HerdMASTER 4 Tip Sheet
CUSTOMISING THE ANIMAL LIST

HerdMASTER 4 allows users to customise the Animal List, users are able to;
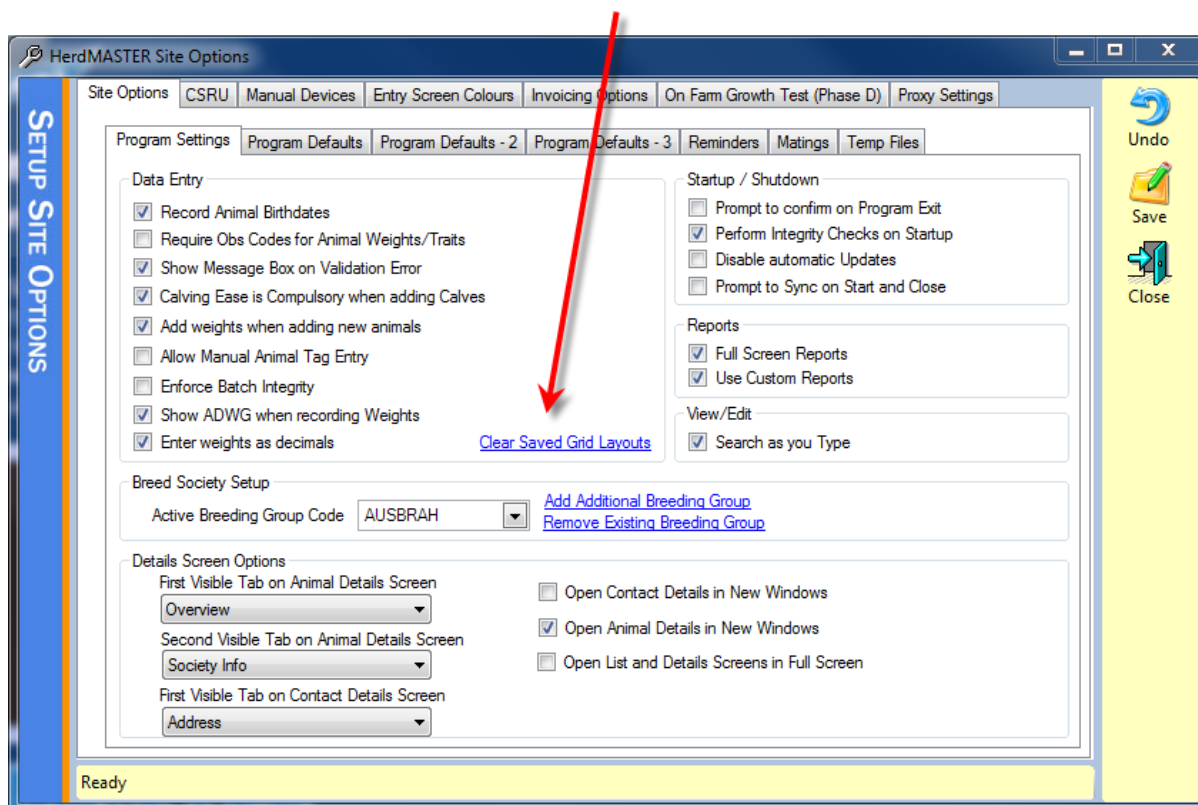
1) Show or hide individual columns
2) Adjust column order
3) Adjust column width
4) Apply Sorts
5) Apply Multi-Column sorts
6) Apply custom filters

Each time you open the Animal List HerdMASTER will load your previous layout, this includes column visibility and order, not sort or custom filters.

Each time you close the Animal List HerdMASTER saves your column layout.

If your layout is not being saved, check to make sure Windows UAC is turned off and try again or contact support for assistance.

Note: HerdMASTER has an option in the Site Options that can reset the saved animal list layout. If you ever encounter an issue customising your Animal List you can always reset to the default layout by clicking **Setup | Site Options** and the clicking the blue "Clear Saved Grid Layouts" link.

Using the Field Chooser you can show or hide many columns on the Animal List.

To open the field chooser click the blue icon in the top left corner of the Animal List Grid.
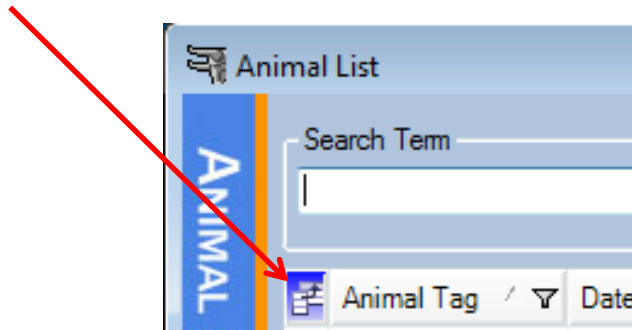
The Field Chooser will then be displayed. You can check or uncheck columns you wish to make visible or hide. Once you are finished click the X in the top right corner of the field chooser to return to the Animal List.
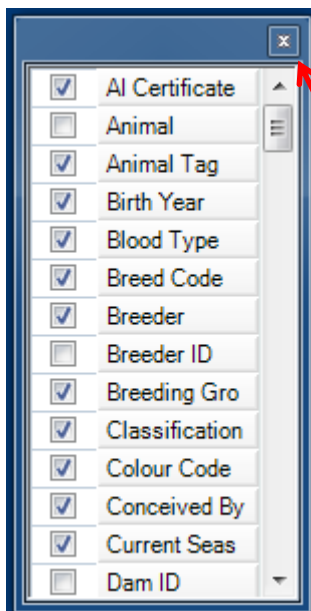
Each item in the list represents a column. If the checkbox is checked the column will be visible, if not it will be hidden.

There are some columns in this list that are used for internal computer identifiers such as "Animal" or "Dam ID" these will be automatically hidden the next time your animal list opens even if you tick them in the field chooser.

When you are finished click the X in the top right-hand corner to close the field chooser.

You can order the columns in the Animal List in whatever order you like.

To update the order of the grid left-click and drag a column header left or right, you will notice that when the mouse cursor moves over a column a red bar appears to indicate the new position should you release the left mouse button there.

You can move columns left or right until you are satisfied with their order.

You can adjust the width of any column in the Animal List.

To make a column wider or narrower, move the mouse to the right hand border of the column header of the column you wish to resize. The mouse cursor will change to a column resize cursor.


Drag the column to the desired width and release the mouse button.

APPLY SORTS

To sort the Animal List by a particular column you simply need to left-click the column header of the column you wish to sort by. This will sort the grid by the column you clicked in ascending order, to sort in descending order; simply click the header again.

When you sort by a particular column the sort icon will appear in that column indicating that is the column the grid is being sorted by and the direction (Ascending or Descending)

OR
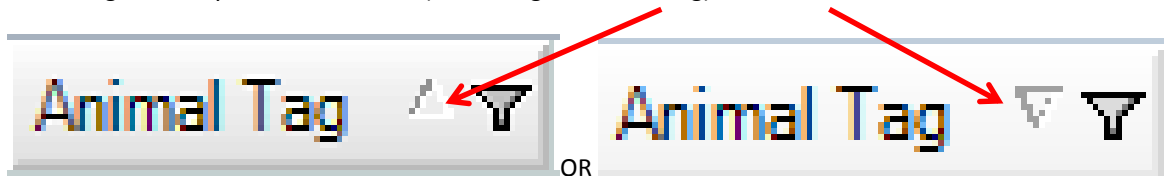
APPLY MULTI-COLUMN SORTS

You can also apply multi-column sorts. This type of sort can be useful when you want to quickly identify groups of animals. EG: Females Born in 2013.

To apply a multi-column sort; begin by applying a single sort to one of the columns you wish to sort by. EG: Sex

Then while holding the <SHIFT> key on your keyboard click the header of the next column you wish to add to the multi-column sort. This will then include this column in the sort.

You can repeat this process until you have the desired results.

Note: As a rule of thumb; when applying a multi-column sort start with the column that contains the fewest unique values and then the next column with the next least unique values.

APPLY CUSTOM FILTERS

You can define custom temporary sorts when working with the animal list. This can be useful if you want to quickly identify animals with that either have a value, a particular value or no value. (EG find the animals with a blank Rego Status)

To begin to apply a custom filter click the filter button on the column you wish to filter.
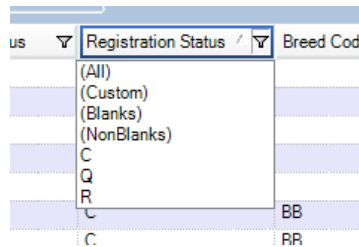
You will notice that there are several pre-defined filter options available. There will be:

**(All)** – This is how you remove a custom filter on a column

(Custom) – This is where you can define custom filter criteria

(Blanks) – This will filter out any rows with a value in this column

(NonBlanks) – This will filter out all rows with a blank value in this column

<ListOfDistinct Values> - Then there will be a list of distinct values from the column by selecting one of these values you filter out any row that does not have the selected value in this column.

If you choose (Custom) you can define your own criteria:
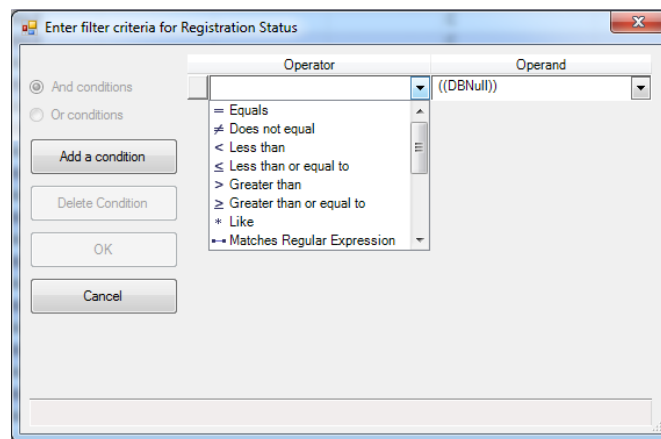
Note: It is suggested that this feature is only used by advanced users of HerdMASTER. The filters you create are NOT saved therefore are not reusable. We recommend only using this custom filter tool to define temporary groups for adding to worksheets.