



Create an Animal Filter

Often you will want to add a selection of animals to a worksheet that have the same characteristic. For example you may want all animals from a particular birth year.

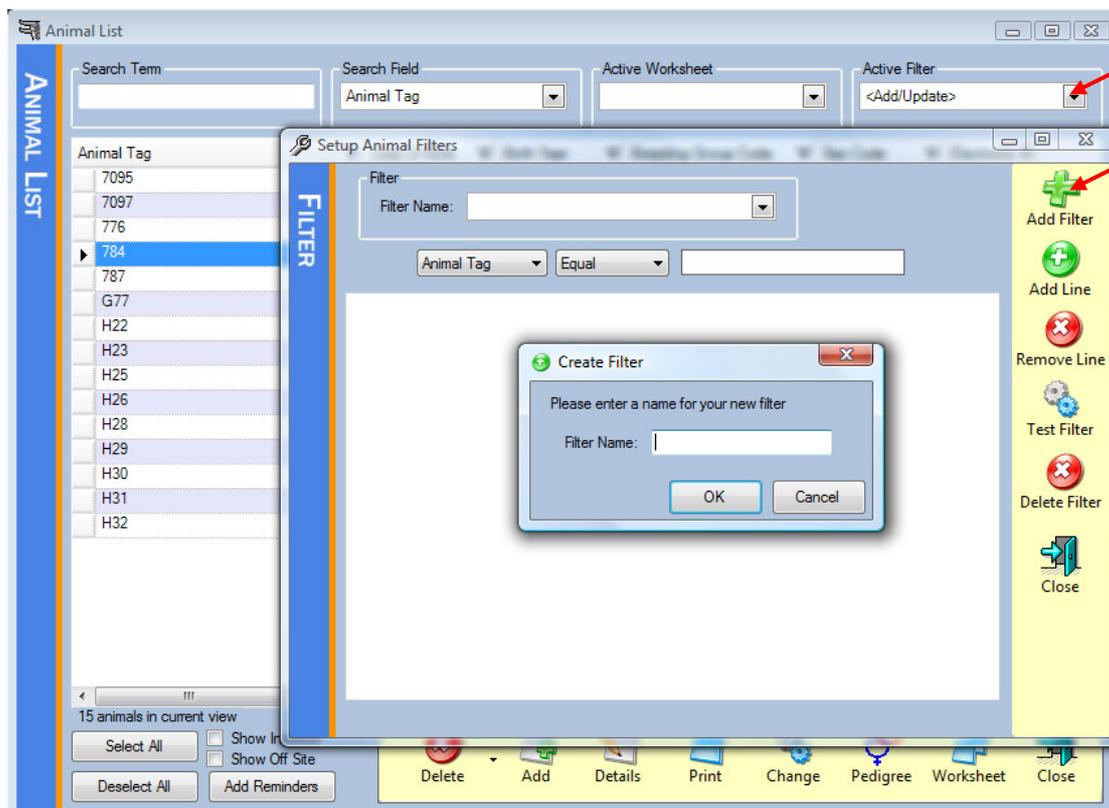
The best way to do this is to apply a filter.

The following is an example for filtering all animals with a birth year of 2006.

Example:

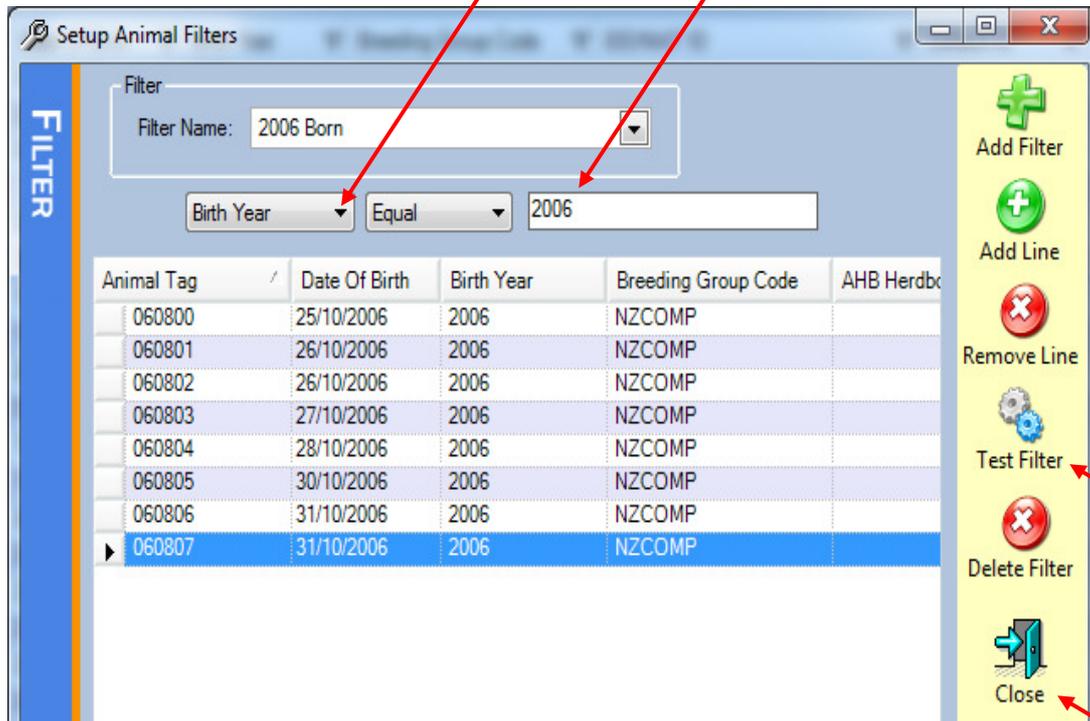
From the Animals List, Click the Active Filter drop down arrow, and click <Add/Update>.

Then click the Add Filter icon



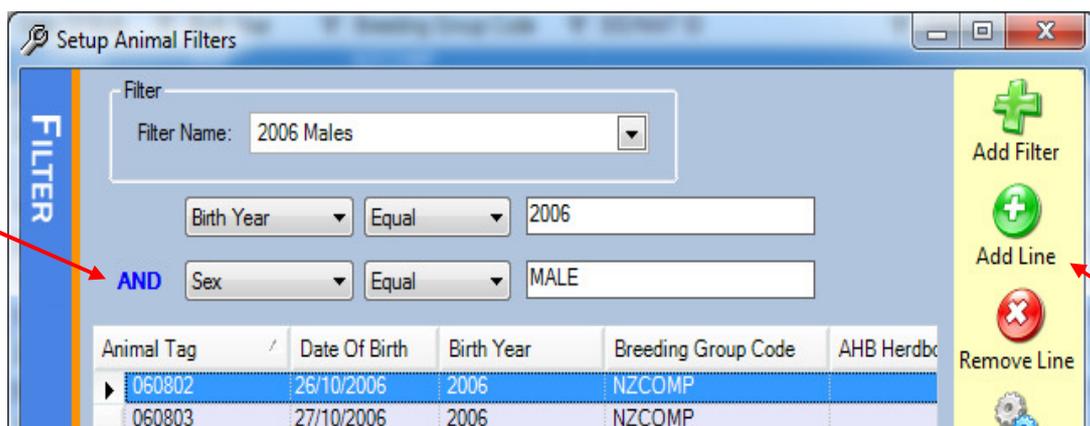
Enter a name for your Filter, such as 2006 Born and click ok.

Click the drop down box on the Animal Tag button, and select Birth Year, then type in the year 2006.



Then click on the Test Filter Icon, to see the results of your filter. If you are happy with the result, click close.

Note: You can filter on multiple characteristics; just click 'Add Line' to add another condition to your filter. E.g. you could add Sex, and filter out just the males from 2006. 'Greater than' and 'Less than' options are also useful for filtering. Click **AND** to change the option to **OR**.



Back on the Animal screen, click the Active Filter Drop down arrow and select the filter you have just created. The filter will then be applied to your Animal List.