

HerdMASTER 4 Tip Sheet

HOW TO MAINTAIN RETAGS

RETAGS

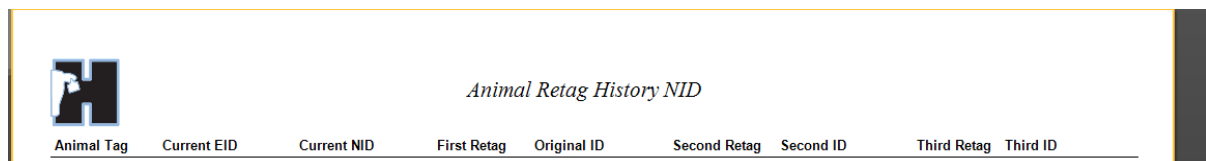
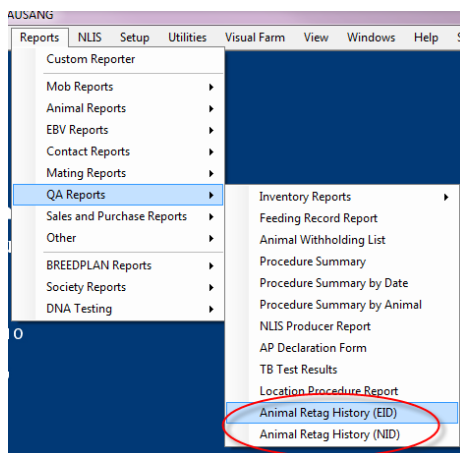
Retags on EID and NID are meant to be used ONLY when you have physically retagged an animal, if you have made a mistake and just entered the wrong tag into HerdMASTER then you need to retag then delete the retag record.

Keeping your EID and NID retags accurate helps you keep NLIS, CCIA and NAIT records up to date and makes sure your data integrity is solid.

RETAG REPORT

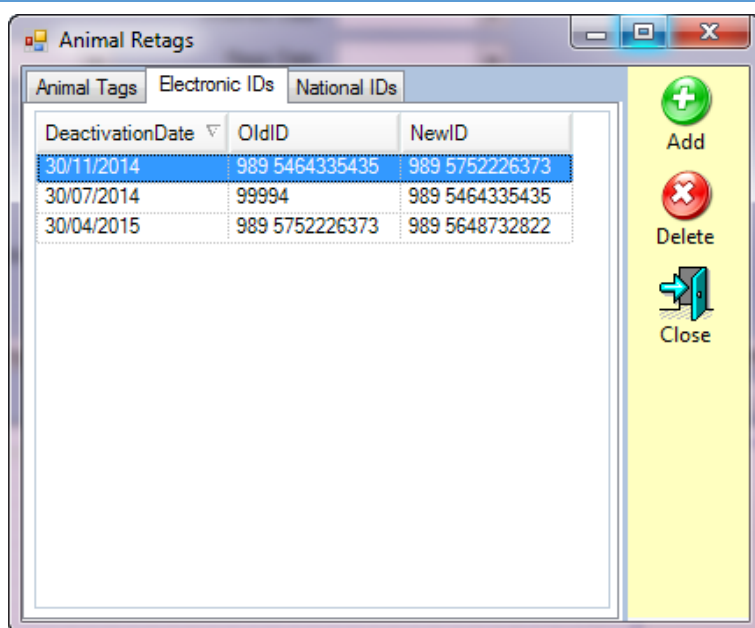
The new retag report shows you if an animal has been retagged numerous times, usually this is just because an error was made in data entry and the wrong tag number entered, then a retag was added for the correct ID.

The reports can be found in **Reports | QA Reports** in either **Animal Retag History (EID)** or **Animal Retag History (NID)**. Depending on how you record these tags you will know which one is more likely to be re-tagged more often.



In the above image you see the top part of the report, it will display up to 3 retags, the odds that an animals will have had 4 tags or more is quite remote and so we can immediately see which animals may need their retags examined.

HOW TO FIX THE RETAGS TO ONLY INCLUDE PHYSICAL RETAGS



As we can see from the image to the left, this animal has had a few retags, the one on 30/7/2014 was obviously mis-typed, the others we may not be so sure about.

So we double check and find out that the second retag on the 30/11 was to correct it again after it had been mis-entered, however the fourth retag was legitimate.

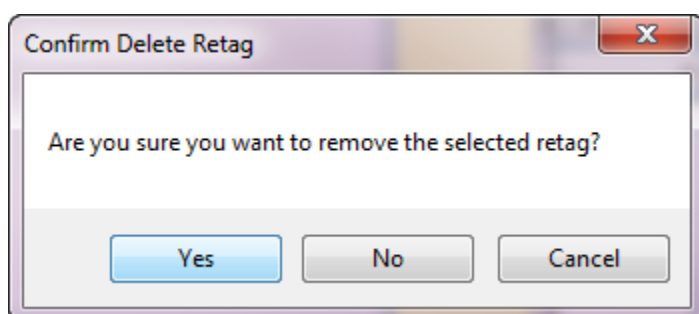
To explain the example in simpler terms, the ACTUAL original tag was 989 5752226373, the animal rubbed that tag off and had to be RETAGGED to 989 5648732822.

So what do we need to do? Well the ONLY retag record we should have left at the end, should be the one done on 30/4/2015, where we change **FROM '989 5752226373' TO '989 5648732822'**.

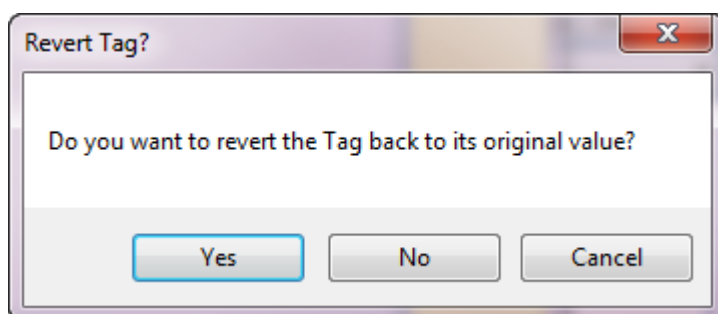
The reason this is the only one left is because the tag should originally be 989 5752226373.

The process we go through to fix this is quite simple, we simply work backwards from the oldest tag to the newest.

So we select the one done on 30/7/2014 and hit the **Delete** button, we are now shown a confirmation window that we want to delete this record.

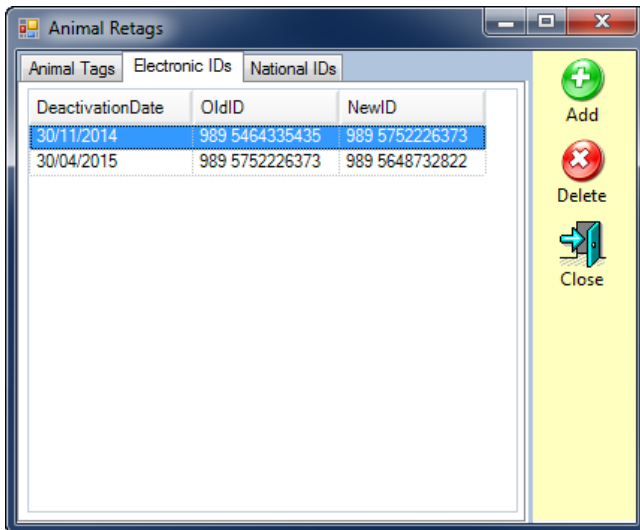


Hit yes and another window appears.



This one allows us to either change the tag back to the original value it was or keep what it was changed to.

So we are deleting the retag record but not deleting what we changed the EID/NID to.



Now we have only two lines left, we do the exact same process as previously and we select the older retag and hit delete, select yes on the confirmation window and no on the revert tag window.

Now we have the situation we need, one retag telling us what the original tag actually was and the second tag we had to put in and when we put it in. If you answered NO to the windows asking if you wanted to revert the tags then your animal tag should be the up-to-date one.

