



Scanning and Multiple Data Entry

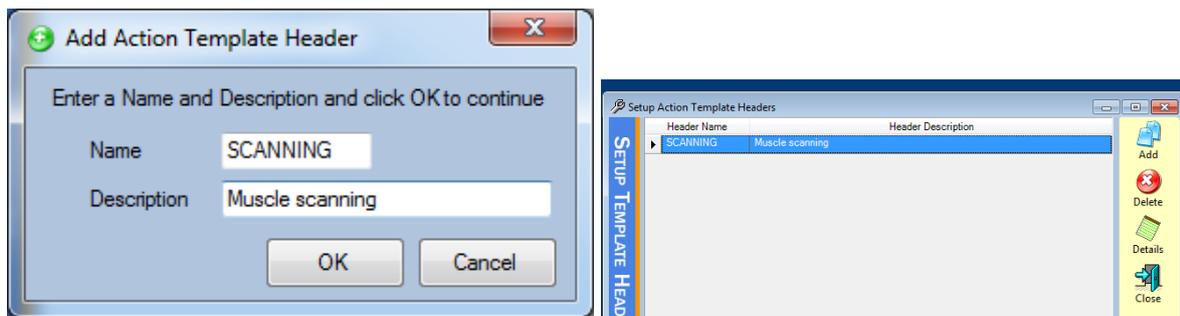
Setting up an Action Template

The action template is a tool designed to assist with entering multiple weights, traits and procedures. Follow the steps to set up and use an action template.

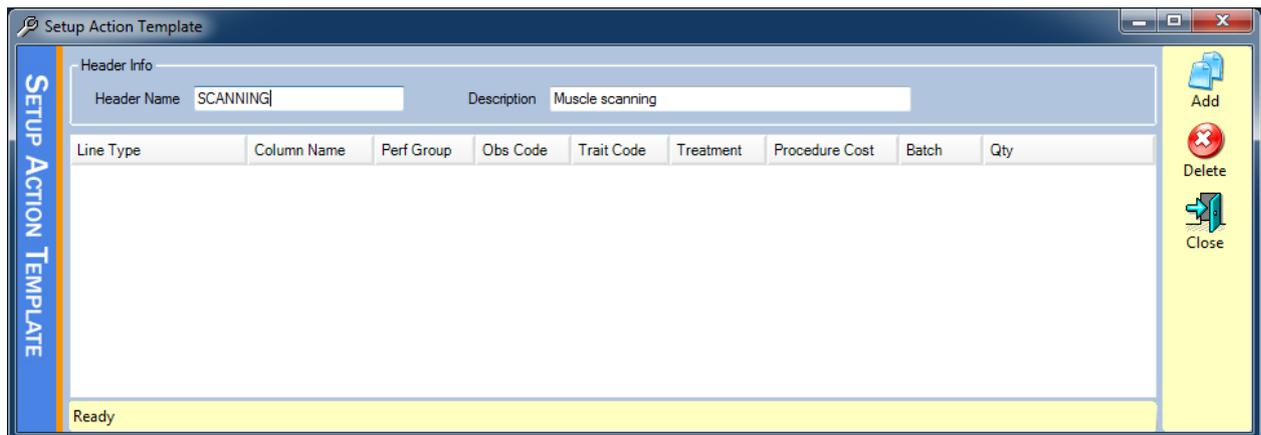
Select **Setup | Action Templates**.

To create a new template, click the Add button. You will be asked to enter a name for the template. Then press the OK button.

Then click on the template you wish to prepare and then click the **Details** button.



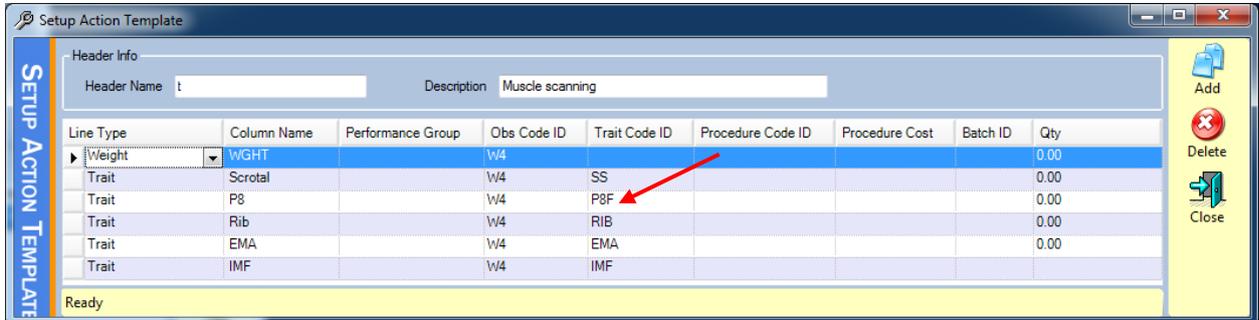
You will see the following screen.



Adding lines to this screen will produce columns for data entry. Follow the steps below.

1. Click the Add button
2. Click in the first blank cell under the column headed Line Type. A drop down menu is available, select relevant options to complete the required columns. See example below.
3. Click in the Column Name cell and assign the Template Line a name. Note all traits need an Obs Code ID.

Continue until the Template is complete.
 Note: Choose **P8F** in the “Trait Code ID”.



Using the Action Template

Select **Data Entry | Action Template**. Choose the template from the Action Template dropdown box. Alter the Recording Date as necessary. Using worksheets and/or filters find the animals required. Select the animals and move them across using the green arrow. Enter the scanning data. When complete select Process to complete.

