



Create an Animal Worksheet

Overview

Worksheets allow you to create a group of animals. Worksheets are most useful to group together animals that cannot be filtered, as they do not have anything in common.

For example you may create a worksheet which is a group of females you are intending to mate with a particular sire. Another example would be the group of animals you are planning to put in your sale.

If the animals have something in common, it is better to use a Filter rather than a Worksheet. EG if you wanted all Bulls born in 2006 a Filter would be more appropriate than using a worksheet.

Creating a Worksheet

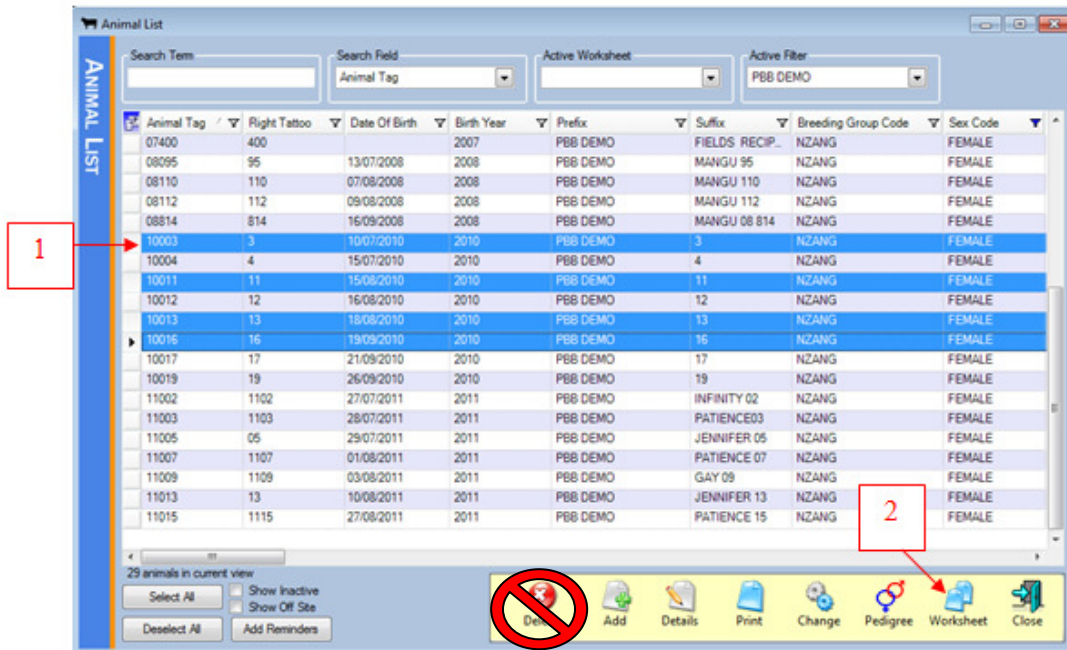
To create a worksheet, simply select the animals in the Animal List and click the worksheet button to add them to a new worksheet, or add to an existing worksheet.

Tip:

You may find it easier to apply a filter first to reduce the number of animals shown in the list to work through.

1. From the Animal list select the animals by clicking on them to highlight them in blue.
 - a. You can click and drag to select a bunch of animals.
 - b. To select a number of animals that are not listed next to each other, hold down the CTRL key and click each animal with the mouse to highlight it.
2. Once you have and animals highlighted to wish to add to the Worksheet click the Worksheet button. If this is a new worksheet, type in the name. Eg 'Mating group A'. If you wish to add these animals to an existing worksheet, select it from the drop down list.
3. Click OK, then YES to add them to the worksheet.
4. A confirmation window will be displayed. Click OK.

NOTE: See screen shot on the following page

**Tip:**

DO NOT USE **DELETE** to remove an animal from a worksheet. The delete button on the Animal List is used to remove an animal and all of its performance records permanently from you database.

Removing Animals or Contacts from Worksheets

Animals can be removed from an existing worksheet using the following steps

1. Select Setup | Worksheets | Animal worksheet to open up the Worksheet Maintenance window.
2. Select the relevant worksheet from the Active Worksheet drop-down menu. The animals that are currently associated with the Worksheet will appear in the in worksheet list.
3. Select the Animals for removal, click on the arrow that points to the right to transfer them across to the To Remove list.
4. Click on the Update button to complete.

