



# Notes to Video Tutorial

## Herd Treatments, Enter Treatments - Tutorial #20

The Treatment Wizard automates recording treatments into Cow Sense that are performed on either a group or an individual. Although the data may be entered in mass, the group treatment will become part of the individual treatment history for each animal included. This is Part 2 of the Treatments Tutorial, which addresses mass or group processing treatments as well as recording individual animal treatments administered for a therapeutic treatment for illness. Review Part 1 of the Treatments Tutorial for instructions to enter Items and set up the pharmacy or inventory of Items. It is a prerequisite that items exist in your pharmacy before they can be recorded in treatment records.

### Mass Treatments

To enter a new Treatment, open the Treatment Wizard by clicking **Manage>Process>Treatments**. Click "Next" on the Treatment Wizard: Introduction window, and select "**New Treatment**" from the Choose Task Window. Remember that Items must be added before entering any treatments, which is covered in Part 1.

A field form is available by checking the "I want to use a field form" box, located under New Treatment. Click "Next", and this selection will bring up the Print Field Form screen. Click "Go" to preview the field form as a printable .pdf document. The first page of the field form is designed for recording Group Processing. The following page is a form to record Individual therapeutic treatments. Print these forms out to record treatments on the go or in the field. The field forms include areas to enter all the information required to record the treatment in Cow Sense at a later time. **To skip this step, simply uncheck the field form box and click "Next"**.

Once you have printed the Field Form (if desired), close the .pdf document and then choose "Next". An "Animals for Treatment" message box will appear displaying the number of Active animal records in your herd, and a subset of previously Marked animal records. Select the "OK" button.

The Select Animals pane will appear. Note the Select Animals pane has 3 columns: Include; Tag and DOB (Date of Birth). Clicking on either the "Tag" or "DOB" header will sort the animal records. You can manually scroll through the list and check the "Include" box to the left of those records for which you wish to record a treatment. Check the animal records that you would like included in this treatment. Marked records have the Include box automatically checked.

Since animals to Include are driven off of marked records, the Animal List (from the Manage Menu) is useful when selecting animal records to mark or flag, since you may apply filtering tools. The Setup function in the List View allows you to filter through your herd and mark the group of animals that meets your criteria. Refer to the Animal List tutorial for more information on setting up queries.

In the Treatments Wizard, you can also select "All" to check the Include box for all records, "None" to uncheck them all, or add or remove animals individually. You can also manually uncheck any "Marked" animal records you may not want to include in this treatment.



# Notes to Video Tutorial

When satisfied with the list of animal records displayed (for which you wish to record for treatments), click the “Next” button near the bottom of the Select Animals screen.

The Record Treatment screen will appear. Click the “Go!” button to record the treatments administered. The Add New Treatment screen will be presented. Information required to enter a treatment includes Identifier, Treatment Class, Item, and Dosage.

## **There are three steps to recording new treatment records.**

### Step 1)

Enter a treatment header and Identifier, which should be a name to call the treatment session. This field is useful when looking up past treatment records, so it should be unique. The date will default to today’s date, so if this is not the date of treatment it should be changed to the date the treatment was actually administered. As discussed in Part 1, the classification for the type of treatment is available from the Treatment Class drop down. An option must be selected from this menu as **Treatment Class is a requirement in recording treatments.**

Optional fields allowing user entry in this step include Veterinarian, Treatment Description, Temperature, Treatment Note and Treatment Marker. The Veterinarian field is intended to provide a method to record the name of the Veterinarian that administered or prescribed the treatment. If a Veterinarian was not present and as this is a text field, you can insert “No Vet” and include the name of the person(s) that administered the treatment.

As also discussed in Part 1, although Treatment Class Descriptions are not required, they can really help to further describe the treatment type and purpose. These descriptions are user defined and appear on the Treatment Description drop down if present. To create or edit Treatment Class Descriptions, return to the Choose Task window and click on the Manage>Class Descriptions button.

The fields in gray, including Cost per Head, Head Count, and Total Cost will all be calculated based on the number of animal records selected for treatment and information previously entered for the items in your pharmacy. The number of head was determined when selecting the group of animals to be treated. The costs are calculated from information entered in the Treatment Item List. Additional information such as air or weather conditions may also be entered as a Treatment Note. The Treatment may be flagged as marked by checking the box to the right of Treatment Marker. Marking a Treatment in this fashion allows you to do advanced reporting and analysis utilizing the Export Tool.

### Step 2)

Select available item(s) used in that are to be used in treatment. Remember that the item must be entered in the pharmacy and selected as “Active” **prior** to recording the treatment. Select the items that you wish to include with this treatment, and use the right arrows to add them to the “Used Items” in Step 3. The Label and Data information displayed below corresponds with the item selected. This Item information can not be edited in this screen. You must return to the Treatment Item List to change this information. Use the left arrows to remove an item from the used items if moved over by mistake.



# Notes to Video Tutorial

## Step 3)

When an item is selected in the Used Items pane, more details may be entered below in the "Data" fields. **Dosage is a required field** and as a result data must be recorded in the Data field to the right in order to "Save" the Treatment. If a dosage was included when entering the Item, that will show up here.

Route, Location, Batch, and Detail note are all optional fields; however they are very helpful to provide more detail as to how the treatment item was applied. This information can be important data necessary to meet requirements of some value added marketing programs. Route and Location are available from the available options in the drop down menus. Useful information such as the Lot and Serial Number of the product or item administered can be recorded in the Data field to the right of Batch. Any other information relevant to the product or item such as Expiration Date can be recorded in the Data field to the right of Detail Note.

When finished entering information for a Treatment, click "Save" to apply it to all the selected animal records. Remember that group Treatments cannot be modified once they are applied, so be sure and double check your work. Click "Next" in the Treatment Wizard to review the summary of the recorded Treatment.

## **Delete Treatments**

Group treatments may also be deleted through the Treatment Wizard. Click on the Back button at the bottom of the Treatment Wizard to navigate back to the Choose Task screen. You should always make a Backup of your herd file prior to deletion of any treatment records, otherwise this process is irreversible. Remember that deleting a treatment will remove it from all animal records in the group. You can also return to the Treatment Wizard from the Task Pane on the Cow Sense Home Screen select Manage>Process>Treatments and proceed to the Choose Task screen. Select Delete Treatment, and click "Next" to go to the Delete Treatment Screen. A list of all completed group treatments will be displayed. Check the Include box to the left of the Treatment you would like to delete. Note you can sort the display by Date, Identifier, Count or Note by clicking on the respective column header.

Click "Next", and review the Summary displayed for the treatment that you would like to delete. If the wrong treatment is selected, you can use the "Back" button near the bottom of this screen to return to the listing of group treatments and select another or different group treatment you may wish to delete. After confirming your decision, click the "Finish" button in the lower left portion of this screen. A message box will appear stating that the treatment will be deleted for all animal records. Click "Yes" if you would like to proceed. Confirmation of the deletion will be displayed under the Summary. Deleting a treatment through the Wizard will remove the treatment information from ALL animals in the group and the Treatment item inventory will be updated. If a mistake was made in entering a treatment, there is not a way to modify it after it has been assigned. Therefore the Delete Treatment function provides a method to delete the previous treatment and re-enter it.

## **Individual Treatments**

Treatments may also be entered one at a time via the Individual Animal Record. Bring up the Individual Animal Form by clicking Manage>Individual. Select the animal record for which you wish to apply a treatment on then click on the **Treatments** tab. This form allows



# Notes to Video Tutorial

you to manually record a treatment on a single animal. Again, items must already be entered in the pharmacy via the Treatment Wizard to be assigned in a Treatment.

Click Add Treatment, and the Add New Treatment screen will appear. This form works the same way here as in the Treatment Wizard (described above), however this information will now only be applied to a single animal record. Required fields include Identifier and Treatment Class. Select the item(s) that you are using, move them with the arrows, and enter any more desired details. When finished, click Save to apply the Treatment.

View or delete treatment history on the Individual Animal View. To delete a treatment for a single animal, select that animal's record. Click the Treatment tab, select the treatment you would like deleted, and click "Delete Treatment". Treatments can be deleted individually regardless of if they were entered as part of a group or not. If an extra animal was added in a group treatment by mistake, you may easily delete that record via the Individual Animal Form. If the treatment was made through the Treatment Wizard, the rest of the group's information will remain unchanged.

## **Treatment Reports**

View Treatment Reports under Standard Reports>Treatments. These reports will be covered in detail in another tutorial. Refer to the Standard Reports Tutorial for more information as well. Several reports are available to give information about treatment records. You may view your pharmacy inventory by clicking on Standard Reports>Treatment>Summary>Items.