

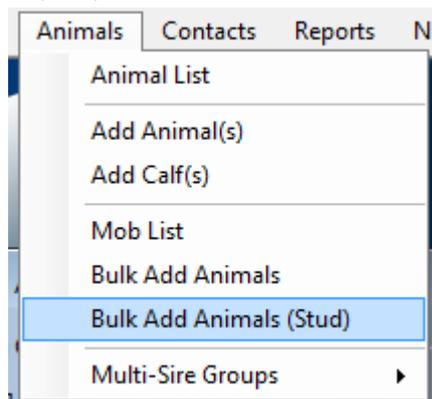
HerdMASTER 4 Tip Sheet

BULK ADDING OF STUD ANIMALS

The bulk animal add function is a new function in HerdMASTER 4 that will allow you to add as many animals as you want and at the same time allow you the flexibility to enter all the society based information like society ID, Tattoo, grade, Sire and Dam etc.

To use the bulk animal add screen please follow the steps below.

1. Select Animals | bulk add animals (stud).

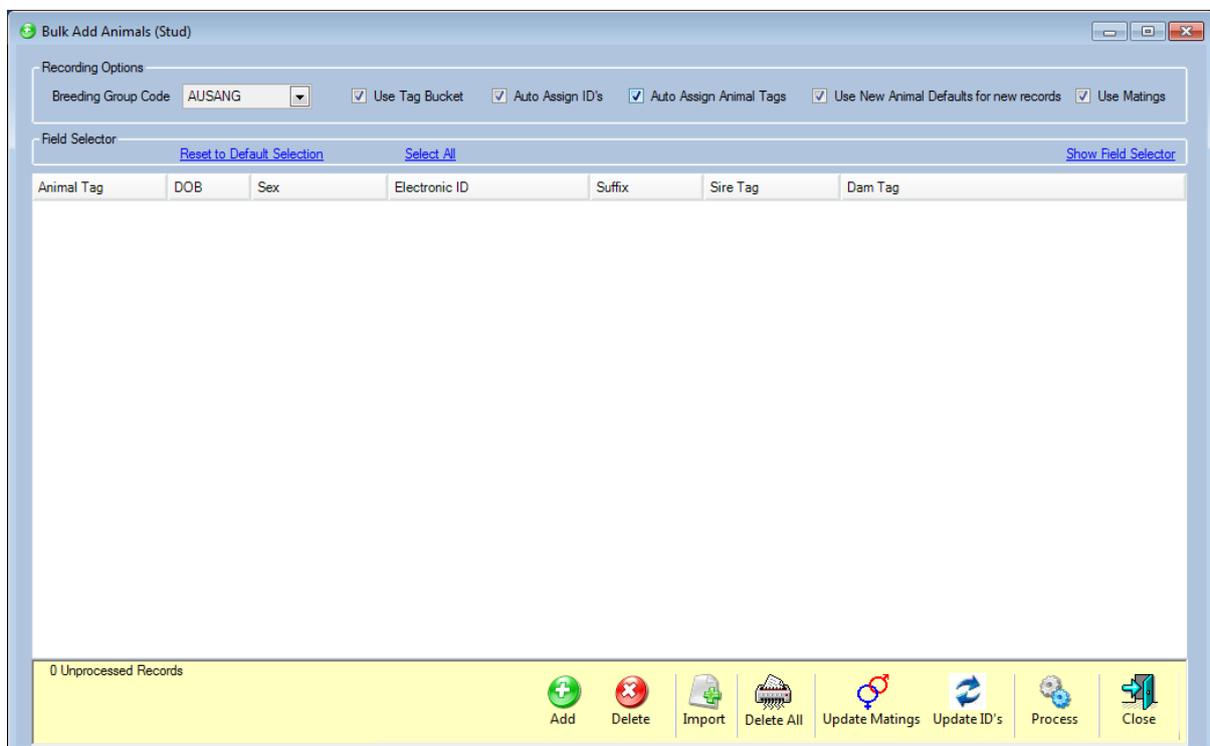
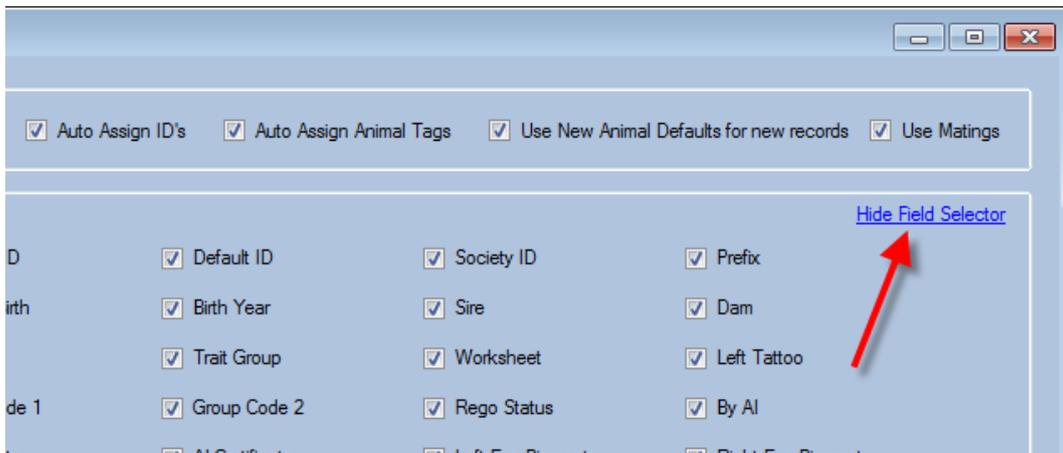


2. You will then be presented with the following screen where you will be able to select the fields that you want to record.



3. Check the box next to all the fields that you want to enter. When you have finished your screen should look something like above.

- After you have selected all the options in order to give you more room to start entering the new animals press the Hide field selector option at the top of this screen this will hide all the check box's for you. See pictures below for examples.



- There are two ways to enter the animals, you can Add each one manually by clicking the Add button, or you may use the import button and import a CSV file
!! IMPORTANT NOTE !!
The imported file must match what you set up in the above screen in the exact same column type and order.



- To manually add each animal click the add button and you will be presented with a new line where you can start to add your animals and will be able to enter all the details you have said you want to enter. It should look something like below.

Animal Tag	DOB	Sex	Electronic ID	Suffix	Sire Tag	Dam Tag
K0658	20/11/2014	FEMALE		K658		



- When you have finished entering all of new animals press the process button and HerdMASTER will add your new animals and run a series of checks on the data. When it has finished processing the new animals you will be presented with a report telling you what has been added and what hasn't been added with reasons. See example of report below.

Summary

Print Save 1 of 1 Close

Summary of Operation

Animal - Added Animal

Record ID	Message
1	Added Animal - G001

Animal - Movement

Record ID	Message
2	Added Movement for Animal G001

Total Records: 2

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- You will now be able to go into your animals list and view the new animal you have just added.