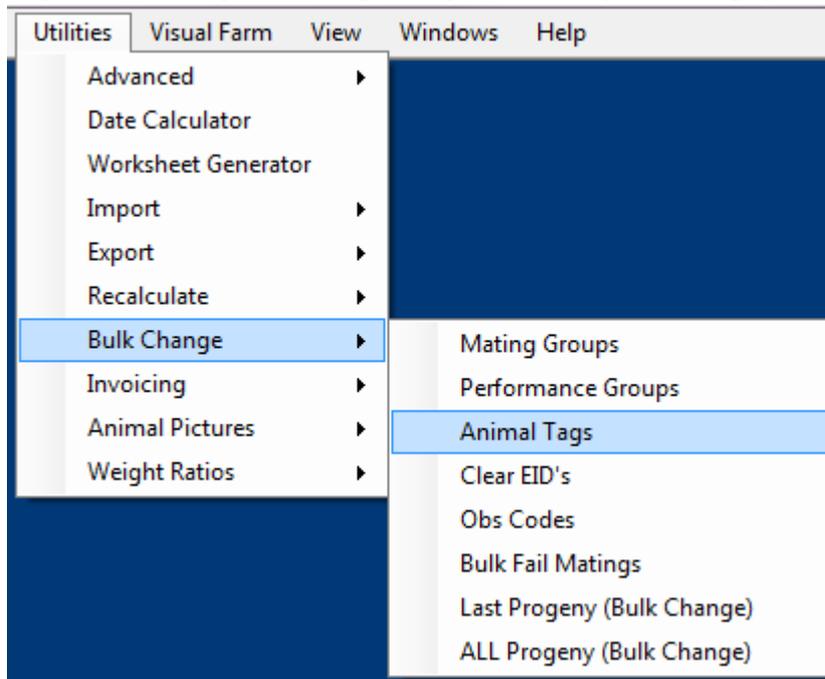


HerdMASTER 4 Tip Sheet

BULK CHANGE ANIMAL TAGS

Bulk changing tags can be incredibly useful when you need to re-tag older groups of animals or correct repeated tags.

To get to Bulk Change Animal Tags then go to **Utilities | Bulk Change | Animal Tags**



!! IMPORTANT NOTE !!

As with all bulk changes, make sure that every animal you are processing requires the change and that you are sure of what they will be changed to.

FOR OLD/INACTIVE ANIMALS

If you have a group of older or inactive animals whose tags may get in the way of new animal tags but you want to retain the records as they may affect progeny etc. then you can safely alter the tags. Using the bulk change option.

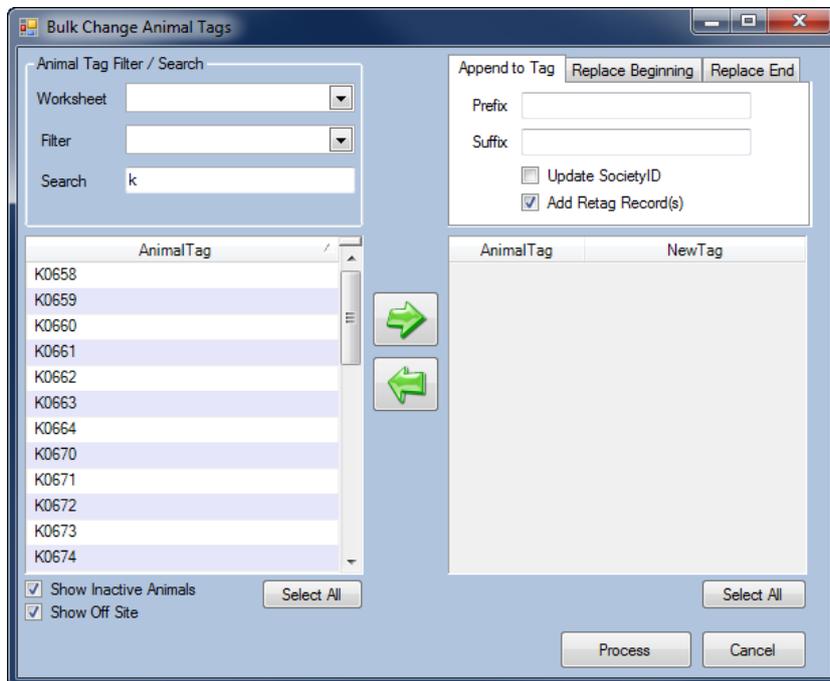
You could add an extra year letter to the front of the animal tag or any other combination of prefix or suffix that tells you it is an older animal.

Most societies will append "+[2 digit year number]" to the end of society IDs for older inactive animals. Contact your society to find out what method they use to differentiate between two different animals with the same tag. In the below example, if I have old animals born in 1990 and now I want to add new K calves here's what I would do.

1. **Before** adding any of the new calves I quickly do a check to see if I have any repeated K animals in my tags, in my case I am using a year letter and then tag number for all my animals, so getting a repeated tag is highly likely.

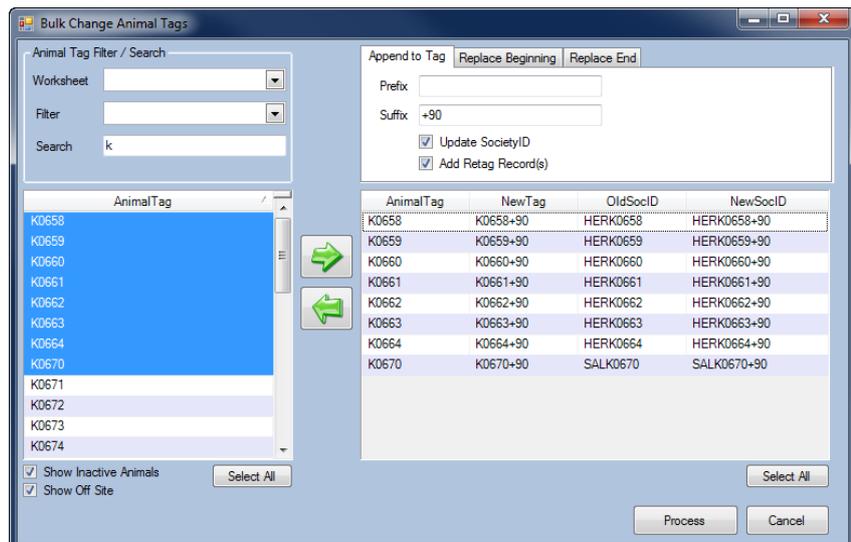
- Having found my old K animals, I then go to the bulk change utilities and select **Animal Tags**.

You can use worksheets or filters on the following screen to limit your possible selections to those animals you need to change, make sure show inactive and show offsite are checked.



- Select the animals which need changing and move them into the processing list with the green arrow, then we can look at the other options.
- In our case we want to change the tag as well as the society ID so we have a +90 after the normal animal tag to signify it was born in 1990. So in the Suffix textbox put in +90 and click on the **Update SocietyID** checkbox. Leave **Add Retag Records** checkbox checked (*Then we can always see what the animal was previously tagged as*).

- You will notice that the bottom of the right hand side shows you what your new tag will look like and once the **Update SocietyID** checkbox is checked what the new SocietyID will look like.



- If you have different needs for the tag then play around with the prefix and suffix until you get it right. If is no simple way to change the Society ID to what you need then you may have to leave that option unchecked and change them manually.
- Once you are done hit the **Process** button.

TAG NEEDS ADJUSTING

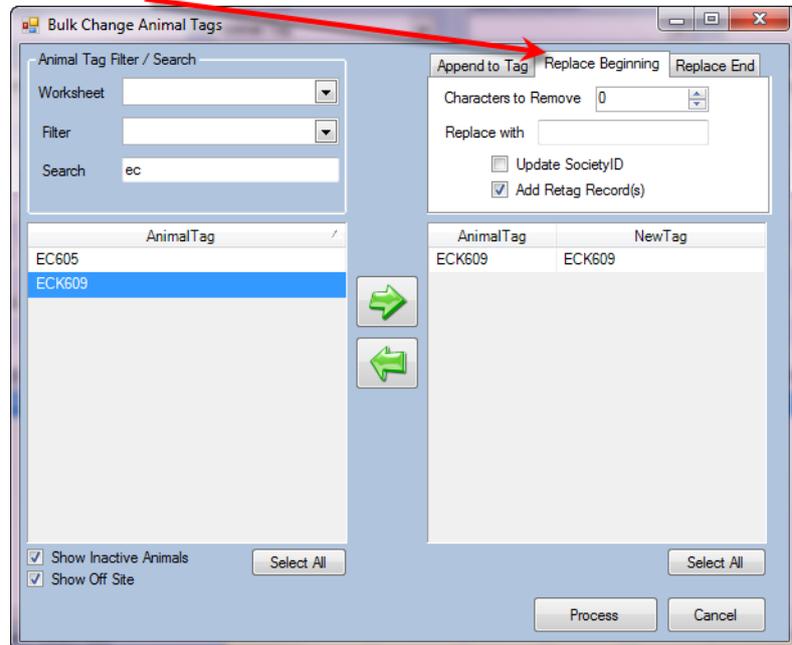
Let's say you have a year letter as part of your animal tags and you accidentally have some listed as K animals when they are actually L animals. In this case my tag is ECK609.

In the Bulk Animal Tag change window I hit the second tab titled Replace Beginning.

1. Now I have to remove the entire beginning of the tag to replace the K so I have to remove 3 characters and replace it with ECL

2. I hit the update society ID checkbox to see if the Society ID needs to change as well or if it is fine. In my case my SocID does not use the EC and the year letter is automatically generated, so it was correct even when my main tag was not.

3. In this case I uncheck the **Update SocietyID** checkbox and hit the **Process** button and my tag is changed and a retag record added to the animal.



The same process can be used for replacing the last characters of a tag, so depending on how you set your tags different processes may be required.