All the data collected into FarmWorks can be used to generate a report. Select **Reports** from the main menu bar and then the area to be reported on, for example Lambing. You can tailor the report to your requirements by selecting the type and/or breed of animal, date or age ranges, management groups and more.

Setting up the Report

All reports work the same way, but all have different sorting options depending on the report. Select either individual animals, management groups or filter the grid by the various options. If no filters or groups are selected all the animals in the grid will be displayed. The total number of animals selected is shown at the top of the grid.
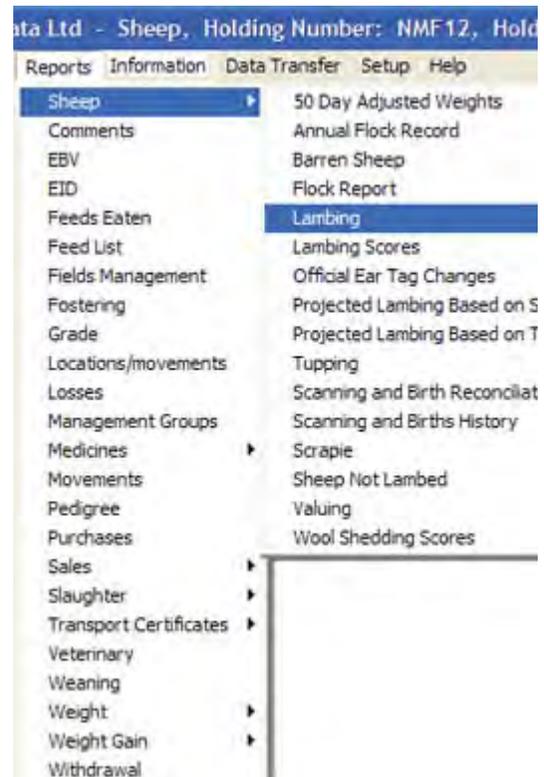
Date Range

All reports can be shown either for all records or for records between certain dates.

Sort Order

To select the order in which you would like the report printed, select an option from the drop down list. For example, selecting date will order the report in date order, selecting tag number will order the report in tag number order. These can either be shown as ascending or descending.

Grouping

Some reports have additional options of grouping. These can be grouped by dam, by source or by sire, and display an average at the bottom of each group.

A report grouped by dam will list the ewes together with their lambs; grouped by sire will show each ram with the lambs they sired. Some reports have an option to give a summary report which is considerably shorter and more concise.

Lambing Report from 01/03/2010 to 31/03/2010 by Dam
All Stock

Owner: New Mock Flock
Holding Number: NMF12
Holding Name: New Mock Flock
Date Printed: 19/08/2010

Sire — Lambs — Grouped by dam

Dam Tag	Date of Birth	Ram Tag	Tag Number	Sex	BirthWeight	Litter Size
NMF 127L	05/03/2010	NMF 314S	89X	Wether	8.00	2
	05/03/2010	NMF 314S	90X	Wether	7.00	2
		Total Number of Lambs	2			
NMF 151L	10	NMF 314S	113X	Ewe lamb	9.00	2
	07/03/2010	NMF 314S	114X	Wether	6.00	2
		Total Number of Lambs	2			
NMF 175L	05/03/2010	NMF 314S	93X	Wether	10.00	1
		Total Number of Lambs	1			

Lambing Summary Report from 01/03/2010 to 31/03/2010
All Stock

Owner: New Mock Flock
Holding Number: NMF12
Holding Name: New Mock Flock
Date Printed: 19/08/2010

6 lambs were Singletons from 6 births involving 6 dams

32 lambs were Doubles from 16 births involving 16 dams   (3 stillborn/aborted)

9 lambs were Triples from 3 births involving 3 dams   (1 stillborn/aborted)

Total number of lambs: 47   Total number of dams: 25   Lambing %age for dams in this report: 188%

End of Report

Lambing Report from 01/03/2010 to 31/03/2010 by Sire
All Stock

Date range - March 1, 2010 to March 31, 2010

Holding Number: NMF12
Holding Name: New Mock Flock
Date Printed: 19/08/2010

Ewes — Lambs — Grouped by sire - NMF 314S

Ram Tag	Date of Birth	Dam Tag	Tag Number	Sex	BirthWeight	Litter Size
NMF 314S	05/03/2010	NMF 127L	89X	Wether	8.00	2
	05/03/2010	NMF 127L	90X	Wether	7.00	2
	07/03/2010	NMF 151L	113X	Ewe lamb	9.00	2
	07/03/2010	NMF 151L	114X	Wether	6.00	2
	05/03/2010	NMF 175L	93X	Wether	10.00	1

Filters

Use the filters to narrow your search for the information you want. The grid can be filtered by management group, breed, location or year of birth.

There are 25 ewes in the management group called Green Tags

There are 116 Canadian Arcotts on farm.

Adding Animals in a Report to a Management Group

FarmWorks can add any animal that is shown in a report into a management group. When the report is previewed in FarmWorks, click on **Click here to add the animals in this report to a management group**.
Either select an existing management group from the drop down list or click on **Add a new management group to the list of management groups**. See page 27 for detailed instructions

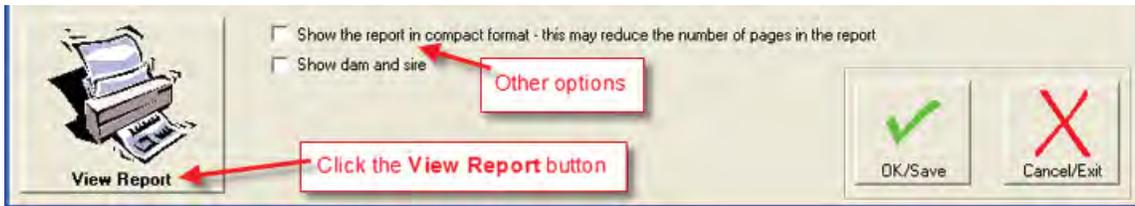Every report has this button at the top of the page to add animals to a management group.

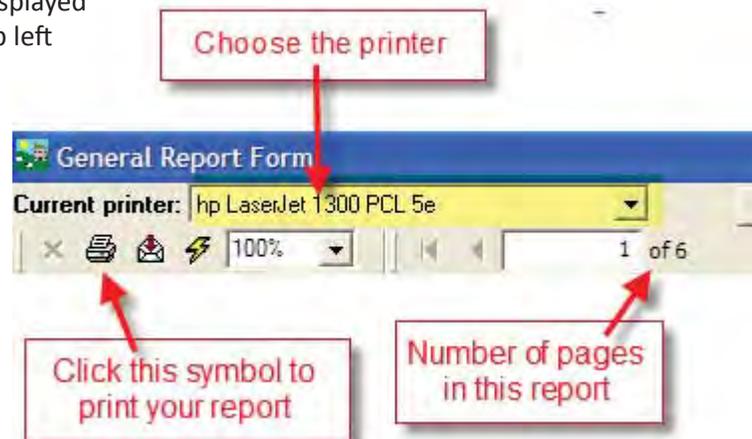**Printing Reports**

Select the records required for reporting and click on **View Report** (not on the OK/Save tick button).
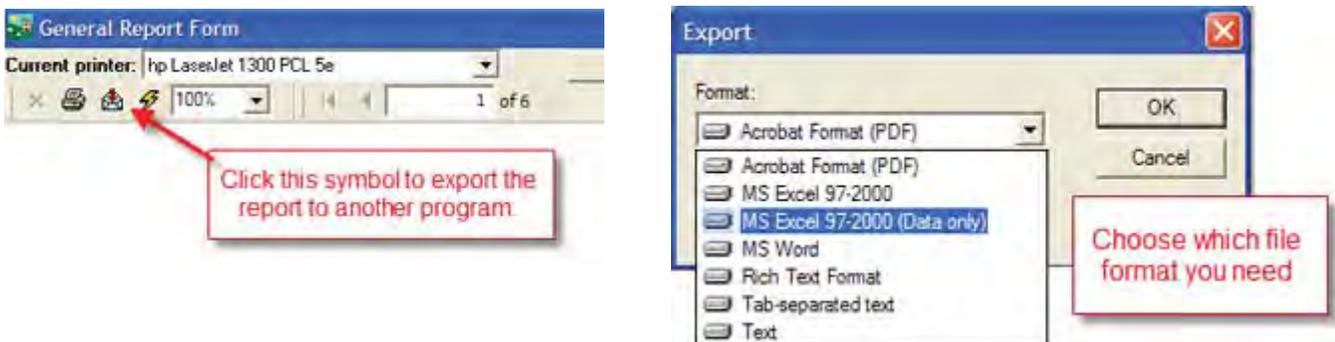

After a moment a preview of the report will be displayed on your screen with the option to print on the top left hand toolbar.

Exporting Data from a Report

Once a report is on the screen, you can export the data from the report to a variety of file formats for viewing in other programs. Click on the symbol of the opened envelope next to the printer icon at the top left hand side of the screen.

Choose the format that you would like to save the data in and click *OK*. Select whether you would like all of the pages exported or selected pages and click *OK*.

Using the drop down list select where you would like to save the document. Name the document and click *Save*.

You will then be able to open that report outside FarmWorks in the place that you have saved it.