

Deleting or Correcting Records

Go to **Animal Records > Delete Record**

If you accidentally update an animal's record with incorrect information (for example sending an animal to market on the wrong date) there are several ways of correcting it. A previous backup can be restored but this will overwrite all other data you have entered since that backup was taken. Some data can be changed in **Animal Records > Animal Details**. Sometimes the best solution is to partially delete the record through the **Delete Record** screen.

1. Changing information in Animal Details

Certain information can be changed in the Animal Details screen. Records that can be changed here are: - Date of Birth, Breed, Comments, Weight, Sale / Slaughter Details and Management Tag. After changing an entry click on OK / Save.

2. Deleting information in the Delete Record Screen

The Delete Record screen under Animal Details has a list of your animals. In the lower half of the screen you will see two option buttons.

- Partial Deletion

To remove incorrect details from an animal's record select the animal you are interested in and click on the Partial deletion option button. Enter the date after which you want all movements and other events to be deleted (the last correct date)

- Complete Deletion

As it suggests, Complete deletion removes the entire animal record and there will be no trace of it left in the program.

Number of animals selected in grid: 1 out of 727

Type	Flock No.	Ear Tag	Mgt Tag	Breed	Sex	Date of Birth	Age
<input type="checkbox"/> Rams	AB	000301	562051	Whitefaced Range	Ewe	01/01/2001	2948d
<input type="checkbox"/> Wethers	AB			Range	Ewe	01/01/2001	2948d
<input type="checkbox"/> Ewes	AB			Range	Ewe	01/01/2001	2948d
<input type="checkbox"/> Ewe Lambs	AB			Range	Ewe	01/01/2001	2948d
<input type="checkbox"/> Breeding	AB			Range	Ewe	01/01/2001	2948d
<input type="checkbox"/> Non-Breeding	AB			Range	Ewe	01/01/2001	2948d
	AB	000306	562055	Whitefaced Range	Ewe	01/01/2001	2948d
	AB	000307	562056	Whitefaced Range	Ewe	01/01/2001	2948d
	AB	000308	562057	Whitefaced Range	Ewe	01/01/2001	2948d
	AB	000309	327082	Whitefaced Range	Ewe	01/01/2001	2948d
	AB	000310	562058	Whitefaced Range	Ewe	01/01/2001	2948d
	AB	000311	562059	Whitefaced Range	Ewe	01/01/2001	2948d

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

Partial deletion - All records for the animal AFTER the date selected will be deleted EXCEPT for those on the animal's initial date of birth or purchase. This allows you to correct mistakes you may have made in the animal's history by rebuilding the history from the date you choose. Note that any claims which included the animal may become invalid and this will not be checked. Any offspring will lose their reference to this animal if they were born on or after the date you specify. Also, for cattle, any movements records sent to BCMS may be invalid and you may have to contact them. Any new movements you create for the animal may be eligible to be sent to BCMS and you may therefore need to remove them from the list of movements waiting to be sent. Cattle passport information will not be changed even though the date received might be after the date you select.

Complete deletion - The animal will be deleted from your database and will no longer be accessible although its records will remain in the database. This allows you to remove an animal that you never intended to add or whose records are incorrect but cannot otherwise be changed (e.g. wrong sex). As with partial deletion, the same claims and movements caveats apply.

Enter Deletion Details
Tag Number **AB 000307**
Date to delete after **25/12/2008**

