



HerdMASTER 4 Tip Sheet

IMPORTING AND EXPORTING A CUSTOM REPORT

IMPORTING THE REPORT

Go to **Reports | Custom Reporter**

On the bottom left you will see an import and export button

Hit the **Import Report Format** button and select the XML file of the report you wish to load.

Give the report a name.

Add Custom Report Format

Enter format name and click OK to continue

Format Name

OK Cancel

Reports | NLIS | Setup | Utilities

Custom Reporter

Mob Reports

Animal Reports

EBV Reports

Contact Reports

Mating Reports

QA Reports

Sales and Purchase Reports

Other

BREEDPLAN Reports

Society Reports

DNA Testing

Custom Reporter

Report Formats

FormatName

Dam and last calf

Scan Data

tag and lot

Import Report Format

Export Report Format

Ready

Now the report name should appear in the Report format list and you can run it.





EXPORTING A REPORT

When you have created a report you wish to share with another user or computer you can export it simply by selecting it from your Report Format list and hit the **Export Report Format** button.

Select the folder you wish to save to (this defaults to My Documents\HerdMASTER Custom Reports)

Give the report a file name and hit the **Save** button