

# HerdMASTER 4 Tip Sheet

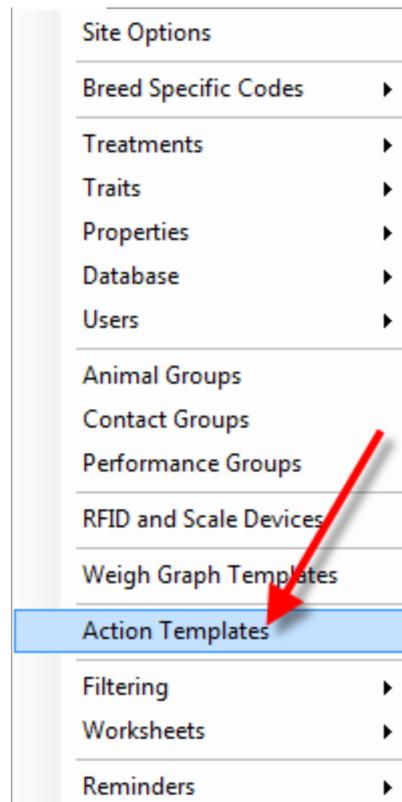
## USING THE ACTION TEMPLATE

The action template is used to record multiple weights traits and procedures at the same time. The following steps will take you through setting up a template and recording information against some animals.

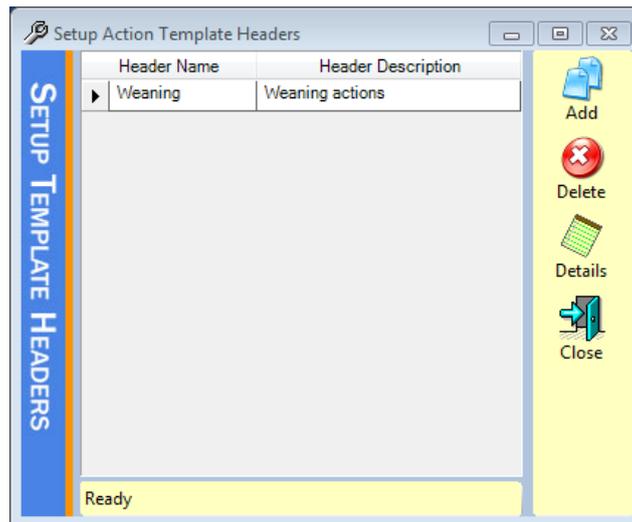
### SETTING UP THE ACTION TEMPLATE

This Header will provide a code or reference for multiple data entry.

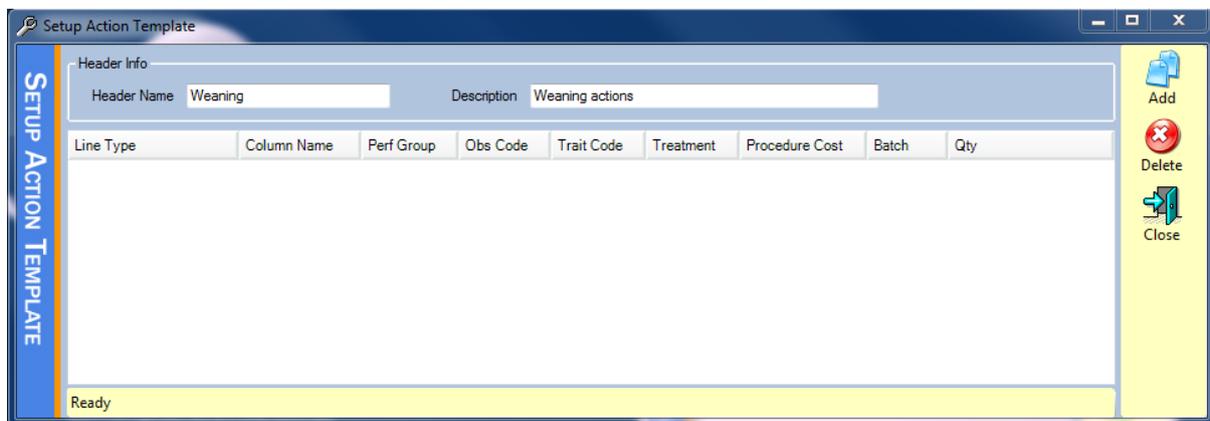
1. Click **SETUP | Action Templates**.



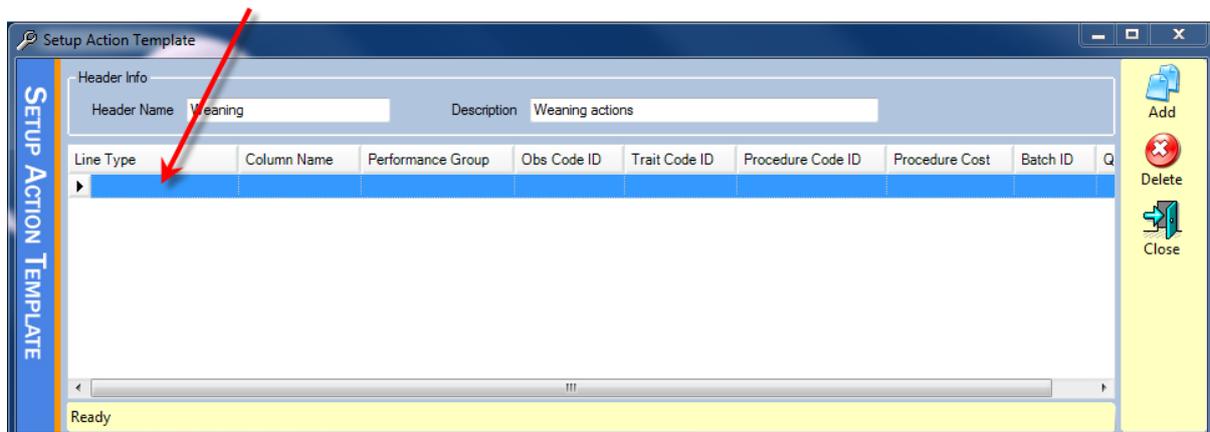
2. Press the Add button
3. Assign a Name to the template and give a brief description. I am recording the name of Weaning against the template. See picture below for example.



4. When you have entered a name click on the Details button. You will now be taken to setup the template that you are going to use. See picture below.



5. Click on the add button and you will get a new line appear.

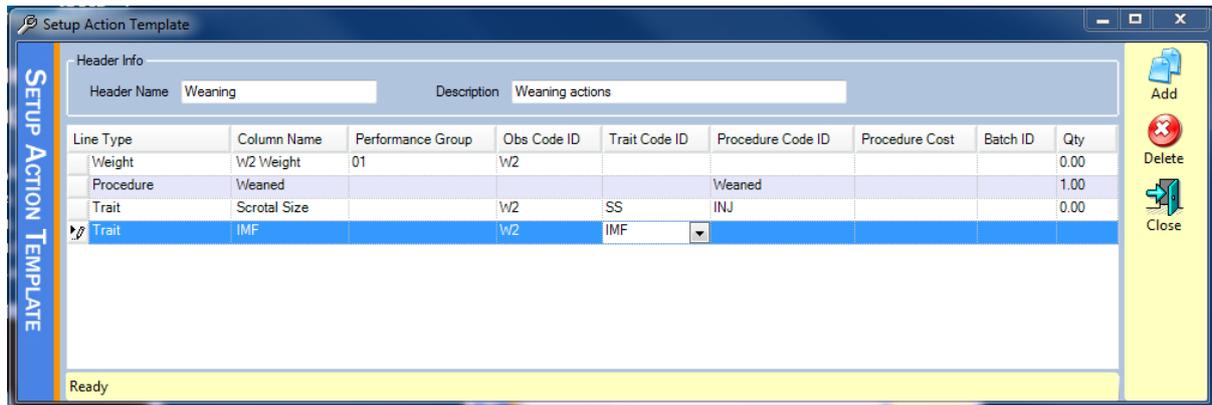


6. You will now be able to enter a Weight, trait or a procedure. If you choose weight in the line type you will be able to enter a Name for the column. You will then also be able to choose a Performance group for this weight and an observation code that you want recorded against the weight record.

7. If you choose trait in the line type you will be able to choose a column name, an observation code, performance group and the trait code that you want to record.

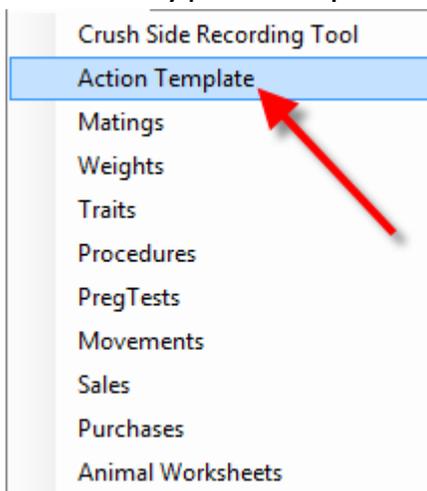
8. If you choose Procedure you will be able to enter a column name, procedure code, Procedure cost, Batch Id if you have a batch recorded for that procedure and the quantity

9. You can keep adding lines until you have everything you want in the template. You can have multiple weights, traits or procedures in the template. When you have finished setting up the template press the close button.

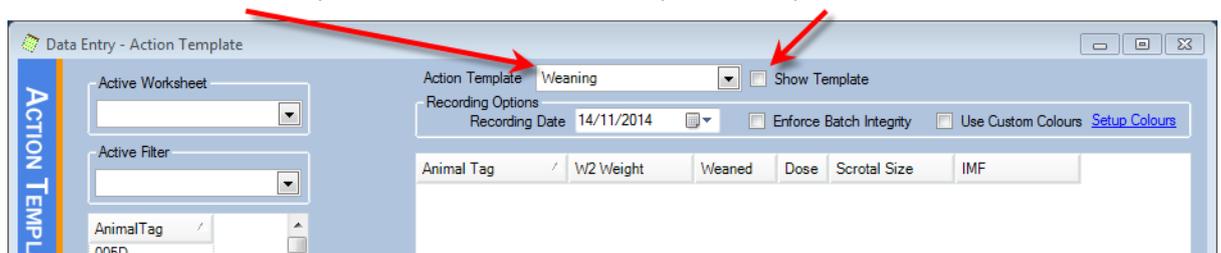


## USING AN ACTION TEMPLATE FOR MULTIPLE DATA ENTRY

1. Click **Data Entry | Action Template**



2. Select the Template Header you created earlier
3. If you cannot remember what is in a particular template then you can use the Show Template checkbox and this will show you what fields have been set up in the template.



- Ensure the relevant date is correct and use the Enforce Batch Integrity checkbox if you are have set up batches for your procedures/treatments and this will make sure any batch selected is unexpired and there are enough units left, adjusting the amount left as you use it etc.
- Select the animals from the left pane, using worksheets and filters to limit the ranges displayed and



hit the Right arrow button to transfer the selected animals into the template.



If you wish to add animals manually press the  button and you will be able to enter an animal tag from your complete list.

- Using the mouse or by using the keyboard TAB button, fill in the details for the animals  
(Note: The spacebar on the keyboard will check or uncheck any checkboxes if that cell is selected)

- Once you are finished with your settings you can hit the Process button to apply all the actions to the animal. A report will generate that outlines what has been processed.