

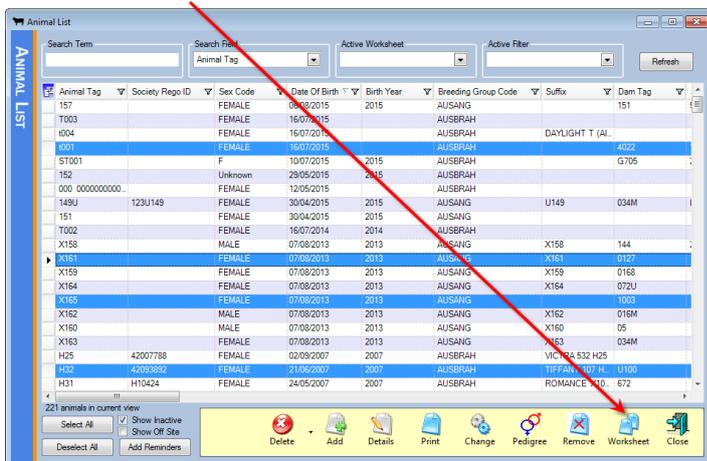


HerdMASTER 4 Tip Sheet

SETUP AND USE WORKSHEETS

HOW TO CREATE A WORKSHEET

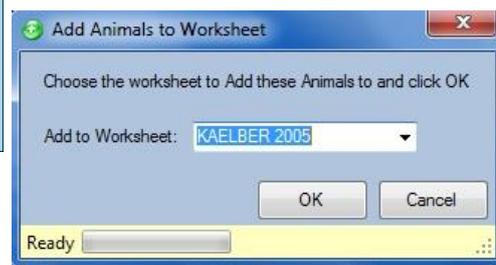
1. Open the Animal List
2. Select the desired animals
3. Click on the **Worksheet** button once the animals are selected (You can select a few animals then click



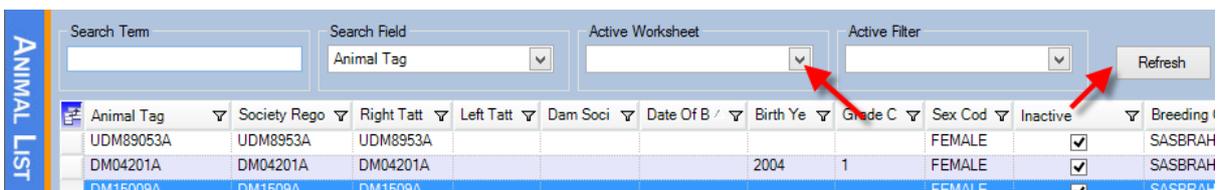
Worksheet then select a few more and add them to the same worksheet).

You may also see a worksheet button on data entry screens that works in the same way.

4. Enter Worksheet Name or use the drop down menu to add to your existing worksheet.

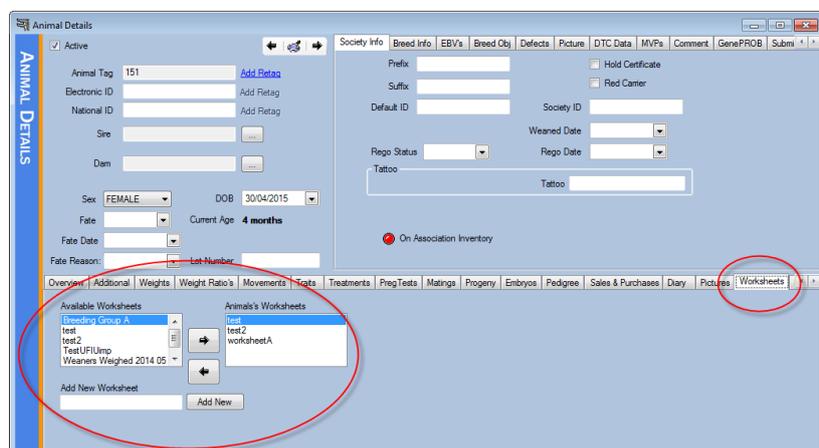


5. Then refresh your animal list, go to the dropdown menu for worksheet and you will find your worksheet



EDIT INDIVIDUAL ANIMAL WORKSHEETS FROM ANIMAL DETAILS

In an animals details screen, on the bottom tabs you will see a tab titled **Worksheets**, this will display all the worksheets an animal belongs to, you may remove or add them to any existing worksheets or create a new one as well as removing them.





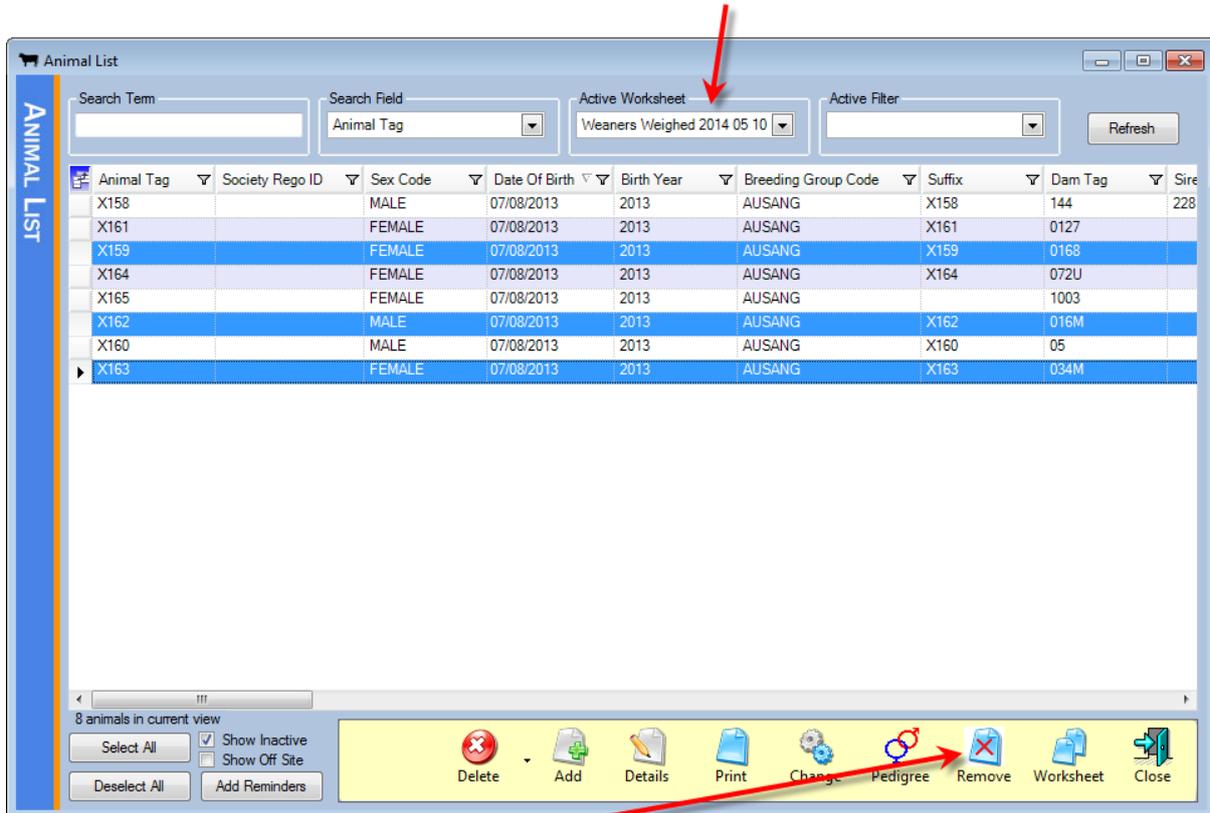
REMOVING ANIMALS FROM AN EXISTING WORKSHEET

There are a couple of ways to remove animals from a worksheet.

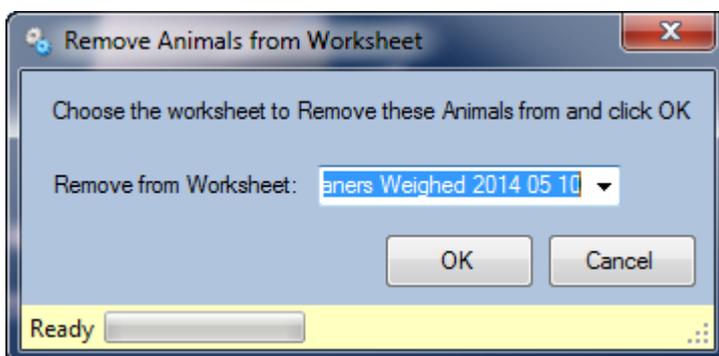
FROM THE ANIMAL LIST

The easiest way to do this is to use animal list and select the worksheet you wish to remove animals from.

1. Select the animals from the animal list.



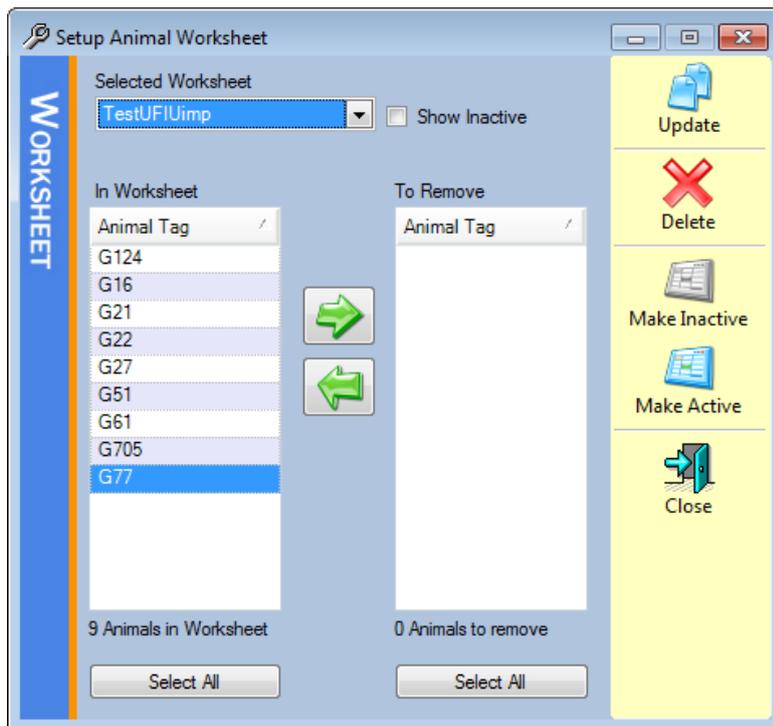
2. Hit the **Remove** button and select the name of the worksheet you wish to remove the animals from.



3. Hit OK.



FROM SETUP | WORKSHEETS | ANIMAL WORKSHEETS



Simply select the worksheet, in the left column select the animals you wish to remove from the worksheet and hit the right green arrow.

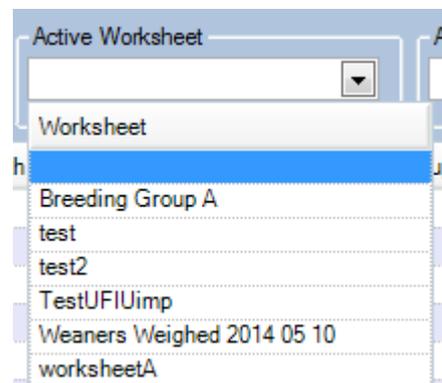
When the list on the right has all the animals you wish to remove from the worksheet you can simply hit the **Update** button.

REMOVING A WORKSHEET

Often people want to get rid of old worksheets that are no longer used. Especially if you have a long list whenever you try to select a worksheet.

There are two ways of removing a worksheet so it does not appear in your drop-down list when you are selecting them

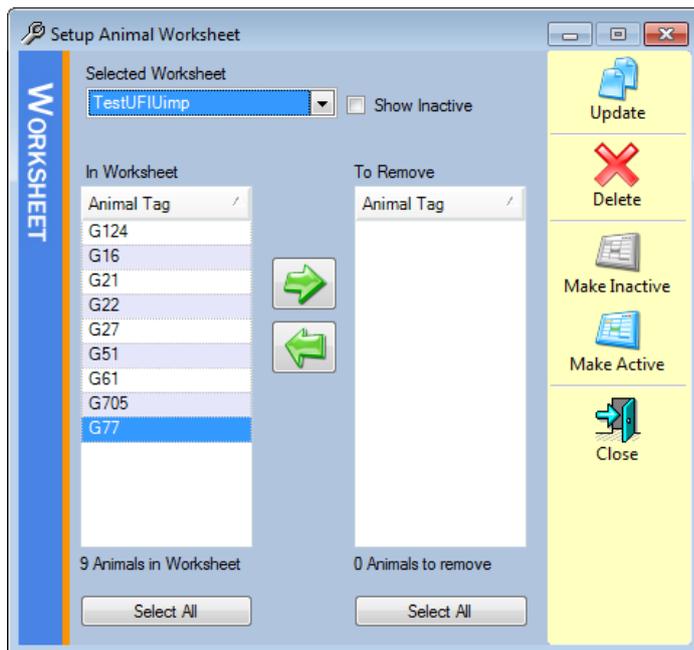
1. Delete the list entirely (this does not delete the animals, just the list).
2. Make the list inactive. so you can always find, and activate it again, but it does not display as a possibility on the worksheet drop-down list.



Both of these options are accessed through **Setup | Worksheets | Animal Worksheets**



1. DELETING THE WORKSHEET ENTIRELY



Simply select the worksheet from the drop-down and hit the delete button, this removes the worksheet in its entirety, so be sure before hitting the button.

MAKE THE WORKSHEET INACTIVE

This is probably the best thing to do, it removes the worksheet from all the drop-down lists but does not remove it from HerdMASTER totally, so if you need to, you may always go back and re-activate it.

This is especially good if you used a worksheet when putting data into HerdMASTER and only discovered an error years later, e.g. All the Cattle in the worksheet were given a particular lick or treatment and a year later you notice their offspring start having health issues. Then you could easily re-activate the worksheet and check the progeny of all the other bulls, see when they were given the procedure etc.