



Notes to Video Tutorial

Animal List-Tutorial #4

After entering some animal data, you can take advantage of the reporting capabilities at the heart of Cow Sense. This robust feature provides the ability to transform the records you have created into powerful information to assist in making more informed management decisions.

Record Selection

Click Manage>List on the task pane to begin. An indicator in the upper left corner shows how many records are displayed in the current report. Moving to the right, you'll see the Saved Selection box ("All Records" is selected by default). You can use this box to display previously created and saved selections. Click the hot button to the right of the current selection to choose a different selection from the animals list.

The Select Tool is a powerful feature that allows you to retrieve only the records that you want displayed. To choose a specific group or sub-set of animals for a report, click the "Select" button. The Record Selection Window will be displayed. Build your selection in the "Find Records Where" portion of that window. First, click the hot button under "Field Name" and select a field from the drop-down list, such as Type. Next, click the hot button under "Operator" and select the desired value. Finally, enter a definition under "Criteria", for example, Breeding Cow. Click "OK" to view a list that matches your search. You can narrow your selection further if desired. Click the "Select" button again to return to the Record Selection Window. Click the hot button under "And/Or" and pick the desired option. Enter the additional desired identifiers in the second line under the Field Name, Operator, and Criteria fields. Repeat if necessary to narrow the search more, and click "OK" to view the selection. Click the "Save" button to save the current selection. Click "OK" and type a name for the list. To return to all records, click the "Clear" button.

To retrieve a saved selection, click the hot button on the right side of the Saved Selection box (just to the left of the "Select" button) and choose from the saved selections you wish to view. Additionally, use the "Select" button to organize your data using up to three sorting options. In the "Sort By" portion of the Record Selection window, use the hot button to select your first sort field. Then, select a sort direction. You may add additional sort options if you desire. Click "OK" to view the sorted selection.

The "Delete" button provides you the ability to delete a record selection you have previously saved or created in error.

Layout Customization

Cow Sense Nx Gen allows you to choose the **fields** that appear in a report. This is different from the function of the "Select" button above it, as the "Select" button allows you to filter the **records** you wish displayed. The Setup button allows you to manage the data you want displayed about those animals. Click the "New" button to create a report with a custom layout, and give the report a name. Then, click "Setup" to select which data fields you want in your report. In this window, field names are listed under categories such as Identity, Traits,

and Performance. To turn off a field, uncheck it. If you only want to view a few fields in your report, click the “Uncheck All” button and then re-check the fields you wish displayed. If you want most of the available fields, click the “Check All” button and then un-check the fields you don’t want. When finished, click the “Done” button and Cow Sense will display a report with the selected fields.

You can reorder the columns to best meet your needs. To arrange the columns in a different order, place your cursor over the title of the column. Hold down your left mouse button and drag your cursor left or right to move the column to the desired location. Release the mouse button to lock in the columns new location.

You can also change the width of the columns. Simply left-click on the grey line to the right of the column you wish to change, hold down the left mouse button, and drag your column to the desired width. Release the mouse button to lock in the new column width.

To retrieve a saved layout, click the hot button next to the Report Layout box and select the desired title from the list of saved layouts. You can easily return to “Default Columns”, and then switch back to your saved report. The “Delete” button provides a method to delete a Report Layout you no longer use. If you wish to save the report, (A combination of the record selection you made and the layout you created) click the “Save” button. Give the report a name and select a group, if desired. We’ll cover creating groups and managing your saved reports via the “My Reports” option located on the task pane in the next tutorial.

Additional Features

The next buttons are the Mark and Unmark options. Click the “Mark” button to temporarily mark or flag all records currently displayed in order to run a selection, export records, or perform additional analysis. Cow Sense will confirm that you wish to mark all records on the current report. Use the “Unmark” button to unmark any currently marked records. Again, Cow Sense will verify that you want to unmark the records listed. You may also want to scroll through the list and individually select only the records you want. To do this, create a new layout. Click “Setup”, “Uncheck All”, reselect only the marker option, and click “OK”. Next, check the box next to the animals you wish to individually mark. You can then produce a list of only the marked records by using the “Select” button. Choose “Marker” under Field Name, “Is True” under Operator, and click “OK”.

Another option on the toolbar is Print. Click on it to open the Generate Report window. At the top of the Generate Report Window you can change the title that appears at the top of your report. Additionally, you can select the Report Style or turn off any data fields in your report that you don’t want to print. Customize the column width in the Column Settings Box by clicking on the width value next to the field you wish the change. You can test the layout options to see which best fits your needs. The computer’s default printer is selected. To choose a different printer, click the hot button to the right of “Printer”.

The Page Setup button allows you to select your paper size, orientation, and margins. Once you are satisfied with your options, click the “Preview” button to see a larger printer preview. When the report is ready to print, click the “Print” button. You also have the options to Export your report or simply close the Generate Report Window. You may choose to export your report to a .csv or text file for further analysis. Click the “Export” button and name your file. Select the location you wish to save your data to. Click the “Save” button to export your data.