



# Notes to Video Tutorial

## Maintenance Wizard, Preg Check Intro – Tutorial #12

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. These tasks may include entering the results of pregnancy examination in our cattle herd or “Preg Check”, promoting replacement heifers and/or bulls, and disposing of large groups of cows, bulls and their progeny. 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 Maintenance Wizard is a member of the Process functions in Cow Sense. Launch the Maintenance Wizard by clicking on **Manage>Process>Maintenance** from the Task Pane on the left. This tool provides a method for both entering data and exporting it for further analysis. These features provide you the information necessary to make the best decisions based on the factors important to your operation.

Click “Next” in the Maintenance Wizard to bring up the Choose Task screen, and select the desired option. Each option will set the respective screens with information and other choices relevant for the task selected.

This tutorial focuses on the entry of basic Preg Check information via the Maintenance Wizard. This guide is **Part 1 of 2** covering the Preg Check Task, and additional tutorials cover the other functions available from this screen.

Select Preg Check in the Maintenance Wizard, and click “Next”. The first step is to select a record set with which you wish to work, either “All Records” or by specific breeding season.

For this example, we will choose to select All Records, which includes all eligible females of breeding age and Active status. This option is most applicable to record Preg Check data **with no link to previously entered breeding records**. The processes are similar, yet there are a few major differences to be discussed.

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, and the Optional Fields form will appear. As the name implies, this step allows you to select from the list of Optional Fields to display, either for recording additional data or for reference at time of Preg Check. The fields that appear here are driven by those which you have turned on in **Options > Data Field Settings** and have relevance to the Preg Check process. The Optional Fields displayed may be different if you have selected to work with “All Eligible Females” versus a specific breeding season on the prior screen.

Notice the row of buttons at the bottom of the screen. The “All” button at the bottom left of the form 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. To view a very basic Preg Check display, choose “None” and take a look at the form display by clicking “Next”.

This screen provides you the option of Exporting a Worksheet for use in the field. The Export Options allow selection of a set or subset of records to include in your Field Form. **If you do not wish to create a Preg Check Worksheet, proceed to the finish screen by clicking “Next”.**

The Export Options to the top right allow you to choose what records you wish to export. You can include: “Active” eligible records; records you have previously flagged as “Marked” with the marker flag, or “All” female records regardless of status. **NOTE: If selecting “Active,” ALL eligible, Active females with no linked breeding records will show up.** Accordingly the option is NOT presented to restrict the breeding records to be displayed within a defined period of days. (This feature is only relevant if you had previously recorded breeding data and selected related breeding fields from the Optional Fields selection.)

To create and print the Preg Check Field Form, click the “GO” button next to Export Worksheet. Select a location on your computer to save the form, give it a name, and click open. The form will open in your default application, usually Microsoft Excel as a .csv file. In Excel, you can modify the layout of the field form, or add and modify columns as desired. Click the printer icon to send the field form to your default printer. Closing or minimizing the spreadsheet allows you to return to the Maintenance Wizard. If you do not have a Spreadsheet program such as Excel installed on your computer, you will not be able to open this form, but you may contact Cow Sense Customer Service for advice on low cost options.

Click the “Next” button, then click “Finish” to advance to the Preg Check edit grid in order to complete your data entry. If you do not wish to continue to the data entry screen at this time, click “Exit” instead of “Finish”.

The grid will open by default to display Active eligible animals. The Count or number of records will appear at the top center of the screen. To the right is a dropdown selection to allow you to filter the type of records you wish displayed including: Active, Done (completed records); Not Done (incomplete records); Marked (or previously flagged records); Pregnant (records where Preg Status is P); Open (records where Preg status is O) and Undetermined (records where Preg Status is unknown or not determined).

**You can navigate to each animal record individually.** Use the Preg Status dropdown box next to each cow record to record status data. Note if you enter a value for Preg Status, Preg Check Date is a required field that must be completed before the record can be saved and you can move to the next record. This is also true if you enter a Preg Check Date, a value must be recorded in Preg Status.

The “**In Selection**” shows what records you had chosen to work (such as All Records versus a specific calving season). The Check column is a very important feature in the grid display. It can be extremely useful in repetitive data entry as well as changes individually (by clicking “None” and selecting individual records) or globally to ALL selected records. Note there may already be existing Preg check data recorded for these animal records. The “Clear” button to the far right can be used to clear individual or all records of past Preg Check data. If an animal record is checked, simply click the “Clear” button to remove Preg Check data. By clicking the “All” button, you can Check all records in the selection and click “Clear” to remove the Preg Check data from all records displayed. Click the “None” button to remove the Check from all records displayed. Note that when you select individual records on a data entry screen to perform the function on the screen (such as enter or clear Preg Check data), that is different from changing the “Marker” flag on a record or set of records. For more information on use of the Marker flag review the Animal List Tutorial.

## Using Presets

The option to use **Presets** to apply global changes or edit individually is available on this screen at the top left. Once records are checked you may use the Apply Presets button to record Preg Check preset values. As you may recall from prior video tutorials, Presets provide a mechanism for recording repetitive data for each record. General Preset fields (**found in the Task Pane, Options> Data Field Settings>Presets**) will contain the preset data for other fields from earlier work. Presets also allow adding repetitive data applicable to all or many records at one time on a particular screen. On the top right of the Preg Check data entry screen, near check, you can either click “ALL” to apply Presets to all animals in the list, or click “NONE” to manually select records to assign Presets.

For preset data assignment, move to the Preset area in the header area at top left and toggle “ON” after Presets to control preset values. Next, fill in your preset data for Preg Status and Preg Date in top header. Click “APPLY PRESETS” after Checked to assist with global changes. **This will assign your Preset Preg Status and Preg Check Date to all records checked.** Click OK when a dialogue box opens stating that this will add data to records.

To update a subset of records, click “NONE” and “CLEAR” to clear current data, and then select the desired records. Click “Apply Presets” to assign the Preset information to the selection.

To view all records where data has not yet been entered, select “Not Done” in the drop down menu located at the top of the screen. To apply Presets to these records, click “All” on upper right after Checked, and select “Blank” in the Preg Status drop down box. Finally, click “Apply Presets” to demonstrate a global change of your preset data assigned at top left.

Note when the preset Preg Check date is updated, the days since breeding is automatically calculated. You may review this data in individual animal screens or other forms. When finished, close the data entry screen and your changes will be saved.