

# HerdMASTER 4 Tip Sheet

## AVOIDING EXCEL ERRORS

Using the UFIU to import excel files is a great way to speed up importing information, but there are many ways it can go wrong, incorrect data entry into the Excel file is one of the biggest causes of these problems.

### DO NOT FORMAT YOUR COLUMNS OR CELLS

Do not use formatting for the data in the columns, Excel will automatically format any cell with a date in it, but others such as number/name columns should not have any formatting to anything other than text or general number.

### MAKE SURE THE DATA ENTERED IS CORRECT

If you are creating an excel file which has columns with traits or any other text based input that has to match an existing value within HerdMASTER, then make sure you do not put any spaces in the cells and make it as exact to how it is presented in HerdMASTER as you can.

Also check 0 vs o problems (the letter 'o' used where the number 0 should be and vice versa)

### SAVE AS CSV

If you are having import problems try to save the file as a CSV and import into the UFIU using the Delimited option, if that still does not work [Contact Us](#) and we can see what is happening and help fix whatever is causing the problem.