

HerdMASTER 4 Tip Sheet

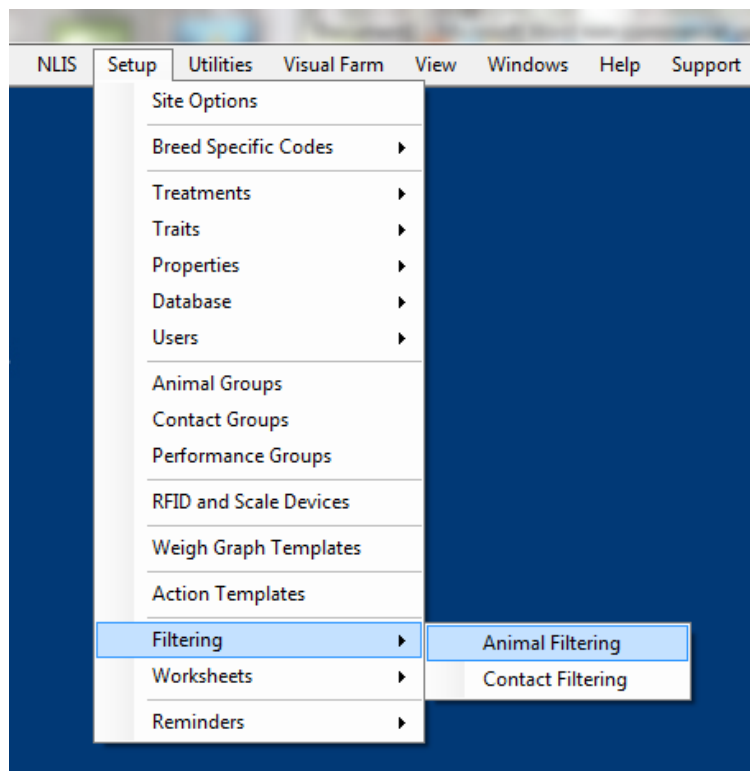
FILTERING TIP SHEET

Filters allow you to create specific groups of animals and work with that group of animals throughout the entire program.

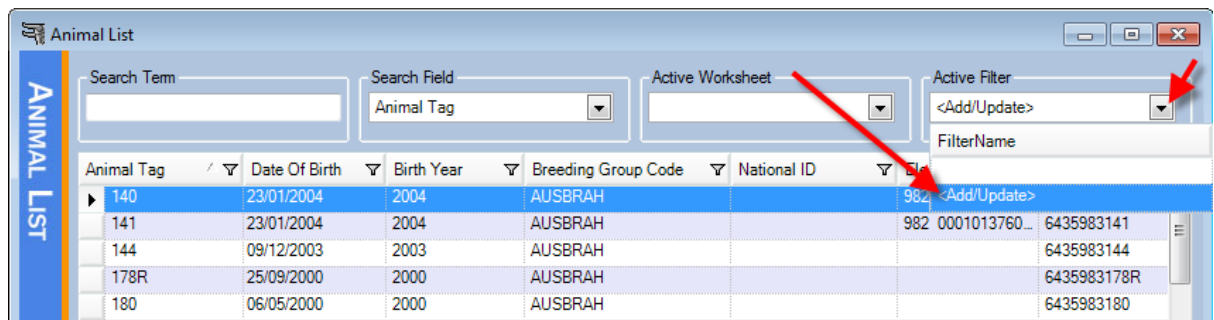
Filters can be as general as you want, for example All Females in your herd, or they can be as specific as you want them to be, for example you might want all Females who were born in 2009 and are all in a specific location. Please follow the instructions below to Setup/Modify filters.

There are 2 ways you can setup filters for your animals.

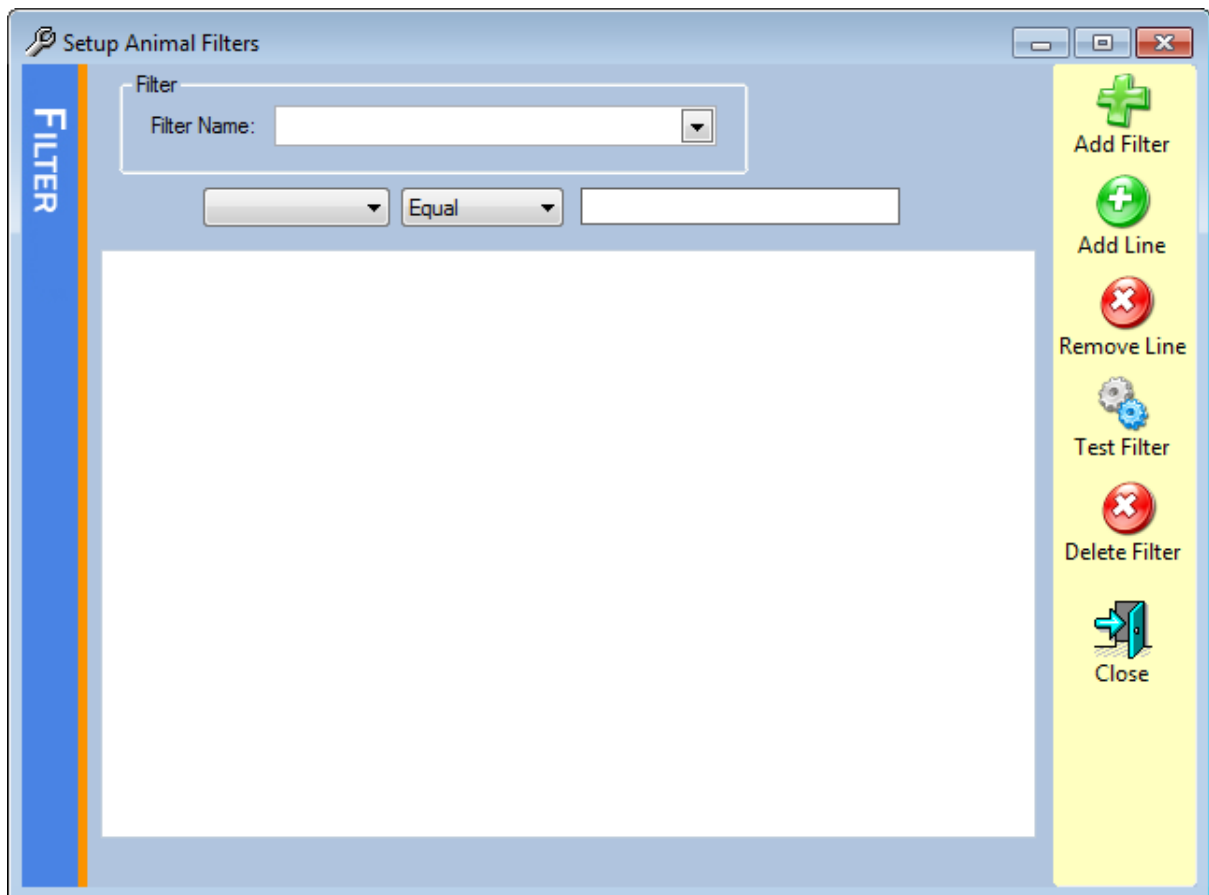
1. Select **Setup | Filtering | Animal Filtering**.



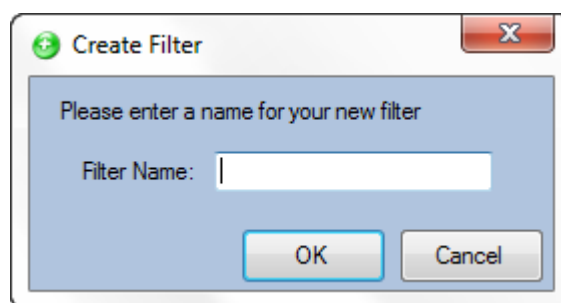
2. Select **Animals | Animal List**. On this screen you will see a filter option. Click on the drop down menu item and then choose the **Add/Update** option.



Once you have chosen either of the above options you will be taken to the same screen. See picture.

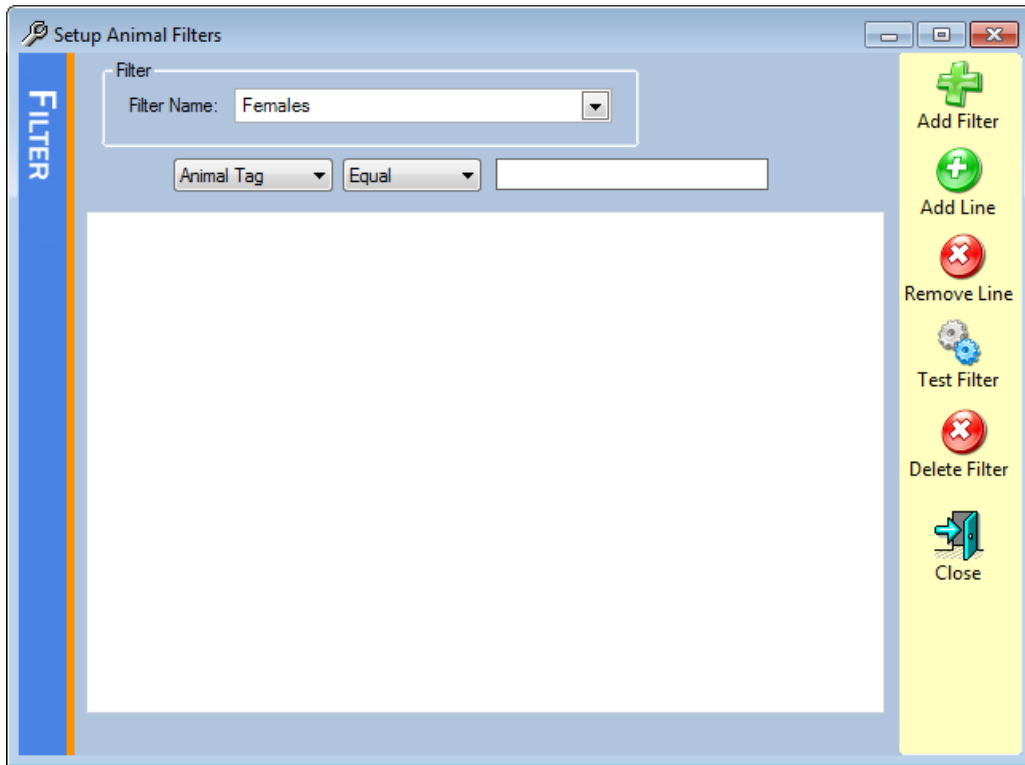


1. When you have the filter screen up, press the Add Filter button to create a new filter. When you do that you will get the following screen

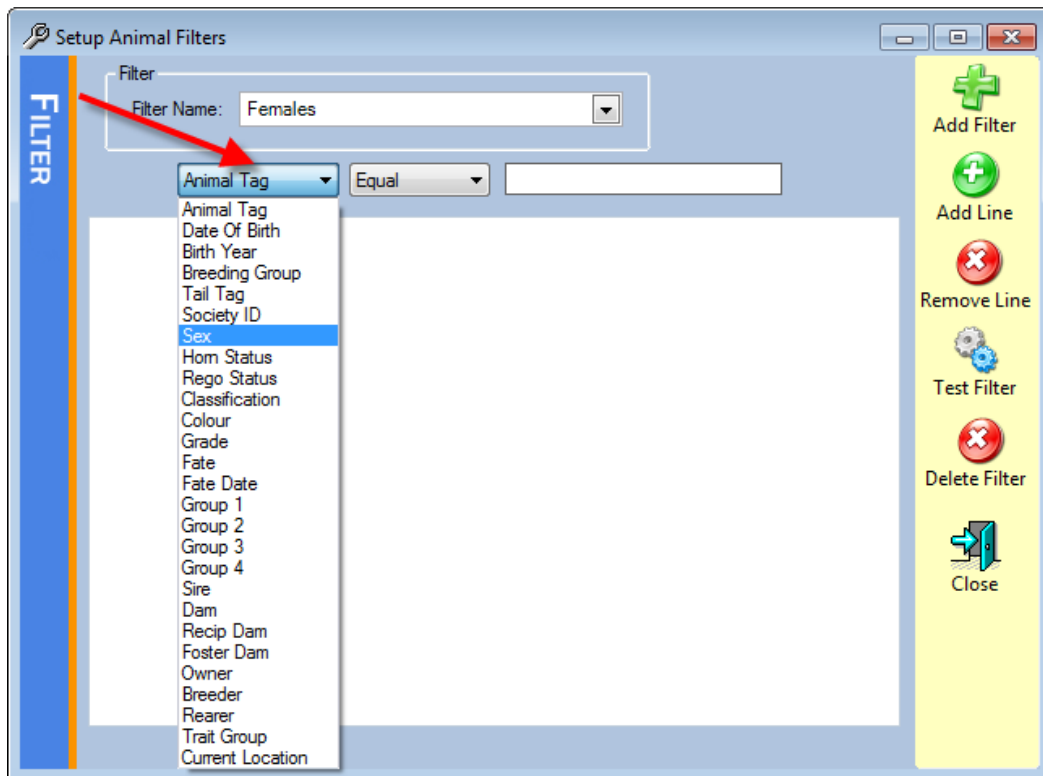


Enter the name for the filter you want to create. An example name might be Females. Then press the OK button.

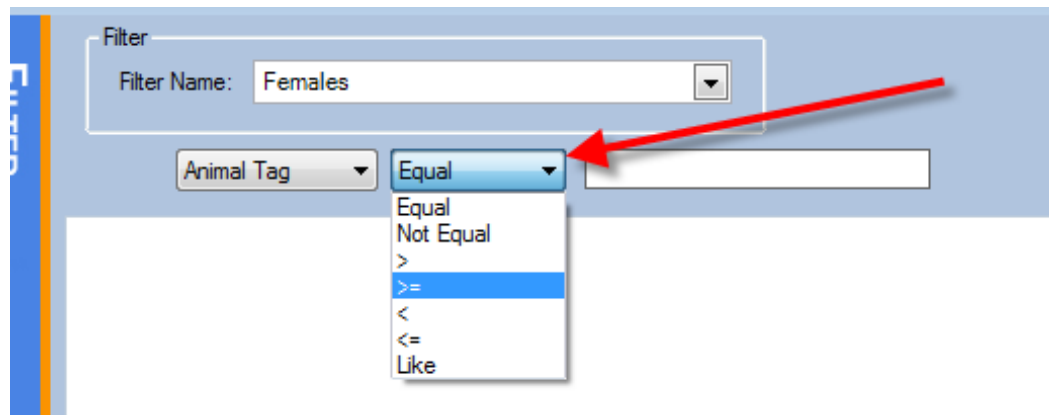
- You will now be taken back to the main filter screen with the filter name you have just created at the top.



- Now you need to add the criteria that you want the filter to be on. Choose what you want to filter on from the drop down menu below the filter name. See picture below for example



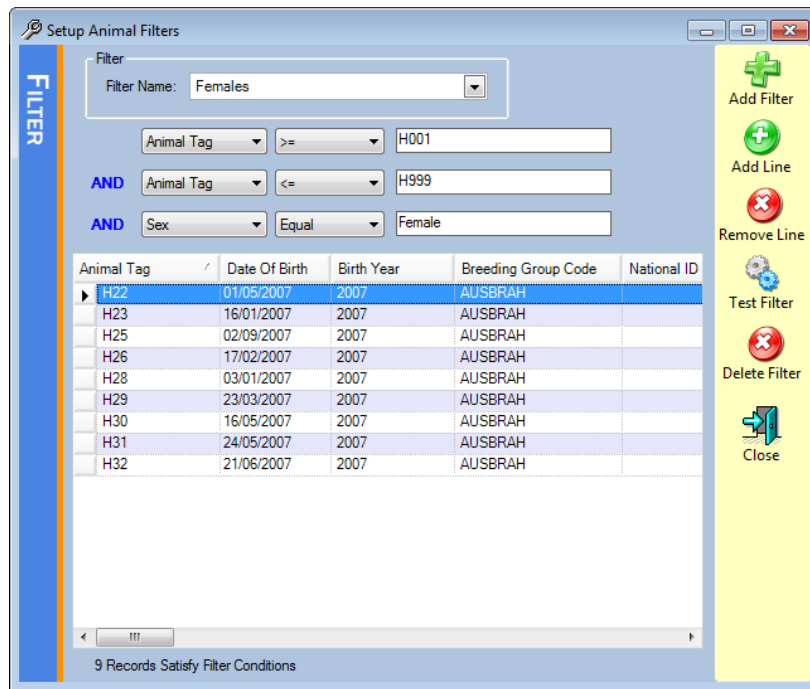
4. Choose the comparison operator. From the drop down menu.
- 5.



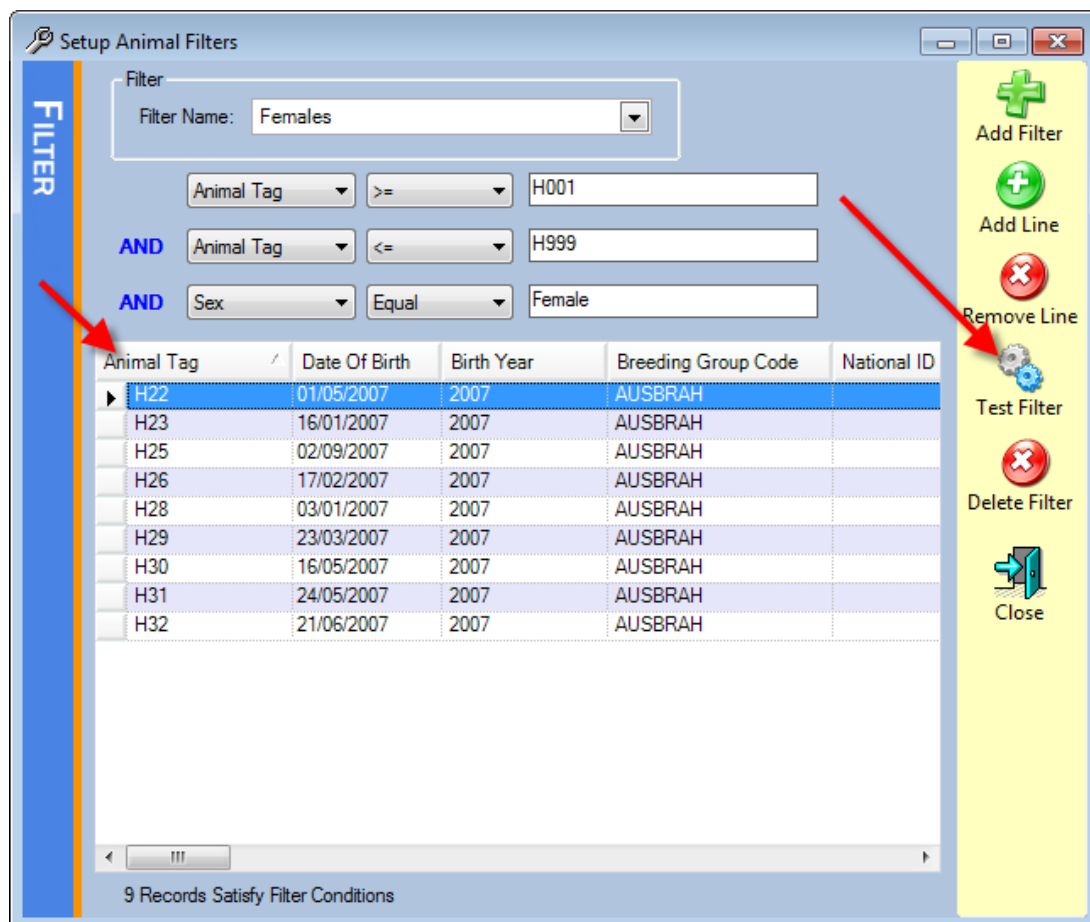
The values are

Equal	If you use this the filter will only show animal that match what you enter exactly
Not Equal	Will display everything that doesn't match what you have typed
>	This is the Greater than sign. Only criteria that are greater than what you have typed will be displayed.
>=	This is greater than or equal to. Only criteria that are greater than or equal to what you have typed will be displayed.
<	This is the less than sign. Only criteria that are less than what you have typed will be displayed.
<=	This is less than or equal to. Only criteria that is less than or equal to what you have typed will be displayed.
Like	This will display information that is like what you have typed.

6. Enter the information you want to filter on. For example the sex field, or you can use a range by selecting the >= and then entering another line or <=. To add new lines to the filter use the add line option on the right hand side of the screen. See picture below for an example of what a filter could look like.



- When you have finished setting up your filter you can press the test filter button and it will show you the animals that the filter you have setup will include. See picture below



8. When you are finished with the filter screen press the close option and you will then be able to choose that filter from the filter drop down menu throughout HerdMASTER 4.