



Notes to Video Tutorial

Maintenance Wizard, Disposal – Tutorial #15

This tutorial focuses on the Maintenance Wizard and recording the Disposal of cattle in your herd file. The Maintenance Wizard is a powerful tool that can save you valuable data entry time and make updating your herd records much easier for routine tasks. Additional Tutorials in this series discuss the other Maintenance Wizard functions as they relate to entering the results of pregnancy examination in our cattle herd and promoting replacement heifers and/or bulls. Although you can enter this information on the Individual Animal record from the Manage Menu, the Maintenance Wizard provides the ability to make global data entries making your task easier while improving accuracy.

The disposal function is helpful when recording the culling or marketing of groups of cattle. If a large number of cattle are being disposed due to a similar reason, then the Maintenance Wizard Disposal feature provides a quick method for globally updating records. When a small number of cattle are being disposed of, or the disposal reason is unique for each, then the Disposal information may be easily entered on the Individual Animal form.

In order for any disposal information to be recorded in the **Individual Animal Form**, or displayed for Reporting, the Disposal fields need to be turned on for display in the **Options > Data Field Settings>Standard Fields**, and **toggled on in the Identity** tab. Once turned on, open the Individual Animal Form from the Manage menu in the Cow Sense task pane on left. You may then update the Disposal Type, Disposal Stage and Disposal Reason in the **Identity** tab for the animal.

When there are a number of cattle records to be updated for disposal data, the **Maintenance Wizard** simplifies this process with the use of global presets and lists of records. Remember, it is always a good idea to make a backup of your herd file prior to mass changes. You can make a backup from the **TOOLS >BACKUP** function in the Cow Sense Task Pane.

Launch the Maintenance Wizard by clicking on **Manage>Process>Maintenance** from the Task Pane on the left. As you operate this tool, you will not only have the opportunity to enter data, but also export data for further analysis and use in the field. These features provide you the information necessary to make the best decisions based on the factors important to your operation.

Clicking “Next” will bring up the Choose Task screen. In this tutorial we will discuss the entry of Disposal information for Cows, Bulls and Progeny. As they are similar in functionality, this tutorial will go through the Dispose Females option, and point out differences in the Dispose Bulls’ and the Dispose Progeny function. Additional tutorials cover the other multiple functions available from the Maintenance Wizard.

Dispose Females

Select “Dispose Females” and click “Next”. The first step is to select a record set with which we wish to work. You can either choose from “All Records” or by specific calving season.

In this example, the option of including All Records is chosen, as the process is similar to selecting by a specific calving season. Selecting All Records includes all eligible females of breeding age and Active Status. Click in the box to the left of All Records, and a check mark will appear. Click the “Next” button at the bottom of the form. The Optional Fields form will appear. As the name implies, this step allows you to select from the list of Optional Fields that you may wish displayed, either for recording additional data or for reference while considering Disposal decisions. The fields that appear here are driven by those which you have turned on in **Options > Data Field Settings** and have relevance to the Disposal process. To individually select the optional fields you wish displayed click the “Include” box for each field.

The buttons on the bottom of the page include the “All” button at the bottom left of the form, which turns all Optional Fields on for display, whereas the “None” button beside it will prevent the display of any Optional Fields. The “Back” button moves you to the previous page, “Next” moves to the subsequent page and “Exit” will close the Maintenance Wizard.

The Export Options are available to select a set or subset of records to include in your Field Form for export to Excel (and optional printing) as well as in the data entry grid. We may include: “Active” eligible records; records you have previously flagged as “Marked” with the marker flag, or “All” female records regardless of status. This screen also provides the option of Exporting a Worksheet for use in the field as reference or as a hardcopy to help with recording data for entry when you return to your computer. Click “Next” to bypass this process, and remember Exporting is discussed in detail in the tutorials for Maintenance Wizard, Preg Check, and Replace functions.

Click “Finish”, and the Dispose Females data entry grid will open to display **Active** eligible animals as our previous selections mandated. The Count, or number of records will appear at the top center of the screen. Moving to the right is a dropdown selection next to Show allows you to filter the Status of records you wish displayed including: Active, Disposed (marked as disposed); Marked (previously flagged records) and Incomplete (unprocessed records).

You may navigate to each animal record individually. Notice the type of these records is Breeding Cow or another female designation. Use the Disposal Status drop-down box contained in each cow record to update status data. The choices for Disposal Status are Active, Disposed and Reference. Note, if you enter a value for Disposal Status, Status Date is a required field that must be completed before the record can be saved or you can move to the next record. This is also true if you enter a Status Date, a value must be recorded in Status. You may also choose to enter data in the optional fields of Disposal Type, Disposal Stage and Disposal Reason for individual records. These fields are reviewed in detail later.

The “In Selection” at top right shows with which records you had chosen to work (such as All Records versus a specific calving season). Remember, initially we had chosen to work with All Active eligible records. If we had chosen a specific Calving Season in which to record Disposal data, that season date would be shown here instead.

The option to assign and use **presets** to apply global changes, complete repetitive entries, or edit subsets of data is available on this dispose data entry grid. The Dispose task is beneficial when marketing animals or culling your herd, and keeping track of this detail is simplified with the preset function. For preset data assignment, follow these steps: move to the Preset area in the header area at top left. Toggle Presets ‘ON’ in upper left. Select records you wish to update by checking the records of cattle to be culled or prepared for market in the check column at left. Click on Dropdown for Disposal Status and Select Disposed, (Or other choice) and set Status Date. You may also determine to preset and update data in the Dispose Optional Fields. Set the Disposal Type, Disposal Stage, and Disposal Reason as the appropriate choices for each field. Note there are many choices in the dropdowns to provide unique and detailed information in the Disposal Type, Stage and Reason fields.

Click “Apply Presets” to apply these changes. This will assign your Preset values to all records checked. When a dialogue box opens reminding that this will add data to records, confirm your changes by clicking “OK”. When you determine updates are complete you may click on red ‘X’ in upper right to save data and close the grid, returning to the Maintenance Wizard.

Dispose Bulls

The Dispose Bulls function is similar to Dispose Females, except the type of the record is Breeding Bull, instead of Breeding Cow (Or other female designation). In the event you may decide to Dispose Bull, open the Maintenance Wizard Task Screen, choose the “Dispose Bulls” option, and continue to the selection grid. Follow the same process covered under Dispose Females, updating information as appropriate for the marketing or culling of bulls. When finished updating Dispose Bulls data, return to Maintenance Wizard Introductory page and Cow Sense Main Menu.

Dispose Progeny

An additional benefit of the Maintenance Wizard Dispose function is to expedite the recording of marketing and disposal information by calf crop. You can save time and improve accuracy by taking advantage of the tools and preset function to update data globally. The Dispose Progeny function is similar to Dispose Females, except the Type of the record is Nursing Calf, Yearling, or Weaned, as opposed to Breeding Cow or other designation. In the event you may decide to market your calf crop and utilize the Dispose Progeny function, select Dispose Progeny from the Maintenance Wizard Task Screen. Like in the Dispose Females task, you can choose to work with either All Active eligible candidates, or a specific calving season. The Optional Fields form will appear. Select the desired fields, and click “Next”.

As with Dispose Females, the Export Options are available to select a set or subset of records to include in your Field Form, as well as in the data entry grid. To bypass the Export Worksheet Function, click “Next” to continue, and click “Finish” to progress to the Dispose Progeny selection grid. Notice there are calf records displaying on the data entry grid.

You may update each animal record individually, but the use of Presets is of great benefit in Dispose Progeny. This example will describe updating and recording the data for the set of calves that have been marketed, in this case steer calves. First, sort the data by the Sex column to bring the steer calves in a set together.

To utilize the Preset function for Dispose Progeny, toggle Preset “ON” in the upper left. Enter the data for your Dispose Progeny in the Progeny fields of Disposal Status, the Status Date, and the optional fields if you wish. Click on Apply Presets, and confirm the number of records changed. Check to ensure that all updates have been processed. Finally, close the data entry screen and your changes will be saved.