

# Cleaning up your data



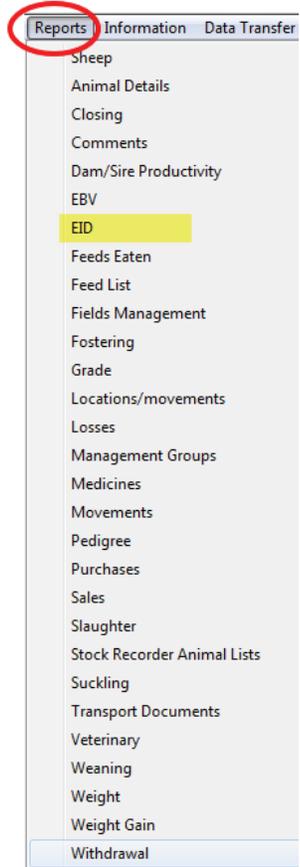
Many farms end the year with more animals in their records than are actually still on the farm. The first step in cleaning out these “phantom” sheep is to find them in your data. Once they are identified they can be put in a management group and then moved out of your inventory.

## 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 (lambbed, 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 *not* 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 OR typed into the Psion.
3. View report.



**Select "Show animals not seen"**

**Pick a date range like January 1 to end of December of one year.**

Animal ID	Tag Number	Breed	Sex	Birth Date	Age
NMF	57T	Border Leicester	Ewe	12/02/2007	4y 10m
NMF	93S	Border Leicester	Ewe	12/02/2006	5y 10m
NMF	112L G112L	Canadian Arcott	Ewe		
NMF	127L B127L	Canadian Arcott	Ewe		
NMF	146L P146L	Canadian Arcott	Ewe		
NMF	151L B151L	Canadian Arcott	Ewe		
NMF	169L P169L	Canadian Arcott	Ewe		

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

**Click here to add the animals in this report to a management group**

**Use this button to make a new management group of all the sheep who have not been seen since 2010.**

**Allocation Date** is the date the RFID tag was locked to the sheep.

### Report of animals with allocated EIDs that have not been seen between 01/01/2011 and 23/12/2011 for current animals

Herd Id	Tag Number	Electronic Tag	Allocation Date
ENT	2364	0124000317022364	28/02/2010



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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.

The screenshots illustrate the process of adding a new management group in the 'General Report Form'. The first screenshot shows the 'Management Group Addition' section with a button to 'Add a new management group to the list of Management Groups' circled in red. A callout box points to this button with the text 'Select Add a new management group...'. The second screenshot shows the 'Add New Management Group' form with 'Not Seen in 2011' entered in the 'Management Group Name' field. The 'Add New Management Group' button is circled in red, and a callout box points to it with the text 'Type in a name for the new group...'. The third screenshot shows the 'Add Now' button circled in red, and a callout box points to it with the text 'Click Add Now 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.

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## 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.



Filter to find your replacement ewe lamb group.

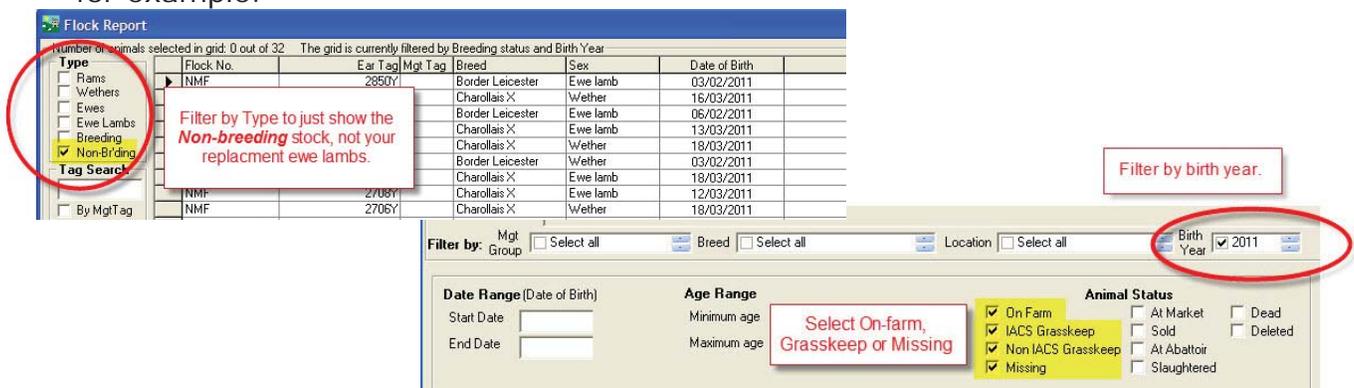


4. All other lambs left on the farm will have Non-breeding status so they can be filtered by Breeding Status and put in a group for disposal.

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**.

7. 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.*

**Sell one, or many sheep**

Sale Date: 31/12/2011 | Holding Name: 2011 Data Clean-up | Add Holding

Purchaser: 2011 Data Clean-up

Select the **Data Clean-up** holding as the purchaser

Price: [ ]

You could put in the year's average price if you think the sheep were sold but just not recorded.

Type	Flock No.	Ear Tag	Mgt Tag	Breed	Sex	Birth Date
NMF	127L	B127L		Canadian Arcott	Ewe	01/01/2001
NMF	151L	B151L		Canadian Arcott	Ewe	01/01/2001
NMF	175L	B175L		Canadian Arcott	Ewe	01/01/2002
NMF	221M	B221M		Canadian Arcott	Ewe	01/01/2002
NMF	266M	B266M		Canadian Arcott	Ewe	01/01/2002
NMF	215M	B215M		Canadian Arcott	Ewe	01/01/2002

**Holding Details**

Country: Canada

Holding No: 2011 | Name: 2011 Data Clean-up

Farm Name: 2011 Data Clean-up

Make a holding called **Data Clean-up**

### 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.

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## 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 **Missing**. 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.*

Record a Missing or Stolen Animal

Choose the last day of the year.

Date Went Missing 31/12/2011

Number of animals selected: 7 out of 7 The grid is currently filtered by Management Group

Type	Flock No.	Ear Tag	Mgt Tag	Breed	Sex	Date of Birth
▶ Rams	ENT	96W		Blackface	Ewe	12/02/2008
▶ Wethers	FDG	92W		Blackface	Ewe lamb	12/02/2008
▶ Ewes	FDG	93W		Blackface	Ewe lamb	12/02/2008
▶ Ewe Lambs	FDG	94W		Blackface	Ewe lamb	12/02/2008
▶ Breeding	FDG	95W		Blackface	Ewe lamb	12/02/2008
▶ Non-Breeding	FDG	96W		Blackface	Ewe lamb	12/02/2008
	FDG	97W		Blackface	Ewe lamb	12/02/2008

Tag Search

by Mgt tag

Select All

## 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.*

Filter by: Mgt Group  2011 Missing Sheep  Bred  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 ENT 95W Dam: Unknown Sire: Unknown

Reason for Deletion Duplicate animal

OK/Save  Cancel/Exit