



# Notes to Video Tutorial

## Location Wizard – Tutorial #9

The Location Wizard is an included feature of Cow Sense NxGen dedicated to handling location assignments for your cattle by ranch, by pasture, or however is important to your operation. Because you design how you wish to use it, the Location Wizard can provide very basic inventories by location, or very detailed tracking of animal movements.

The Location Wizard maintains its own database of cattle movements, which enables you to track an animal through space and time. You **cannot** enter information directly in the location fields on the animal record. However, whenever an animal is assigned to a location from the Location Wizard, the Location, Location Date, and Premises ID (optional) fields are updated on the animal's record.

**To access the Location Wizard, click on Manage>Process>Location from the task pane.** The Location Wizard uses a Wizard format to guide you through the process step by step. To setup or add to your list of locations, click "Manage Locations". Then, click "Next". Simply define your locations by entering them into the grid. Location Name is required and must be unique. You also have the option of entering a Premises ID and a description. Premises IDs are included in the Location Wizard to satisfy requirements of National Animal Identification if so desired. If you include your Premises ID with a location, Cow Sense will be able to report this information if required.

If a location is designated as an **Exit point** such as Central Livestock Auction and an animal is assigned to that location, their status is updated to "disposed" and disposal date is updated to the date it was assigned to that location. Click "Exit" to close the window when you are finished, or click "Back" to return to the Location Wizard options.

If you want to assign your cattle to locations or move cattle to a different location, click on "Assign/Move Animals" and click "Next". First, select the date and time you a moving cattle (if time is not important simply use the Location Wizard default of 6 AM). Second, choose the location you are moving cattle from by clicking the arrow under "Move From" on the left. If initially assigning cattle to their first location click either "Unassigned" or "Marked". We recommend using "Marked". This will bring up cattle that you have previously marked in Cow Sense. Now, choose the location you wish to move the cattle to by clicking the arrow under "Move To" on the right and selecting your location. Finally, highlight the animals on the left you want to move to the new location. If you are moving all animals on the list, use the convenient "Select All" button. After you have highlighted the animals, click the "Move" button to move them to that location. Click "Yes" to proceed with the move. The **Pairs** option is helpful when you are moving pairs. A list of all marked cows with active calves is displayed. Repeat the process as necessary to record all desired location assignments for your herd.

To view the current location, entry date, and Premise ID of an animal, click on **Manage>Individual** from the Task Pane. Locate the animal you wish to view and click on the “Location” tab. **If the Location tab isn’t visible enable it by clicking on Options>Data Field Settings>Standard Fields**, located under the Identity category.

You can also view Locations in the List view by clicking on **Manage>List**. You can setup a custom layout that includes Location information as described in an earlier tutorial. Additionally, you can view Standard Reports by Location. These reports are covered in detail in the Standard Reports Tutorial.

Click on **Standard Reports>Location>Summary** to view a **pie chart** of summary information by location. The Location Summary displays the present locations and summarizes active animal records and animal type assigned to each location (including animals that are unassigned).

Click on **Location>Inventory** to view a **list** of each animal assigned to each location. You can navigate to a particular location, or pasture, easily by using the group browser options on the left. Notice the head count for a particular location appears next to the location heading.

Your preferences for the next 2 reports (the Location Utilization and Location Events reports) can be set by clicking on **Standard Reports>Options**. Click on the “Location” tab. Select the start and end date for your reports. Also, you can select the locations you wish to include in the report. Click “Apply” to apply the changes and then close the Options window. Click on **Location>Utilization** to view how many **hours** each location has been used over time. Notice the time period selected in Options appears at the top of the report. Finally, click on **Location>Event Log** to view all **movement events** between locations.