Notes to Video Tutorial

Standard Reports – Tutorial #10

In addition to our powerful Custom Reports, which are discussed in a different tutorial, Cow Sense NG has extensive Standard Report options. Standard reports have a pre-defined and fixed format. You can control what Standard Fields you wish to include, but the formatting can't be changed or modified. These reports will quickly generate the information you selected and can either be printed, or the data can be exported for further analysis.

Click on **Standard Reports>Options** from the Task Pane on the left to view and select your report options. In the Standard Report Options window you can review the information about reports on the **Reports Help** tab. Please note that a NxGen Guide to Standard Reports can be accessed by clicking on the link on the lower left of this form. This Guide will provide detailed written instruction in a .pdf format if you want further assistance using the features available to you in Standard Reports.

By default, standard reports will display information on all your active animals. If you want to select specific records to be displayed in Standard Reports, click on one of the additional tabs at the top of this form.

Click the S**elect by Status and Type** tab to select only records of any combination of Status and Type. For example, you may wish to view only your **Active, Breeding Cows**. Data to be displayed for these reports are driven by the fields you have selected in Options>Data Field Settings. The Getting Started Tutorial covers those options in detail.

Click the **Select by Calving Season** tab to select any combination of records by calving season. Note that you can select "All" calving seasons, or select "None" to unselect all currently selected seasons. You can then reselect only the season or seasons you wish to include in your Standard Reports.

Finally, you can click on the **Select Marked** tab to select only records that have been marked in the Individual Animal Form or List view. This allows you to sort out a subgroup of animals you may wish to have included in your reports.

Note that the current selection is displayed in red at the bottom of the Options window. **Make your selection from only 1 of the 3 tabs**. Once you've made your animal selection, click "Apply" to apply your changes and close the Standard Report Options window. **This is VERY important because Cow Sense will not know what group of animals to display. Unless you click Apply, the default group of animals, "Active Animals" will be included in your standard reports.**

If you wish to print a header on your reports, you can do so by clicking **Options>Preferences>Herd Option**. Enter the title you want to include on your report and click the "Print if checked" box.

Now you're ready to view your report. Under "Standard Reports" in the Task Pane you'll see several standard report layouts: Inventory, Traits, Performance, and Breeding. Select a report type and then select the summary or list view.

Summary Reports display summary data of the animal records and data fields you have selected in a graphical form. These Pie Charts allow a big picture view of the data. At the top of the summary report you'll see your current animal selection is displayed for reference. If you wish to change your selection, return to Standard Reports>Options on the Task Pane. Below that you'll see summary information for each Inventory category including Age, Brand, Disposal Information, Location data, Origin, Status and Type.

You'll notice the toolbar at the top of the report. At the top left is an icon for exporting your data. 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. By default, the data is saved in your Cow Sense subdirectory in your My Documents directory. You can redirect and save this data to any location. If you do not have a Spreadsheet program such as Excel installed on your computer, you will not be able to open this form. In this case, contact Cow Sense Customer Service for low cost options. Click the "Save" button to export your data. You also may print your report to your default printer.

The **Group Browser** icon will appear if there are multiple reports to be displayed for the area selected. This creates an index of the standard reports created for that area and allows you to easily browse through reports.

Next, you see the arrows that will allow you to navigate through individual pages of the report created. The single arrows will move you 1 page in either direction. The arrow pointing to a line will move you to the first or last page of the report.

The next portion of the toolbar displays the current page and total number of pages in your report. Finally, you can zoom in or out of the report as you wish. Close the Inventory Summary report by clicking on the "X" in the upper right.

The next view available in Standard Reports is the **List view**. The List view displays the individual animals selected in rows, and the data fields you selected in columns. In List view, Cow Sense will look to see how many columns are in your report (Dictated by the fields of data selected in Options) and determine if your report will best be displayed in portrait or landscape orientation. If you have more than the number of columns than can be displayed in a single page the additional columns will flow to another page and be labeled Part 1 of 2 and Part 2 of 2 or so on. Because of this, we caution that if you wish to display a large number of fields it will create many pages of reports and may best be reviewed by exporting the report.

You may view a **List Report** by clicking on **Standard Reports>Inventory>List**. Selecting the List will generate a report that lists selected animals individually with their relevant field data.

The other report types (Traits, Performance, and Breeding) work in a similar fashion. Each report has both a summary report that includes summary data and charts, and a list view that displays each selected animal and their data individually.

   The following features are available only in the PRO Edition of Cow Sense NxGen. The PRO Edition provides you the ability to create column charts and cross-tabular tables with the Advanced Chart Options. These are accessed through an additional tab in **Standard Reports>Options**.

   On the **Column Charts** tab, you can select both your quantity (column) and item (row) fields**.** Once your selection is complete, click "**Save Field Choices**" and then close the window. As with other Standard Reports, the animal records to be included in the report is driven by the selections you have made in the "Select by Status and Type", "select by Calving Season" or "Select Marked" tabs. To view your column chart, click on **Performance>Column Chart** on the Task Pane.

   You can set up a report with multiple charts as well. Notice the resulting column charts will appear individually in your report. Also, note that the Group Browser button is also available for these reports. As you may recall, this feature allows you to easily navigate multiple reports dependent on the variables you have selected. The Group Browser lists all reports generated by the selections you have made and displays them to the left of the report. Simply click on the report title in the browser to navigate between reports displayed.

   Sometimes it is helpful to analyze data by **multiple variables**. In this case, a cross-tabular table will provide this functionality. This feature is also available to PRO users in Advanced Chart Options. Select the **Crosstabs** tab to populate your chart with 3 fields: rows, columns, and cells. Once your selection is complete, click "**Save Field Choices**" and then close the window.

   To view your cross tabular table, click on **Performance>Crosstabs** in the Task Pane. Crosstab reports will be generated for each of the "Cell Fields" you selected in Advanced Chart Options. As with other Standard Reports, you can navigate between reports by using the toggle buttons or the Group Browser.

   Standard Reports is a powerful tool in Cow Sense NxGen. This feature allows you to mine the data you have entered on your herd to display it in a meaningful fashion to assist you in making management decisions.