



## Entering Weights and submitting to your Society

NOTE: See separate Tipsheet for importing weights directly from an electronic scale

- 1 It is usually easier to put all the animals you wish to enter weights for into a Worksheet or Filter in the Animal List screen before entering weights
- 2 Click *Data Entry / Weights*

The screenshot shows the 'Data Entry - Animal Actions' window. On the left, there is a 'DATA ENTRY' sidebar with a list of animals (Animal Tag and Location) and a green arrow button. The main area has tabs for Traits, Weights, Procedures, Preg Tests, Matings, and Movements. The 'Weights' tab is active, showing 'Obs Code' set to 'w2' and 'Perf Group' set to an empty dropdown. A 'Recorded Date' field is set to '20/02/2012'. Below this is a table with columns: Animal Tag, Date, Obs Code, Perf Group, Weight, and Note. At the bottom, there is a toolbar with icons for Add, Delete, Delete All, Worksheet, Additional, Process, and Close.

- 3 Enter the Recorded Date and set the Obs Code **FIRST**
- 4 If you are using Performance Groups, select this
- 5 Select the Worksheet or Filter for the animals you wish to enter weights for
- 6 Select the animals you wish to enter weights for, then click the green arrow to move then across the to weight entry list. Alternatively, if you wish to enter weights for all of the animals in the worksheet or filter, click the Select All button
- 7 You will now have a list of animals, with obs code and weigh date filled in ready to enter weights for as shown in the below example

Data Entry - Animal Actions

Active Worksheet: [Dropdown]

Recorded Date: 20/02/2012

Active Filter: 2011 Born

Search: [Text Box]

Animal Tag / Location C

Animal Tag	Location C
110001	Location1
110002	Location1
110003	Location1
110004	Location1
110005	Location1
110006	Location1
110007	Location1
110008	Location1
110009	Location1
110010	Location1
110011	Location1
110012	Location1
110013	Location1
110014	Location1

23 unprocessed records

Animal Tag	Date	Obs Code	Perf Group	Weight	Note
110001	20/02/2012	W2			
110002	20/02/2012	W2			
110003	20/02/2012	W2			
110004	20/02/2012	W2			
110005	20/02/2012	W2			
110006	20/02/2012	W2			
110007	20/02/2012	W2			
110008	20/02/2012	W2			
110009	20/02/2012	W2			
110010	20/02/2012	W2			
110011	20/02/2012	W2			
110012	20/02/2012	W2			

23 unprocessed records

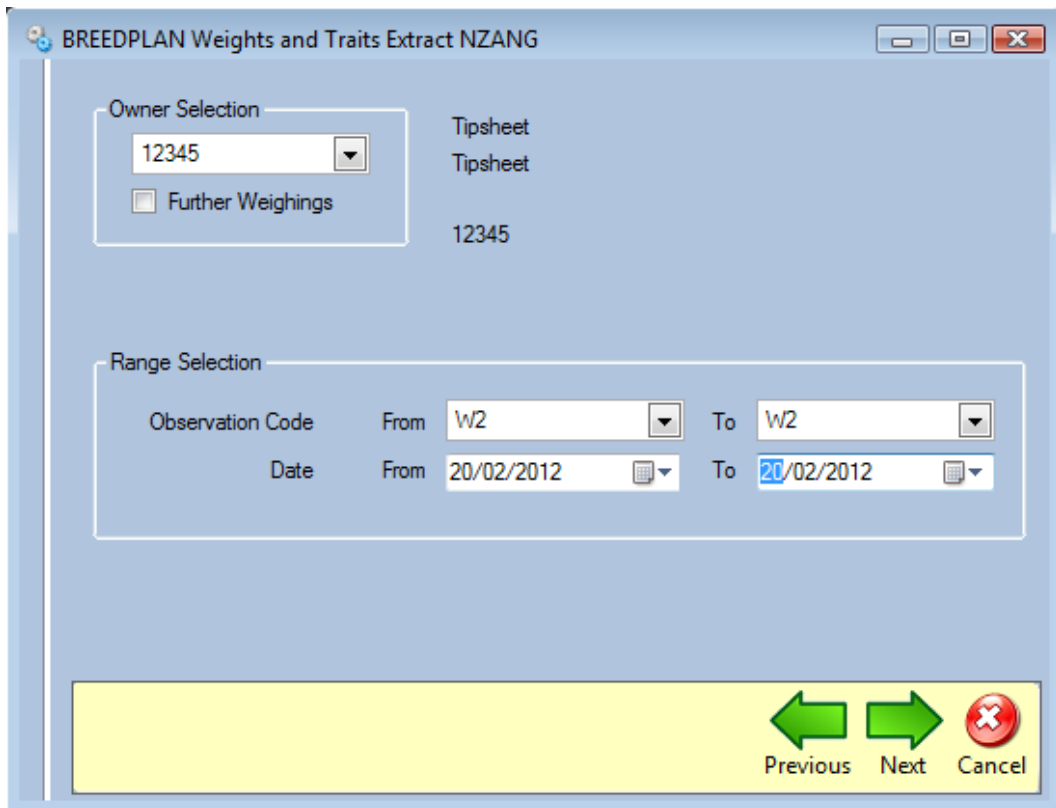
Buttons: Add, Delete, Delete All, Worksheet, Additional, Process, Close

- 8 The total unprocessed records will be indicated. These will remain on the view edit screen until processed. This means you are able to close the data entry screen, and come back to it to complete the data entry at a later time if you need to.
- 9 If you have an animal in the list that you do not have a weight for, simply highlight that animal by clicking on it and click the delete button to remove the weight record for it.
- 10 Click in the weight column and enter the weight for each animal
- 11 When you are ready to process these weights and have them saved against these animals, click the Process button. Click Yes to add the weights.
- 12 All processed weights will then be cleared from the data entry screen.
- 13 Weights will now be visible in View/Edit | Weights and in each animal's Details screen under the weights tab.

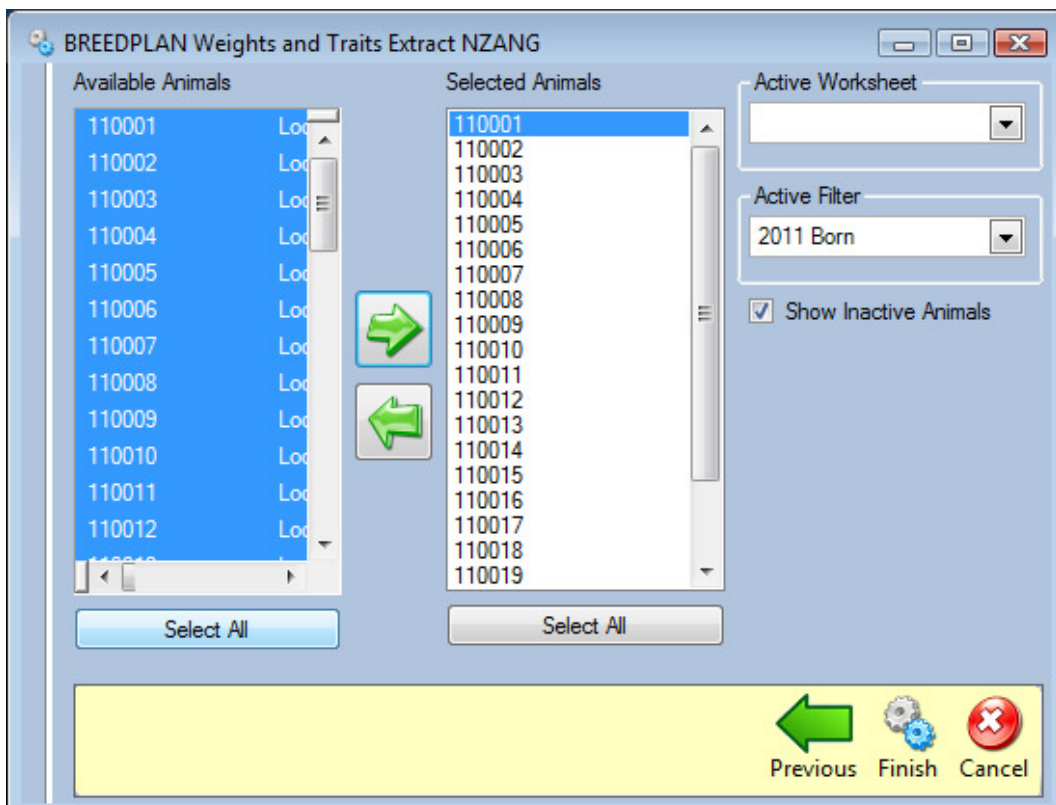
## Submitting Weights to your Society

Different weights can be submitted together. Eg W2 weights do not have to be in a separate file to W6 weights etc. The only exception is **Mature Cow Weights** at weaning. These must be submitted by themselves with an Analysis code of MAT (see specific tipsheet)

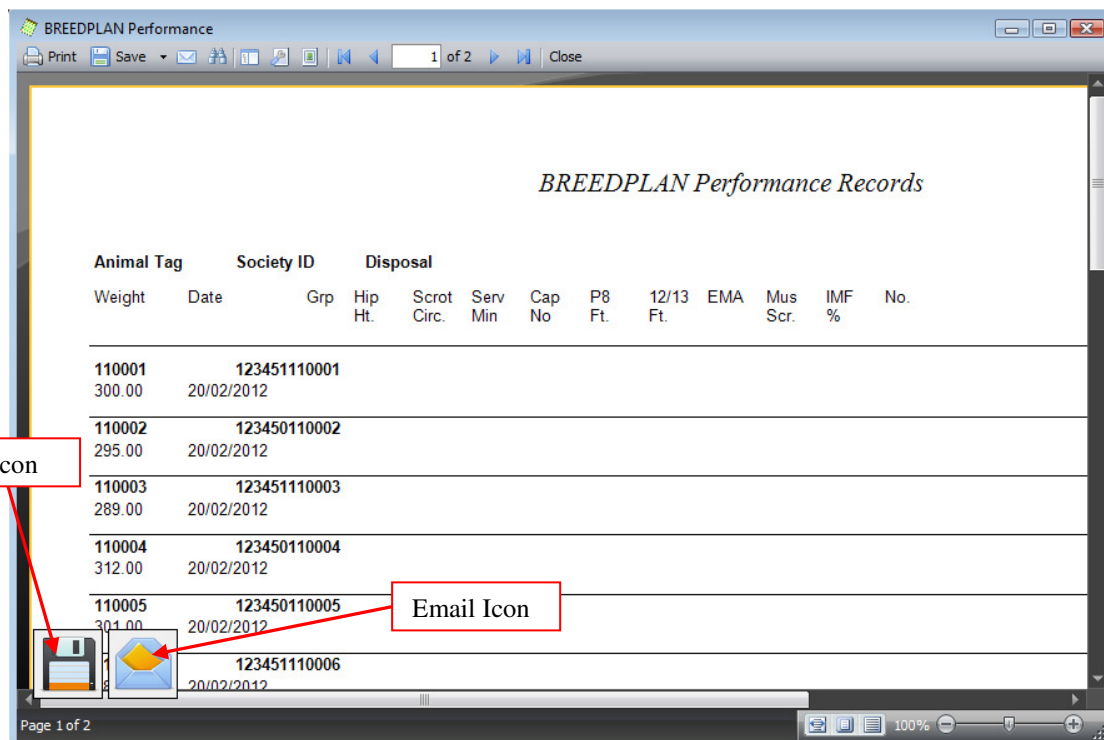
- 1 Click *Reports | Breedplan Reports | Weights and Traits*
- 2 The Range Selection allows you to choose which weights you want to report on – filters by Observation Code and/or Date. If you leave the Observation Code From and To blank all weights in the date range will be included regardless of Obs code.



- 3 Click the drop down boxes to select the Obs code and date ranges of the weights you wish to report on. In this example we have selected to submit the W2 (200 day weights) from the 20<sup>th</sup> of February
- 4 Click Next three times to skip past the Traits sections



- 5 Choose the animals you wish to submit weights for. The easiest way to do this is to select a Filter or Worksheet that contains these animals, then select them and click the green arrow to move them across to the Selected animals list.
- 6 Click Finish to prepare the report
- 7 The Report will be displayed on screen for you to review
- 8 Check the animals and weights you expect are displayed
- 9 If you are satisfied with the report the final step is to email it. There are two options depending on your Windows and email setup.
- 10 If you have your default email program setup in Windows the direct Email option will work for you. Otherwise you will simply need to save the report and attach it to an email to send it in.



- 11 Click the Email icon to email directly, this will create an email addressed to the appropriate person at PBB and attach the weights report to the email ready for you to send. Send the email to complete the process
- 12 Alternatively click the Save icon and then click Yes to save it to a different location. Choose the folder you wish to save the weights report in and click save.
- 13 Create an email to the appropriate person at PBB and attach the weight report file and then send the email.

**Note:** the File name is in the format of Society ID, W for Weight, then the date. EG **12345\_W\_2012-06-05.dat** is a weights report for Herd ID 12345 created on the 5<sup>th</sup> of June 2012.