the date you specity. Insty our create for the animal may be apasport information will not be remain in the database. This allows (e.g. wrong sex). As with partial