

Chapter 6: The Finance Menu

With the Finance option, Cow Sense can help you track cost of production and determine a break-even price for your operation, which will vary from year to year based on your input costs and the pounds weaned per cow exposed. You can also keep track of cattle sales and analyze marketing methods in the Finance option.

SALES

SALE RECORD ENTRY

The Enter Sales window is primarily for keeping track of group sales to sale barns, feedlots and packing houses (for retained ownership) but you can also use it for individual animals. Cow Sense does not link the Sale Record Entry to individual

animal records. You can manually record individual animal sale information in individual animal records by using the Disposal Code fields and sale fields in the Supplemental forms (see Chapter 4).

To access the Enter Sales window, select **Finance > Sales > Sale Record Entry** from the main menu bar. The Enter Sales window will appear (see Figure 6-1). In order to create a new sale record, first you must click the New button (if you fail to click the New button you will only be editing the current open record). Then start by entering a sale date. Use the date on a sale invoice. Cow Sense will calculate average weights, prices and selling costs. If you have different classes of cattle on one invoice, it is best to enter the classes in separate Enter Sales records so that your information is more useful for analysis. If you sell individual animals, you can keep track of individual sales in the Remarks field of each animal's record.

FIGURE 6-1.
THE SALE RECORD ENTRY WINDOW.

NOTE: THE SALES FUNCTION IN COW SENSE IS NOT THE SAME AS MIDWEST MICRO-SYSTEMS' STAND-ALONE SALE MANAGER PROGRAM. IF YOU WANT TO TRACK INDIVIDUAL ANIMAL SALES AND BUYERS, YOU MAY WANT TO CONSIDER SALE MANAGER AS A COMPANION PROGRAM TO COW SENSE. TO REVIEW A TRIAL COPY OF SALE MANAGER, SELECT **FILE > LAUNCH SALE MANAGER** FROM THE MAIN MENU BAR.

Click the Clear Find or Clear Sort button to reset query criteria. Click the Save button to save the query criteria you established. To call up a criteria you've saved, click the Hot button on the right side of the Saved Selection box (box A in Figure 5-1) of the Sales Record Report window and select the saved query you established. To clear the query and find all records, click the Clear button.

For complete instructions on running queries, refer to Chapter 5.

To arrange columns in a different order, place your cursor over the title of the column (for example, Bull ID). Hold down the left mouse button. The cursor will change from the standard Windows arrow to a two-pronged arrow, and the entire column will highlight. Drag the two-pronged arrow cursor right or left to move the column to the desired location. You will see the column move as you drag it. Release the left mouse button to lock in the column's new location. Cow Sense will preserve the column order you specify when you save your custom report.

To print the Sale Record Report, click the Printer icon button. If you want to add a subtitle to the printed report, click the Title [...] button.

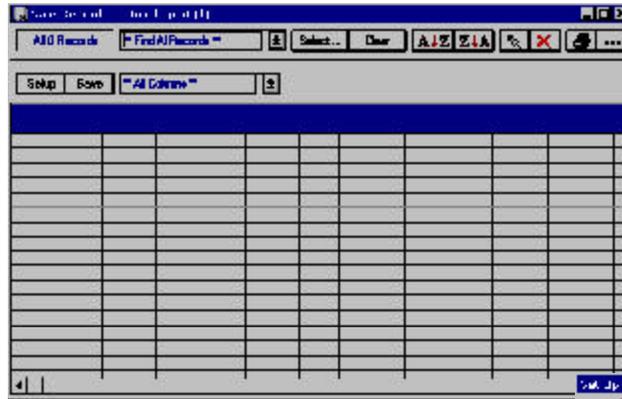
CUSTOM SALE REPORTING

The Sale Record: Custom Report window starts with every available Sale Record data field in Cow Sense. You then decide which fields you want in your report.

To design the Sale Record: Custom Report, select **Finance > Sales > Custom Sale Reporting** from the main menu bar. Cow Sense will display all data fields relating to the Enter Sales window (see Figure 6-3). Click the Setup button to select which fields you want in your report. A Set Up Custom Report window will appear showing a list of all the sale data columns available (see Figure 6-4).

Select which columns you want in your report by clicking the YES radio button on that field listing (or press "Y" on your keyboard) if you want that information or the NO radio button (or "N" on your keyboard) if you don't. If you only want a few columns in your report, click the All 'No' tab and then click the YES button for the fields you want. If you want most of the available columns, click the All 'Yes' tab and then click the NO button to select the columns you don't want. If you want to reverse your selection, click the Switch tab. When you're finished making your selection, click the Done tab and Cow Sense will display a Sale Record Custom Report window. If you want to save a custom report, click the Save button in the Sale Record

FIGURES 6-3 AND 6-4.
THE CUSTOM SALE REPORT-
ING WINDOW AND THE SET
UP CUSTOM REPORT
WINDOW.



Custom Report window. Cow Sense will display a Name Custom Report window (see Figure 6-5). Enter the name of the custom report and click the OK button. To retrieve a

custom report that you saved previously, click the Hot button in the Saved Selections box (box A in Figure 5-1) and Cow Sense will display a drop-down list of all the saved custom reports. Scroll through the list to find the report you want.

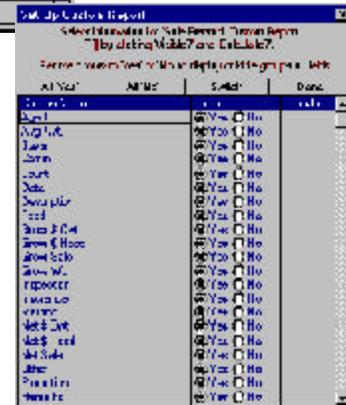


FIGURE 6-5.
THE NAME CUSTOM REPORT
BOX.

As with the other reports, you can select a certain set of sales events using the query features available when you click the Select button.

To arrange columns in a different order, place your cursor over the title of the column (for example, Bull ID). Hold down the left mouse button. The cursor will change from the standard Windows arrow to a two-pronged arrow, and the entire column will highlight. Drag the two-pronged arrow cursor right or left to move the column to the desired location. You will see the column move as you drag it. Release the left mouse button to lock in the column's new location. Cow Sense will preserve the column order you specify when you save your custom report.

To print the Sale Record: Custom Report, click the Printer icon button. If you want to add a subtitle to the printed report, click the Title [...] button.

COSTS

COST OF PRODUCTION

The Cost of Production option is a tool for commercial cattlemen to use in calculating a break-even price estimate for calves, expressed as the cost per pound produced at weaning (averaged for steers and heifers). This option is not available in the Lite mode of Cow Sense.

In order to figure the break-even, Cow Sense relies on the annualized operating cost per cow and the pounds produced at weaning per production cycle, and bases both measures on the number of cows exposed to breeding (both A.I. and natural cover). However, when Cow Sense calculates the cost per exposed cow, it assumes that open cows (based on pregnancy evaluation) were not wintered and do not have hay, winter grazing, supplement or

processing charged against them.

The screenshot shows a software window titled 'Enter Cost of Production'. It has a menu bar with 'Print', 'Finance', and 'Help'. Below the menu bar, there are buttons for 'Calculate', 'Done', and 'Undo'. The main area is divided into two columns. The left column is titled 'Enter Your Costs per Cow' and contains a list of cost categories with input fields: Breeding (26), Depreciation (26), Hay (100), Health (8), Interest (26), Labor (32), Overhead (0), Pasture (81), Processing (12), Supplement (25), Winter Grazing (0), and Other (0). The right column is titled 'This Production Cycle:' and contains several calculated values: Cows Exposed (E), Cows Wintered (E), Calves Surviving to Weaning (E), Calves with Weaning Weights* (E), Total Cost: 6638, Total Pounds Produced: 880, and Break-Even Price: Cost per Pound Produced: \$6.5182. A note at the bottom states '* Missing weights use the average.'.

To obtain the cost of production, select **Finance > Cost > Cost of Production** from the main menu bar. Cow Sense will display an Enter Financial Data window (see Figure 6-6). The window provides fields for you to enter the

FIGURE 6-6.
THE ENTER COST OF PRODUCTION WINDOW. WHEN YOU ENTER VALUES, COW SENSE WILL CALCULATE A BREAK-EVEN PRICE FOR YOU.

costs per cow for breeding, depreciation, hay, health, interest, labor, overhead, pasture, processing, supplement, winter grazing and other. Cow Sense will automatically provide data for the number of cows exposed, the number of cows wintered, the number of calves that survived through weaning and the number of calves with weaning weights. Click the Calculate button for Cow Sense to calculate the Total Cost Per Cow Exposed, the Total Pounds Produced Per Cow Exposed and the Cost Per Pound Produced, (the Break-Even Price). The Total Cost Per Cow Exposed will not equal the sum of the costs you entered because it is adjusted for open cows that you do not winter. The Break-Even Price is an average for all weight classes of both steer and heifer calves.

You can change the production costs at any time. If you make a data entry error at any time before you click the Done button, click the Undo button and Cow Sense will clear the screen for you to re-enter information.

To create a printed Herd Financial Summary from the Cost of Production calculations, click the Print Preview button. An on-screen Herd Financial Summary will appear. Click the Printer icon button to print the report to paper.

When you've finished creating or examining the Enter Financial Data window, click the Done button.

Entering Costs Per Cow

The cost-per-cow categories are general and you may have to do some in-depth figuring in a separate spreadsheet or using a calculator to complete this analysis. If you don't have exact figures, use an estimate for a production costs, rather than ignoring them, to approximate a more accurate outcome.

Use the following guidelines for calculating expenses associated with the categories in the Enter Financial Data window.

- *Breeding.* These are costs associated with AI or natural service, averaged over the number of cows exposed. Include labor, semen, synchronization aids, semen testing, bull depreciation, and the annual cost of keeping a bull.
- *Depreciation.* This figure is not what you put on your tax statements, but what it actually costs you to replace a cow and maintain your herd size. The cost is straightforward if you buy replacements. If you raise your own replacements, include the value of the heifer calf you didn't sell, and all the costs of getting her to her first calving.
- *Hay.* This means all harvested roughage used to winter cows. Include both the cost of purchased hay and the value of hay you produce and could otherwise sell.
- *Health.* This refers to any medicines or veterinary expenses for treating diseases or calving problems for cows, calves, or bulls.
- *Interest.* If you do not owe borrowed money in your operation, you have your own capital invested in it. The banker expects a return on his money, and you should too. Include both of these capital costs, interest you pay and return on your investment in cattle, land, and equipment.

- *Labor*. Like interest, you should include both the direct costs of hired labor and a return for your own work.
- *Overhead*. This figure should include all your fixed costs associated with keeping a place for your cows and taking care of them. Building repairs, fence repairs, supplies, fuel and maintenance on ranch equipment and pickups, and feed and depreciation for horses are some examples. If your operation involves other enterprises besides cows, do your best to allocate only the cows' share of overhead expenses here.
- *Pasture*. Include the value of your own pasture in addition to rented land. Value your own pasture at what you could earn by leasing it out for grazing. This is your "opportunity cost".
- *Processing*. Include all the routine treatments for cows and calves, such as vaccinations, parasite control, ID tags, pregnancy evaluations, and dinner for the branding crew! But do not double enter expenses that you recorded in the Treatments data entry window (see Chapter 4).
- *Supplement*. Supplements are the concentrates you use to provide protein or energy in the winter, and minerals year around.
- *Winter grazing*. Winter grazing is like summer pasture. Enter an opportunity cost for grazing your own land in addition to any rent payments.
- *Other*. This is a catch all for such costs that might include information services (such as internet and DTN™) advertising or other marketing costs and any other costs you didn't include in the previous categories.

Chapter 7: The Maintenance Menu

.....

Cow Sense Maintenance is the option you use to define unique circumstances regarding your operation and to keep your herd files up to date.

CURRENT CYCLE

Cow Sense operates in the same fashion as cow herds—on a cycle. Different events or the conclusion of a phase of a cycle spur you to the next phase. Each time you complete a phase of calf data entry, you must update the files in order for Cow Sense to make calculations and compile information for cow and bull records. You do this in the Current Cycle option of the Maintenance drop-down menu.

CALVING UPDATE

After you've finished entering calf data from the calving season using the **Enter Data > Calves > Calving** option, you'll need to run the Calving Update to transfer statistical information to cow and bull records and to prepare calf records for weaning data. When you run the Calving Update, Cow Sense will:

- calculate adjusted birth weights and adjusted birth weight ratios (EZ-75, Commercial and Purebred modes),
- transfer calving data to the parent cow and bull files,
- calculate average performance measures for each cow and bull based on all their progeny.

In the EZ-75, Commercial and Purebred modes, you must have selected the Use Birth Weights option in the Entry Options form under **Maintenance > Administration > Setup** in order to calculate adjusted birth weights and ratios. If you have that option turned off, Cow Sense will warn you when you ask it to proceed with the Calving Update. You can run the Calving Update at any time, but you'll have to rerun the update if you enter data in the **Enter Data > Calves > Calving** option or if you add a calf record using the **Enter Data > Cows > Post Cow** option after you've run the Calving Update. Therefore, it is most efficient to complete all calving data entry before running the Calving Update.

NOTE: IF YOU DON'T HAVE A CALF HISTORY CODE IN EVERY CALF RECORD, COW SENSE WILL NOT LET YOU RUN THE CALVING UPDATE.

.....

TIP: IF YOU WANT TO ADD CALF DATA AFTER YOU HAVE RUN THE CALVING UPDATE, YOU CAN USE THE **ENTER DATA > CALVES > CALF TABULAR ENTRY** OPTION AND AVOID HAVING TO RERUN THE CALVING UPDATE.

.....

FIGURE 7-1. THE CALVING UPDATE WINDOW.



NOTE: ADJUSTED BIRTH WEIGHT ACCOUNTS FOR DIFFERENCES IN AGE OF DAM AND CALF SEX. DO NOT USE THESE CRITERIA TO SET UP YOUR CALFGROUPS. IF YOU CHOOSE NOT TO TAKE ANY BIRTH WEIGHTS, UNCHECK THE BIRTH WEIGHT OPTION IN **MAINTENANCE > ADMINISTRATION > SETUP** (SEE ADMINISTRATION LATER IN THIS CHAPTER) AND COW SENSE WILL NOT LOOK FOR MISSING BIRTH WEIGHTS.

To run the Calving Update, select **Maintenance > Current Cycle > Calving Update** from the main menu bar. Cow Sense will display a Calving Update window (see Figure 7-1) and ask you if you want to ratio your calves all together or in separate groups. If you ratio them all together, Cow Sense will compare each calf with the average weight of all your calves. Use this option if you have *not* identified Calf Groups for management practices that could affect the calf weight (see Chapter 4, **Enter Data > Define Groups (Calves)**). If you ratio them as separate groups, Cow Sense will compare each calf with the average weight of the calves in its Calf Group. Cow Sense will ratio together all calves not assigned to a Calf Group. Use this option if the Calf Group you defined identifies management practices that affect calf weight. This is not a likely consideration for birth weight, but it should be for weaning weight.

Cow Sense will proceed with the Calving Update after you specify your choice of ratio options. If Cow Sense finds missing weight data for live calves, it will interrupt the procedure and display a list of the calves with missing data. You can either click the Cancel button to abort the operation and enter the weight data or you can click the Continue button and Cow Sense will ignore those calves in its ratio calculations. You can view an error log if you need to go back and update calf weight records. If you save the Error List, you can open it in a text editor such as Microsoft's WordPad or NotePad and print it. Cow Sense will prompt you if it encounters any problems with the Calving Update. If you cancel the Calving Update, Cow Sense will leave your records unchanged.

Once you complete the Calving Update, you can enter weaning information in the EZ-75, Commercial and Purebred modes; the Lite mode does not contain fields for entering weaning and yearling information.

WEANING UPDATE

After you've run the Calving Update and you have entered weaning data using the **Enter Data > Calves > Weaning** option, you'll need to run the Weaning Update to transfer statistical information to cow and bull records for weaning performance analysis and to prepare calf records for yearling data. When you run the Weaning Update, Cow Sense will:

- calculate adjusted weaning weights and adjusted weaning weight ratios,
- transfer weaning data to the parent cow and bull files,
- calculate average performance measures for each cow and bull based on all their calves.

You can run the Weaning Update at any time after you've run the Calving Update, but you'll have to rerun the update if you enter data in the **Enter Data > Calves > Calving** or **Weaning** options or if you add a calf record using the **Enter Data > Cows > Post Cow** option after you've run the Calving Update or the Weaning Update. Therefore, it is most efficient to complete all calving and weaning data entry before running the Weaning Update.

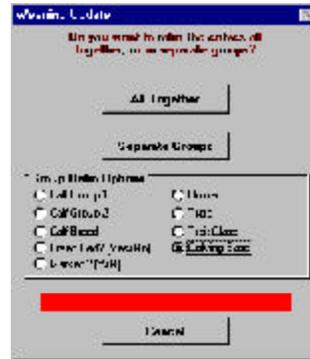


FIGURE 7-2. THE WEANING UPDATE WINDOW.

NOTE: ADJUSTED WEANING WEIGHT ACCOUNTS FOR DIFFERENCES IN AGE OF DAM AND CALF SEX. DO NOT USE THESE CRITERIA TO SET UP YOUR CALF GROUPS.

To run the Weaning Update, select **Maintenance > Current Cycle > Weaning Update** from the main menu bar. Cow Sense will display a Weaning Update window (see Figure 7-2) and ask you if you want to ratio your weanlings all together or in separate groups. If you ratio them all together, Cow Sense will compare each weanling with the average weight of all your weanlings. Use this option if you have *not* identified Calf Groups for management practices, such as creep feeding or pasture assignments, that could affect the weight gain performance (see Chapter 4, **Enter Data > Define Groups (Calves)**). Cow Sense will ratio together all weanlings not assigned to a Calf Group. If you ratio them as separate groups, Cow Sense will compare each weanling with the average weight of the weanlings in its Calf Group. Use this option if the Calf Group you defined identifies management practices that affect weight gain performance.

Cow Sense will proceed with the Weaning Update after you specify your choice of ratio options. If Cow Sense finds missing weight data for live weanlings, it will interrupt the procedure and display a list of the weanlings with missing data. You can either click the Cancel button to abort the operation and enter the weight data or you can click the Continue button and Cow Sense will ignore those animals in its ratio calculations. You can view an error log if you need to go back and update calf weight records. If you save the Error List, you can open it in a text editor such as Microsoft's WordPad or NotePad and print it. Cow Sense will prompt you if it encounters any problems with the Weaning Update. If you cancel the Weaning Update, Cow Sense will leave your records unchanged.

Once you complete the Weaning Update, you can enter yearling information in the EZ-75, Commercial and Purebred modes; the Lite mode does not contain fields for entering weaning and yearling information.

YEARLING UPDATE

After you've run the Weaning Update and you have entered yearling data using the **Enter Data > Calves > Yearling** option, you'll need to run the Yearling Update to transfer statistical information to cow and bull records for yearling performance analysis. When you run the Yearling Update, Cow Sense will:

- calculate adjusted yearling weights and adjusted yearling weight ratios,
- transfer yearling data to the parent cow and bull files,
- calculate average performance measures for each cow and bull based on all their calves.

You must have selected the Use Yearling Weights option in the Entry Options form under **Maintenance > Administration > Setup** in order to collect yearling weights. If you have that option turned off, Cow Sense will warn you when you ask it to proceed with the Yearling Update. You can run the Yearling Update at any time after you've run the Calving and Weaning Updates, but you'll have to rerun the update if you enter data in the **Enter Data > Calves > Calving, Weaning** or **Yearling** options or if you add a calf record using the **Enter Data > Cows > Post Cow** option after you've run the Yearling Update. Therefore, it is most efficient to complete all calving, weaning and yearling data entry before running the Yearling Update.

To run the Yearling Update, select **Maintenance > Current Cycle > Yearling Update** from the main menu bar. Cow Sense will display a Yearling Update window (see Figure 7-3) and ask you if you want to ratio your yearlings all together or in separate groups. If you ratio them all together, Cow Sense will compare each yearling with the average weight of all your yearlings. Use this option if you have not identified Yearling Groups for management practices that could affect the yearling weight (see Chapter 4, **Enter Data > Define Groups (Yearlings)**). Cow Sense will ratio together all yearlings not assigned to a Yearling Group. If you ratio them as separate groups, Cow Sense will compare each yearling with the average weight of

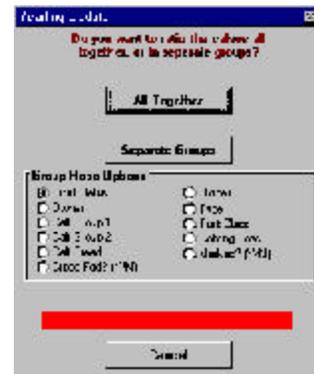


FIGURE 7-3. THE YEARLING UPDATE WINDOW.

TIP: COW SENSE WILL NOT ALLOW YOU TO RUN NEW CYCLE (EZ-75, COMMERCIAL AND PUREBRED MODES) FOR A NEW PRODUCTION YEAR UNTIL YOU RUN THE YEARLING UPDATE, UNLESS YOU'VE OPTED NOT TO COLLECT YEARLING WEIGHTS BY UNCHECKING THE YEARLING OPTION IN THE MAINTENANCE > ADMINISTRATION > SETUP OPTION (SEE ADMINISTRATION LATER IN THIS CHAPTER).

the yearlings in its Yearling Group. Use this option if the Yearling Group you defined identifies management practices that affect yearling weight

Cow Sense will proceed with the Yearling Update after you specify your choice of ratio options. If Cow Sense finds missing weight data for live yearlings, it will interrupt the procedure and display a list of the yearlings with missing data. You can either click the Cancel button to abort the operation and enter the weight data or you can click the Continue button and Cow Sense will ignore those yearlings in its ratio calculations. Cow Sense will prompt you if it encounters any problems with the Yearling Update. If you cancel the Yearling Update, Cow Sense will leave your records unchanged.

CLOSEOUT UPDATE

In the Commercial and Purebred modes only, the Closeout Update is a powerful tool for evaluating the carcass and feedlot performance of cow and bull offspring. When you run the Closeout Update, Cow Sense will transfer carcass and feedlot statistical information to cow and bull records, and finish closing out the production cycle. You must collect and enter carcass and feeding data into the calf records using the **Enter Data > Calves > Supplemental** option or import these data using the **Utilities > Transfer Data > Import > Import Tools** or the **Utilities > Transfer Data > Premium Interface Component** (see Chapter 8) in order for Cow Sense to transfer data to the parent files. Use custom reports for cows or bulls to analyze or report aggregate carcass or feeding information stored in the parent records (refer to Chapter 5 for more information on using Custom Reports).

You must first run the Calving, Weaning and Yearling Updates in order to run the Closeout Update. You can run the Closeout Update at any time, after you've run the Calving, Weaning and Yearling Updates, but you'll have to rerun the update if you enter data in the **Enter Data > Calves > Calving, Weaning, Yearling, or Supplemental** options. Therefore, it is most efficient to complete all data entry before running the Closeout Update.

To run the Closeout Update, select **Maintenance > Current Cycle > Closeout Update** from the main menu bar. Cow Sense will display a warning message if you still need up run the Calving, Weaning, and/or Yearling Updates. If you have run all previous updates,



NOTE: ADJUSTED YEARLING WEIGHT ACCOUNTS FOR DIFFERENCES IN AGE AND CALF SEX. DO NOT USE THESE CRITERIA TO SET UP YOUR YEARLING GROUPS UNLESS YOU GROUP YEARLINGS SEPERATELY BY SEX AND MANAGE THEM DIFFERENTLY. IF YOU CHOSE NOT TO TAKE ANY YEARLING WEIGHTS, UNCHECK THE YEARLING WEIGHT OPTION IN MAINTENANCE > ADMINISTRATION > SETUP (SEE ADMINISTRATION LATER IN THIS CHAPTER) AND COW SENSE WILL NOT LOOK FOR MISSING YEARLING WEIGHTS.

FIGURE 7-4. THE CLOSEOUT UPDATE WINDOW.

Cow Sense will display a Closeout Production Cycle window (see Figure 7-4). Click the Closeout Feeding/Carcass button to continue. After Cow Sense has finished running the Closeout Production Cycle routine, click the Exit button.

LOCK CYCLE

Use this option to lock the current production cycle (identifiable in the Current Production Cycle Open box on the main menu bar — M in Figure 1-4). Locking the current production cycle prevents you from mistakenly

FIGURES 7-5 AND 7-6.
THE LOCK PRODUCTION
CYCLE WINDOW AND
LOCKING PRODUCTION
CYCLE WARNING BOX.



TIP: YOU SHOULD KEEP HISTORICAL PRODUCTION CYCLES LOCKED WHEN YOU RUN UPDATES IN THE CURRENT PRODUCTION CYCLE IN ORDER TO AVOID POSSIBLY CHANGING DATA CALCULATIONS IN THE PREVIOUS CYCLES.

editing calf records or rerunning updates. To lock a production cycle, select **Maintenance > Current Cycle > Lock Cycle** from the main menu bar. Cow Sense will display a Lock Production Cycle window (see Figure 7-5) To proceed, click the Lock Cycle button. Cow Sense will display a Locking Production Cycle warning box defining this option (see Figure 7-6). Click the Yes button to proceed.

You can unlock a locked production cycle on the **Maintenance > Administration > Setup Production Cycles** form.

NEW CYCLE

Cow Sense is built around the natural production cycle of a cow herd. You should enter a production cycle date for a new cycle to coincide with date you expect the first calf birth. The cows that you transfer in to or add to a production cycle remain in Cow Sense for the entire cycle, even if you ship open or problem cows before the cycle is complete. That way your reports accurately reflect the productivity of your whole herd.

Every time you establish a new cycle, the calf records from the previous cycle remain in Cow Sense so that you can refer to them for historical analysis. You can access any production cycle at any time, and essential steps you take in one cycle do not limit your work in another. This feature allows you to run multiple calving seasons while preserving the analytic integrity of contemporary groups.

A new cycle marks the beginning of a new production cycle, which becomes the “current” production cycle.

Cow Sense goes through a series of steps to create a new production cycle and prepare your files for new calf records. The program will make the computations, but you have to bring your herd inventory up to date. First, you must add replacement animals, either from within the herd or from outside sources. Next, you must dispose of “gone” cow and bull records. Finally you need to back up the current production cycle records. Then you will be ready to create a new production cycle.

REPLACEMENTS

You have two sources for replacements: those from within your herd and those from outside your herd. Cow Sense handles the two replacement methods differently. Cow Sense initially assumes you will add all your replacements *BEFORE* you establish a new production cycle with the Run New Cycle command. If you add heifers or cows after you establish a new production cycle, you will need to use the **Enter Data > Cows > Post Cows** option (see Chapter 4) in order to create a calf record for the new cow(s) or heifer(s).

Adding Animals from an Outside Source

If you add replacements from outside your herd, you will create records using the **Enter Data > Bulls > Enter Bulls** option for adding bulls or the **Enter Data > Cows > Enter Cows** option for adding cows or heifers (see Chapter 4).

Adding Animals from Within Your Herd

When you promote heifers and bulls from within your herd, you can create breeding stock records in the **Maintenance > New Cycle > Replacements** option, and Cow Sense will automatically establish cow or bull records from calf records you select using a promotion routine. This process does not change each animal's calf record; it preserves each calf record and adds cow and bull records for promoted animals.

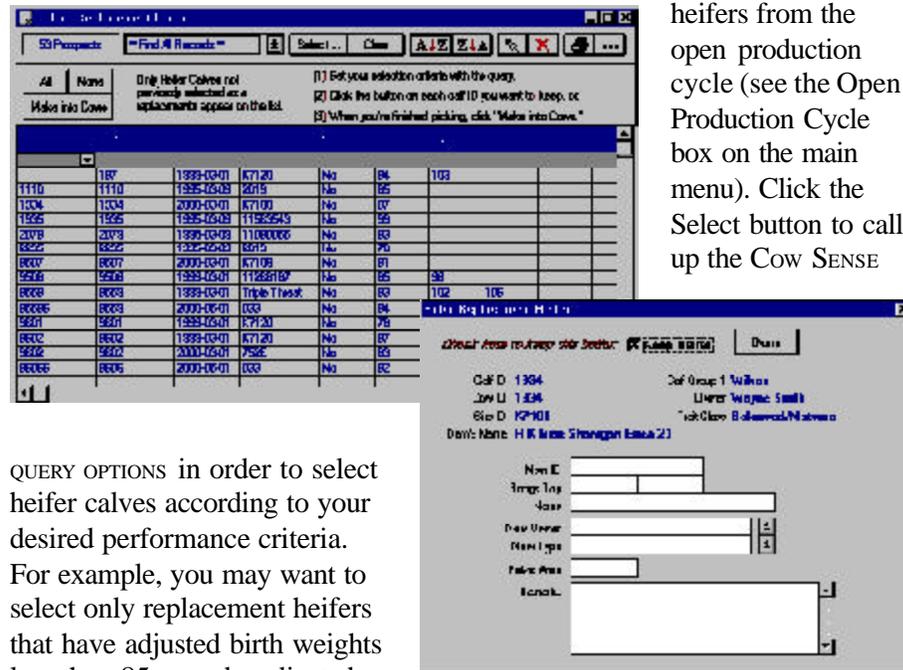
Heifer Calves

To promote heifer calf records to cow records, select **Maintenance > New Cycle > Replacements > Heifers** from the main menu bar. Cow Sense will display a warning box. Click the Continue button to proceed. Cow Sense will display a Select Replacement Heifers window (see Figure 7-7), which will list all the heifer calves available for promotion. Select ****This Production Cycle**** from Saved Selection Box (item A in Figure 5-1) to select

NOTE: IF YOU HAVE ENTERED BREEDING DATA IN THE PRODUCTION CYCLE PREVIOUS TO THE NEW CYCLE YOU'RE CREATING, COW SENSE WILL CONVERT THE BREEDING DATA INTO THE CALVING RECORD WHEN YOU EXECUTE THE RUN NEW CYCLE COMMAND.

NOTE: SEE CHAPTER 5 TO LEARN HOW TO SELECT AND SORT ANIMALS USING THE QUERY FUNCTIONS.

FIGURES 7-7 AND 7-8. THE SELECT REPLACEMENT HEIFERS WINDOW AND THE ENTER REPLACEMENT HEIFER WINDOW THAT YOU USE TO PROMOTE HEIFER CALVES WITHIN YOUR HERD TO BREEDING STOCK.



heifers from the open production cycle (see the Open Production Cycle box on the main menu). Click the Select button to call up the Cow SENSE

QUERY OPTIONS in order to select heifer calves according to your desired performance criteria. For example, you may want to select only replacement heifers that have adjusted birth weights less than 85 pounds, adjusted 205-day weights greater than 550 pounds, and pelvic areas greater than 180 cm².

TIP: IF YOU USE COW SENSE LITE AND YOU WANT TO KEEP PELVIC AREA MEASUREMENTS, YOU MUST ENTER THE DATA IN THE SELECT REPLACEMENT HEIFERS WINDOW BECAUSE YOU DON'T HAVE AN ENTER CALVES [YEARLING] DATA ENTRY OPTION.

After you run your query and narrow the list of heifer calves, Cow Sense will display a new Select Replacement Heifers window with only the heifers meeting the query criteria. You can print this list in order to study it before you make your final replacement selections by clicking the Printer Icon button.

To select a heifer to promote, click the Hot button to the right of the her Calf ID. Cow Sense will display an Enter Replacement Heifer window for that heifer (see Figure 7-8). In that window, you can change the heifer's Calf ID to a New (cow) ID, record her Bangs Tag number, give her a Name, put her in your user-defined Cow Group(s) 1 and/or 2, record a Pelvic Area measurement, and add Remarks. If you do not change the Calf ID to a Cow ID, Cow Sense will use the Calf ID for the new cow record.

After you update any information relating to that heifer, click the Keep Heifer selection box and then click the Done button.

After you've individually selected heifer records, click the Make into Cows button in the Select Replacement Heifers window to promote those

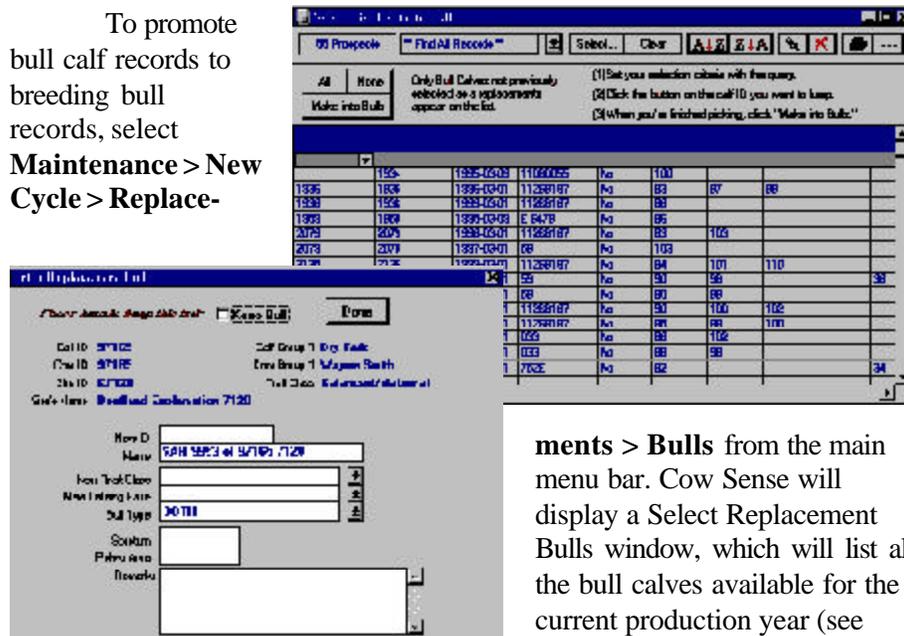
calf records to cow records. You can rerun a query prior to clicking the Make into Cows button if you want to double check your decisions before you promote your selected heifers to cows. If you change your mind on any heifer before you click the Make into Cows button, click the downward arrow to the right of the Calf ID and click on the Keep Heifer selection box to deselect it the heifer. If you change your mind after you've promoted a heifer, you'll have to delete her cow record using the Delete button in her **Enter Data > Cows > Enter Cows** window.

Any records that you don't select will remain in the Select Replacement Heifers window and you will have any opportunity promote those heifers any time. Cow Sense will only let you promote an individual once.

You can edit data in some columns of the Select Replacement Heifers window. Therefore, if you prefer, you may enter pelvic area measurements in the Select Replacement Heifers window, rather than in the Enter Calves [Yearling] window. And, in fact, if you are using Cow Sense Lite and you want to keep pelvic area measurements, you *must* enter the data in the Select Replacement Heifers window because you don't have an Enter Calves [Yearling] data entry option.

Bull Calves

To promote bull calf records to breeding bull records, select **Maintenance > New Cycle > Replace-**



FIGURES 7-9 AND 7-10. THE SELECT REPLACEMENT BULLS WINDOW AND THE ENTER REPLACEMENT BULL WINDOW THAT YOU USE TO PROMOTE BULL CALVES WITHIN YOUR HERD TO BREEDING STOCK.

ments > Bulls from the main menu bar. Cow Sense will display a Select Replacement Bulls window, which will list all the bull calves available for the current production year (see Figure 7-9). Click the Select

NOTE: SEE CHAPTER 5 TO LEARN HOW TO SELECT AND SORT ANIMALS USING THE QUERY FUNCTIONS.

TIP: IF YOU USE COW SENSE LITE AND YOU WANT TO KEEP SCROTAL CIRCUMFERENCE AND PELVIC AREA MEASUREMENTS, YOU MUST ENTER THE DATA IN THE SELECT REPLACEMENT BULLS WINDOW BECAUSE YOU DON'T HAVE AN ENTER CALVES [YEARLING] DATA ENTRY OPTION.

button to call up the COW SENSE QUERY OPTIONS in order to select bull calves according to your desired performance criteria. For example, you may want to select only replacement bulls that have adjusted birth weights less than 90 pounds, adjusted 205-day weights greater than 605 pounds, and scrotal circumferences greater than 34 cm. Cow Sense will display the Select Calves for Replacement Bulls window (see Figure 7-9).

After you run your query and narrow the list of bull calves, Cow Sense will display a new Select Replacement Bulls window with only the bulls meeting the query criteria. You can print this list in order to study it before you make your final replacement selections by clicking the Printer icon button.

To select a bull calf to promote, click the Hot button to the right of his Calf ID. Cow Sense will display an Enter Replacement Bull window for that bull calf (see Figure 7-10). In that window, you can change the bull's Calf ID to a New (bull) ID, give him a Name, put him in your user-defined Bull Group(s) 1 and/or 2, record Scrotum and Pelvic Area measurements, and add Remarks. If you do not change the Calf ID to a Bull ID, Cow Sense will use the Calf ID for the new bull record.

After you update any information relating to that bull, click the Keep Bull selection box and then click the Done button.

After you've individually selected bull calf records, click the Make into Bulls button in the Select Replacement Bulls window to promote those calf records to bull records. You can rerun a query prior to clicking the Make into Bulls button if you want to double check your decisions before you promote your selected bull calves to bulls. If you change your mind on any bull calf before you click the Make into Bulls button, click the Hot button to the right of the Calf ID and click on the Keep Bull selection box to deselect it the bull. If you change your mind after you've promoted a bull calf, you'll have to delete his bull record using the Delete button in his **Enter Data > Bulls > Enter Bulls** window.

Any records that you don't select will remain in the Select Replacement Bulls window and you will have any opportunity promote those bull calves any time until you create a new production cycle using the **Maintenance > New Cycle > Run New Cycle** option. Cow Sense will only let you promote an individual once.

You can edit the data in some columns of the Select Replacement Bulls window. Therefore, if you prefer, you may enter scrotal circumference

measurements in the Select Replacement Bulls window, rather than in the Enter Calves [Yearling] window. And, in fact, if you are using Cow Sense Lite and you want to keep scrotal circumference measurements, you **MUST** enter the data in the Select Replacement Bulls window because you don't have an Enter Calves [Yearling] data entry option.

DISPOSALS

The purpose of the **Maintenance > New Cycle > Disposals** option is to eliminate records of animals no longer in your physical herd, to free up disk space on your computer, and to make animal IDs available for reuse. When you eliminate these records, you do forfeit a complete historical perspective, so you must consider whether or not that historical account is important enough to tie up disk space and animal IDs.

Considering disk space, it is important to remember that Cow Sense will maintain an unlimited number of records, but the disk space on your computer may not. You should keep at least 15 percent of your hard disk space free. If you do not, your computer will run slowly and you risk crashes and data loss. If your storage space is filling up you can delete records from Cow Sense, delete files from other programs or purchase more storage space.

As for freeing up animal IDs, you should consider that every animal in Cow Sense has a unique ID that Cow Sense won't let you use on another animal until the current animal with the ID is purged from the herd. If you would like to use an old ID on a new animal, you must eliminate the disposed animal from Cow Sense in order to use the ID.

If you are using the Purebred mode and extended pedigrees are important to you, use extreme caution regarding deleting animal records from Cow Sense, because once you delete an animal record, you also delete the pedigree associated with it. That means rekeying extended pedigrees for future progeny still in the herd.

Use the **Maintenance > New Cycle > Disposals** option to permanently remove several cow, bull or orphan calf records from your herd database at one time. If you want to remove individual animals, you can do so each animal's Enter Data window by clicking the Delete button. See Chapter 4 for more information on deleting individuals.

Cows

In order to use this function, you must first mark the Status field in the Cow Enter Data window (**Enter Data > Cows > Enter Cows**) or the

NOTE: SIMPLY CHANGING THE STATUS OF THE COW OR BULL RECORD FROM ACTIVE TO GONE PREVENTS THAT ANIMAL FROM APPEARING ON AN ACTIVE ANIMAL LIST, YET PRESERVES THE INTEGRITY OF HISTORICAL INFORMATION. WHEN YOU ELIMINATE RECORDS, YOU FORFEIT A COMPLETE HISTORICAL PERSPECTIVE, SO YOU MUST CONSIDER WHETHER OR NOT THAT HISTORICAL ACCOUNT IS IMPORTANT ENOUGH TO TIE UP DISK SPACE AND ANIMAL IDs.

WARNING! IF YOU ARE USING THE PUREBRED MODE AND EXTENDED PEDIGREES ARE IMPORTANT TO YOU, USE EXTREME CAUTION REGARDING DELETING ANIMAL RECORDS FROM COW SENSE, BECAUSE ONCE YOU DELETE AN ANIMAL RECORD, YOU ALSO DELETE THE PEDIGREE ASSOCIATED WITH IT. THAT MEANS REKEYING EXTENDED PEDIGREES FOR FUTURE PROGENY STILL IN THE HERD.

NOTE: COW SENSE WILL NOT ALLOW YOU TO DELETE COW RECORDS THAT HAVE CALF RECORDS IN THE CURRENT PRODUCTION CYCLE, EVEN IF YOU'VE MARKED THEIR STATUS AS "GONE".

Cow Individual Summary window (**Reports > Cows > Individual Summary**) with a "Gone" for all cow records you wish to remove. In the Status field you have three status options for cows.

- The first is **ACTIVE**. Active cows are just that—active in your herd. They are cows for which you want to maintain an active record.
- The second status option is **GOING**. "Going" cows are those that you want to remove from your herd in the next production cycle. They are those cows that you exposed to breeding and intended to calve, but ended up open, aborted, or suffered some other calf loss or disease for which you want to cull them from the herd after the current production cycle. By marking these cows as "Going", rather than "Gone", you can collect important breeding, health, and death loss data that will affect, among other records, Standard Production Analysis reports. These cows will appear in field forms and reports for the current production cycle. When you establish the next production cycle (**Maintenance > New Cycle > Run New Cycle**), Cow Sense will automatically mark "Going" records to "Gone" records, which will allow you to remove the animals using the **Maintenance > New Cycle > Disposals** option.
- The third status option is **GONE**. "Gone" cows are those that you did not expose to breeding in the current production cycle, or bred cows that you sold in the current production cycle.

Cows marked as "Gone" will appear in the Disposals [Cows] report window when you select **Maintenance > New Cycle > Disposals > Cows** from the main menu bar (see Figure 7-11). You can run a query by clicking the Select... button to be sure you have all cows marked appropriately.

FIGURES 7-11.
THE DISPOSALS [COWS]
WINDOW.

Cow ID	Age	Name	Breed	Status
13123	11	B B Smith	FleckH/Angus	Open 11/7/98 head B WPH
13522	11	B B Smith	FleckH/Angus	Open 11/7/98 head B WPH
11180	8	Wayne Smith	FleckH/Angus	Open 11/7/98 head B WPH
11993	12	Wayne Smith	FleckH/Angus	Open 11/7/98 head B WPH
3222	7	Wayne Smith	FleckH/Angus	Lut. RT 11/7/98 head B WPH
3443	6	Wayne Smith	FleckH/Angus	Lut. RT 11/7/98 head B WPH
3814	3	B B Smith	1952 by 11180/285	Open 11/7/98 head B WPH
3815	3	B B Smith	1977 by 193	Open 11/7/98 head B WPH

REMEMBER: ONCE YOU DELETE A RECORD FROM COW SENSE IT WILL NO LONGER RESIDE IN THE DATABASE.

You can select individuals from the list of cows by clicking their individual Cow IDs, or you can select all the records in the window by clicking the Select All button. Cow Sense will highlight selected cows in black. To deselect individual records, click the black-highlighted Cow IDs and Cow Sense will turn those records back to gray. To deselect all records, click the Clear Selections button. When you've selected which records to remove from Cow Sense (highlighted in black), click the Delete Selections button. Cow Sense will display two warning boxes. Click the respective OK and Yes buttons to proceed or the No button to cancel. *Once you delete the record, it will no longer be in your database.*

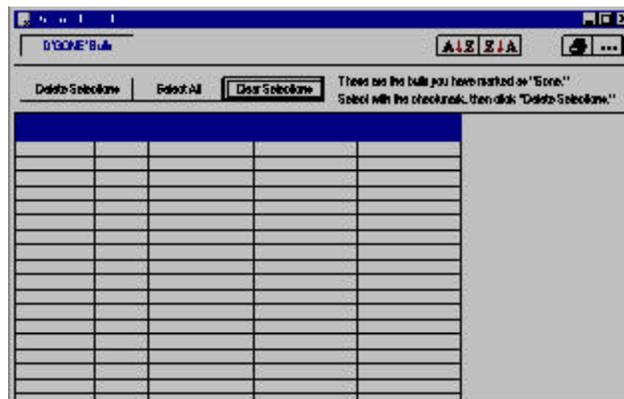
Bulls

In order to use this function, you must first mark the Status field in the Bull Enter Data window (**Enter Data > Bulls > Enter Bulls**) or the Bull Individual Summary window (**Reports > Bulls > Individual Summary**) with a "Gone" for all bull records you wish to remove. In the Status field you have two status options for bulls.

- The first is ACTIVE. Active bulls are just that—active in your herd. They are bulls for which you want to maintain an active record.
- The second status option is GONE. "Gone" bulls are those you've culled from your herd, or artificial insemination bulls you no longer use.

Bulls marked as "Gone" will appear in the Disposals [Bulls] report window when you select **Maintenance > New Cycle > Disposals > Bulls** from the main menu bar (see Figure 7-12). You can run a query by clicking the Select... button to be sure you have all bulls marked appropriately.

NOTE: COW SENSE WILL NOT ALLOW YOU TO DELETE ANY BULL RECORDS THAT HAVE CALF RECORDS IN THE CURRENT PRODUCTION CYCLE, EVEN IF YOU'VE MARKED THEIR STATUS AS "GONE".



FIGURES 7-12.
THE DISPOSALS [BULLS]
WINDOW.

You can select individuals from the list of bulls by clicking their individual Bull IDs, or you can select all the records in the window by clicking the Select All button. Cow Sense will highlight selected bulls in black. To deselect individual records, click the black-highlighted Bull IDs and Cow Sense will turn those records back to gray. To deselect all records, click the Clear Selections button. When you've selected which records to remove from Cow Sense (highlighted in black), click the Delete Selections button. Cow Sense will display two warning boxes. Click the respective OK and Yes buttons to proceed or the No button to cancel. Once you delete the record, it will no longer be in your database.

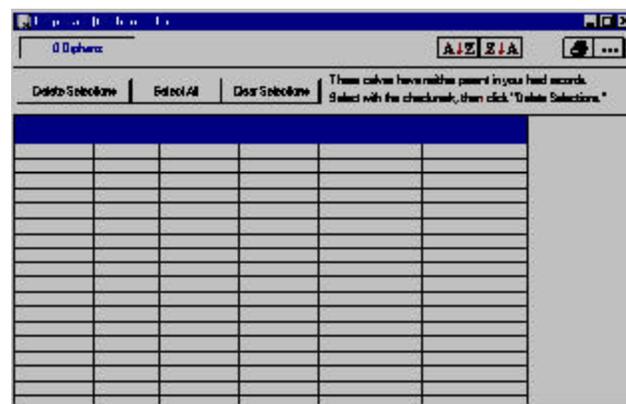
Orphan Calves

Orphan calf records in Cow Sense are those calf records that do not have corresponding cow or bull records—in other words, neither parent record is in the system. Cow Sense orphan calves tie up both the Cow IDs and Bull IDs that belong to them, even though both parent records are gone. You cannot reassign these IDs unless you delete the corresponding “orphan calf” records.

You should routinely delete orphan calf records. Cow Sense knows which records belong to “orphans” and it will count them in your herd inventory (see **Maintenance > Administration > Inventory** later in this chapter).

To delete orphan calf records, select **Maintenance > New Cycle > Disposals > Orphan Calves** from the main menu bar. Cow Sense will display a Disposals [Orphan Calves] report window (see Figure 7-13).

FIGURES 7-13.
THE DISPOSALS [ORPHAN
CALVES] WINDOW.



You can select individuals from the list of orphan calves by clicking their individual Calf IDs, or you can select all the records in the window by clicking the Select All button. Cow Sense will highlight selected calves in black. To deselect individual records, click the black-highlighted Calf IDs and Cow Sense will turn those records back to gray. To deselect all records, click the Clear Selections button. When you've selected which records to remove from Cow Sense (highlighted in black), click the Delete Selections button. Cow Sense will display two warning boxes. Click the respective OK and Yes buttons to proceed or the No button to cancel. Once you delete the record, it will no longer be in your database.

RUN NEW CYCLE

The Run New Cycle command is necessary for establishing a "production cycle" in which to enter calving information. When you issue the Run New Cycle command you close out the current production cycle and prepare Cow Sense for the next production cycle. Before you establish a new production cycle, however, you should put your herd in order by taking the following steps:

1. **ADD REPLACEMENTS.** Add all new bred cows that you expect to calve in the upcoming production cycle. This includes all new breeding animals from on and off the ranch. To add heifers and bulls from your own stock, use the **Maintenance > New Cycle > Replacements** option (see previous instructions in this chapter). To add animals from outside your herd, use the Enter Data options for entering cows and bulls (see Chapter 4).
2. **REMOVE COW AND BULL RECORDS** of animals no longer in the herd. Use the **Maintenance > New Cycle > Disposals** option (see previous instructions and cautions in this chapter).
3. Delete orphan records using the **Maintenance > New Cycle > Disposals** option (see previous instructions in this chapter).
4. **MAKE A BACKUP.** A backup will protect you from disastrous data loss if something goes wrong.

To set up a past, present or future production cycle, first be sure the production cycle displayed in the Current Production Cycle Open box on the main tool bar (see Figure 1-4) is the production cycle you want to use as the *foundation* for the new production cycle. Select **Maintenance > New Cycle** from the main menu bar. Cow Sense will display a New Cycle Reference Date box (see Figure 7-14). Enter a starting date for the production cycle—

NOTE: YOU MUST RUN THE CALVING (FOR ALL VERSIONS OR MODES), WEANING AND YEARLING (COMMERCIAL AND PUREBRED) UPDATES FROM THE **MAINTENANCE > CURRENT CYCLE** OPTION BEFORE YOU CAN RUN NEW CYCLE (SEE PREVIOUS INSTRUCTIONS IN THIS CHAPTER).

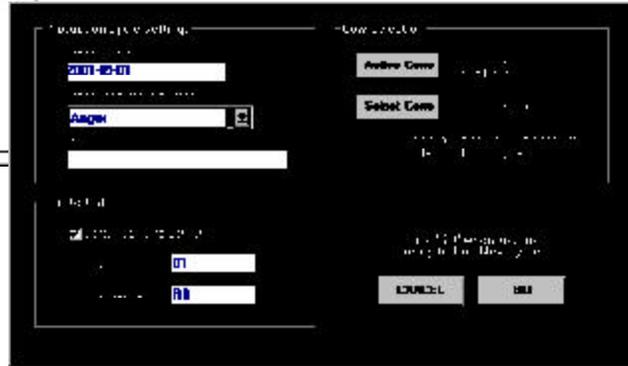
TIP: YOU CAN ALSO ESTABLISH PAST PRODUCTION CYCLES ON THE PRODUCTION CYCLES FORM OF THE **MAINTENANCE > ADMINISTRATION > SETUP** OPTION. USING THIS METHOD YOU WILL NOT ESTABLISH ANY CALF RECORDS, SO YOU NEED TO CREATE NEW CALF RECORDS USING THE **ENTER DATA > CALVES > TABULAR ENTRY** WINDOW AND ASSIGN THE NEW RECORDS TO THE APPROPRIATE COHORT START DATE.

FIGURE 7-14 AND 7-15.
THE NEW CYCLE REFER-
ENCE DATE WINDOW AND
THE RUN NEW CYCLE SET
UP WINDOW.



on or around the date you know or expect to enter for the first calf birth date. Click the OK

button and Cow Sense will display a Confirm Reference Date warning box. If you have entered an incorrect date, click the No button. If the date is correct, click the Yes button. Cow Sense will display a window for you to enter production cycle identification information (see Figure 7-15).



NOTE: COW SENSE CREATES A NEW PRODUCTION CYCLE BASED ON THE PRODUCTION CYCLE YOU HAVE OPEN WHEN YOU START THE CREATION PROCESS. THEREFORE, BE SURE THE PRODUCTION CYCLE DISPLAYED IN THE CURRENT PRODUCTION CYCLE OPEN BOX ON THE MAIN MENU TOOL BAR (SEE FIGURE 1-4) IS THE PRODUCTION CYCLE YOU WANT TO USE AS THE FOUNDATION FOR THE NEW PRODUCTION CYCLE.

The date in the Process Date field is the same date you just entered in the Run New Cycle Reference date box. If you place your cursor inside the Process Date field, Cow Sense will redisplay the Run New Cycle Reference Date box. You can change the date at this point, but if the date is the same as a date in another production cycle in the open herd, Cow Sense will not let you use that date.

Use the Memo field to identify the production cohort. This identification memo will appear on the drop-down list in the Production Cycle List window on the Cow Sense main tool bar (see Chapter 1).

Click on the Hot button in the Breed Spec. for Calculation field to select a breed. Cow Sense will use the breed you select here to calculate such values as adjusted weights and ratios. If your herd is a commercial herd, you should select BIF Standard or a custom breed specification that you have created.

If you mark the Default Calf ID to Cow ID box, you can enter a Calf ID prefix or suffix (such as a year value or an owner's initials in front of or behind the ID number). You do not have to enter a prefix and/or suffix. If you do not mark the Default Calf ID to Cow ID box, Cow Sense will not copy Cow ID numbers into the Calf ID field of the new cycle records.

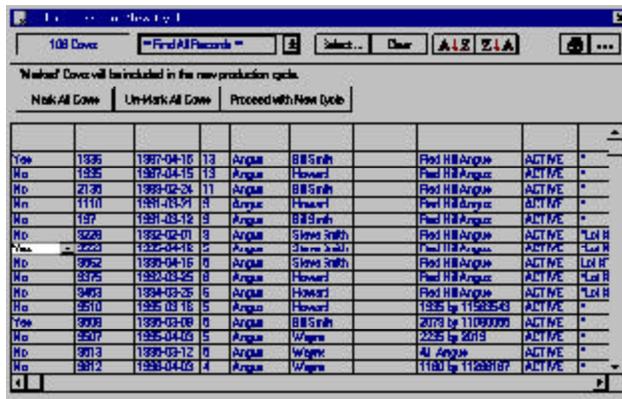


FIGURE 7-16.
THE SELECT COWS FOR NEW CYCLE WINDOW.

To include all active cows (after heifer replacements and cull disposals) for generating calf records, click the All Cows button. Otherwise, click the Select Cows button to choose specific animals for the production cycle cohort you're creating. (For example, a specific collection of cows, such as spring or fall calvers). If you click the Select Cows button, Cow Sense will display a Select Cows for New Cycle window (see Figure 7-16).

You have two methods available for selecting cow records you want to include in the new production cycle. You can use the Include in Prod Cycle? field to manually select animals by clicking on the Hot button and selecting either Yes or No from the drop-down list. You can also use the Select button. When you click the Select button, Cow Sense will display a Select Cows for New Production cycle window (see Figure 7-17) in which you can use field names and operators to define search criteria (see Chapter 5 for more information in using the query function).

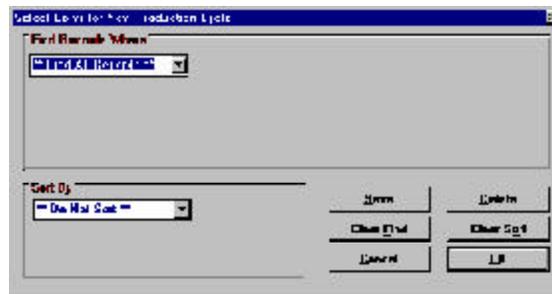


FIGURE 7-17.
THE SELECT COWS FOR NEW PRODUCTION CYCLE QUERY WINDOW.

Tip: FOR MORE DETAILED INSTRUCTIONS ON USING QUERY FUNCTIONS AND FOR AN EXPLANATION OF THE REPORT WINDOW TOOLS, INCLUDING THE PRINTING TOOLS, SEE CHAPTER 5.

Once you have selected the group of cows for which to create calf records using the Select button commands, and you are back in the Select Cows for New Cycle window, click the Mark All Cows button. If you fail to mark the records, Cow Sense will not transfer breeding data from the previous production cycle to the new production cycle you are creating.

After clicking the Mark All Cows button (if you use the Select button) or after using the Hot button to manually select animal records, click the Proceed with New Cycle button to return to the New Cycle data entry form. Cow Sense will display how many cows are selected for the new production cycle in an information box below the Select Cows button.

When you are satisfied that you have entered all pertinent information and selected the correct cows for which to transfer records, click to Go button. To abort the operation, click the Cancel button.

ADMINISTRATION

The procedures under the administration menu selection are associated with setting up and accounting for your herd or herds.

SETUP

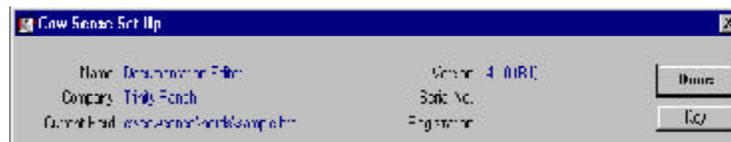
Use the Setup command whenever you want to initialize settings for a herd that you have just created or to change settings for an existing herd. Functions in the Setup command include:

- Enabling Cow Sense
- Setting processing parameters
- Configuring the sorting options, navigation style, and mode of operation (Lite, Commercial or Purebred)
- Creating historical production cycles

To access the setup window, select **Maintenance > Administration > Setup** from the main menu bar. The Cow Sense Set Up window will display the current version, the administrator and company names, and your unique Serial number—all information you entered when you installed Cow Sense (you cannot alter this information in Setup)—as well as the Key button that you need to click in order to open the Enable Cow Sense (see Figure 7-18). Four tabbed forms reside below this information in the Setup window: Processing, Configuration, Entry Options, and Production Cycles.

NOTE: SETUP OPTIONS ARE HERD-SPECIFIC. IF YOU SET UP AND MAINTAIN MORE THAN ONE HERD IN COW SENSE, YOU CAN SET THE MAINTENANCE OPTIONS DIFFERENTLY FOR EACH HERD.

FIGURE 7-18.
THE TOP PORTION OF THE
COW SENSE SET UP
WINDOW.



Enabling Cow Sense (the Key button)

The copy of Cow Sense you received is a full, working system, but it has a “lock” on it that identifies it as a Trial Edition and prevents you from entering information on more than five cows. Once you purchase either Lite, Commercial or Purebred, you’ll receive a “key” number from either Midwest MicroSystems or the licensed Midwest MicroSystems reseller from whom you purchased the system. You may receive a key one of two ways:

- If you purchase Cow Sense from a licensed Midwest MicroSystems reseller, he will supply you with a key activation number, which he receives from Midwest MicroSystems. Contact your licensed Midwest MicroSystems reseller after you purchase the program in order to receive the key. Your reseller will ask you for your Cow Sense serial number and registration number.
- If you purchase Cow Sense directly from Midwest MicroSystems, you may receive a key after your payment is processed (credit card orders assure a faster alternative to receiving your key than check orders). Either write to Midwest MicroSystems at 4701 Innovation Drive, Lincoln NE 68521 or at sales@midwestmicro.com, or call Midwest MicroSystems at 800-584-0040. Provide the service representative the serial number and registration number in your program in order to receive the key.

The serial and registration numbers are located in the Cow Sense Set Up window, accessible by selecting **Maintenance > Administration > Setup**.

To unlock the Trial Edition and enable your selected operating mode, select **Maintenance > Administration > Setup** from the main menu bar. In the Cow Sense Set Up window, click the Key button. An Enter Key window will appear (see Figure 7-19). Type the key number provided by Midwest MicroSystems or your licensed Midwest MicroSystems reseller in the data entry box. Click the Save button. Cow Sense will direct you to restart the program. From this point on you’ll have complete access to the operating mode of Cow Sense you purchased.

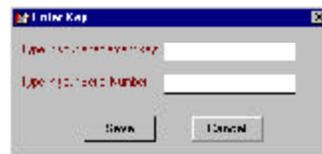


FIGURE 7-19.
THE ENTER KEY WINDOW.

Processing

The Processing form holds general herd and production cycle information. This is not where you set up cattle processing routines; to do

FIGURE 7-20.
THE PROCESSING FORM OF
THE COW SENSE SET UP
WINDOW.

The screenshot shows a software window titled 'New Cow Sense Trial'. At the top, there are fields for 'Company' (Timely Ranch), 'Durent.Herd' (c:\cowweneat\NewCowSenseTrial), 'Version' (1.10(21)), 'Serial No.', and 'Registration'. Below this is a tabbed interface with four tabs: 'Processing', 'Configuration', 'Entry Options', and 'Production Cycles'. The 'Processing' tab is active, displaying the text 'These settings are for the current herd only.' Below this are four input fields: 'Herd Name' (New Cow Sense Trial), 'Reporting Year' (2011), 'Process Date' (2/27/11) with a 'Hot' button, and 'Herd Breed' (BIF Standard) with a 'Breed Specifications' button.

that, use the **Enter Data > Treatments** option (see Chapter 4). In the Processing form, Cow Sense carries over information you entered to start a new herd. You can override that information in this window (see Figure 7-20).

The Herd Name is the title that you want to appear on all printed reports. Each herd you create retains its own title.

The Reporting Year is the current reporting year. The year will appear along with the report title on all your printed reports. Cow Sense automatically increments the reporting year each time you create a new cycle with the **Maintenance > New Cycle > Run New Cycle** option. You can change this value to reflect a different value.

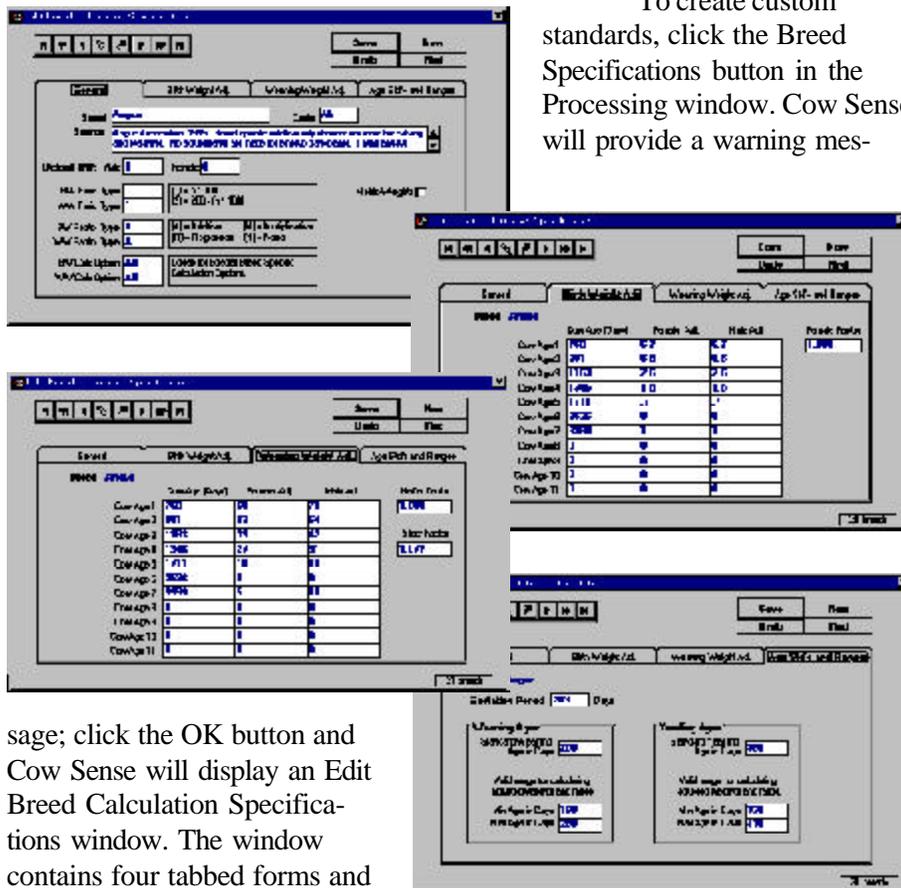
The Process Date has a Hot button that you can click to retrieve all the production cycles that you have established. You should leave the Process Date blank when you're establishing a herd database because Cow Sense will prompt you for a date when you establish a new production cycle using the **Maintenance > New Cycle > Run New Cycle** option. You have a 270-day window from this date in which you can enter calf data (60 days prior to and 210 after).

Finally, the Herd Breed box allows you to set up performance criteria for herd comparison against Beef Improvement Federation standards or specific breed standards as defined by breed associations. If you are using the Lite, EZ-75 or Commercial mode of Cow Sense, you will only have a BIF standard and the ability to create custom standards from a BIF template. You cannot change the BIF or breed standards, but if you use the Commercial or Purebred mode, you can customize standards based on modifications of those values or you can add completely new standards. For example, say that you are an Angus breeder, but you don't begin calving until mid-April, which means that you want to alter your standard weaning age specifications. You can use the Angus breed specifications as a template and then alter any or all the values to comply with your specific situation.

WARNING! USE CAUTION WHEN YOU DEVELOP CUSTOM BREED STANDARDS. KEEP IN MIND THAT CHANGING STANDARDS WILL ALTER FUTURE ADJUSTED WEIGHT AND RATIO CALCULATIONS. IF YOU HAVE EXISTING DATA FOR THE HERD, YOU WILL NOT BE ABLE TO VALIDLY COMPARE CALCULATED VALUES AGAINST THE HISTORICAL RECORD.

Before you create custom standards you should define a custom “breed” by selecting **Enter Data > Define Groups > Breeds** (see Chapter 4). That way you can select your breed from the list of available options in the Breed fields of the Enter Bulls and Enter Cows windows and the Calf Breed field of the Enter Calves windows. Use caution when you develop custom breed standards. Changing standards will alter future adjusted weight and ratio calculations. If you have existing data for the herd, you will not be able to compare calculated values against the historical record.

To create custom standards, click the Breed Specifications button in the Processing window. Cow Sense will provide a warning mes-



FIGURES 7-21 – 7-24. THE FOUR FORMS OF THE EDIT BREED CALCULATION SPECIFICATIONS WINDOW.

NOTE: TO ESTABLISH YOUR CUSTOMIZED BREED STANDARD, YOU MUST FIRST CLICK ON THE NEW BUTTON IN THE UPPER RIGHTHAND CORNER OF THE WINDOW.

sage; click the OK button and Cow Sense will display an Edit Breed Calculation Specifications window. The window contains four tabbed forms and includes specifications for the breed or BIF standard that you are using as a template. The four forms are the General form (see Figure 7-21), The Birth Weight Adj. (adjustment) form (see Figure 7-22), the Weaning Weight Adj. (adjustment) form (see Figure 7-23) and the Age Std's (standards) and Ranges form (see Figure 7-24).

Click the New button. Cow Sense will display a Copy Specifications from... box. Type the name of the breed specifications you wish to use as a template (for example, Angus or Barzona). (If you leave this box blank, Cow Sense will enter zero values for most of the fields). Click the OK button to transfer values from the template breed specifications to the new breed specifications.

Proceed with creating your customized breed specifications by first entering the breed name in the Breed field for the breed that you established in the Breed form of the Define Groups window (**Enter Data > Define Groups**; see Chapter 4). Proceed to the Code field by TABBING or by clicking with the mouse, and specify the breed code for the breed that you established in the Breed form of the Define Groups window (**Enter Data > Define Groups**; see Chapter 4).

Continue to the source field and subsequent data value fields by TABBING or clicking on them with the mouse. If you want to use metric, rather than Imperial values, click on the Metric Weights box. To access the three other tabbed forms, click on their respective tab with your mouse.

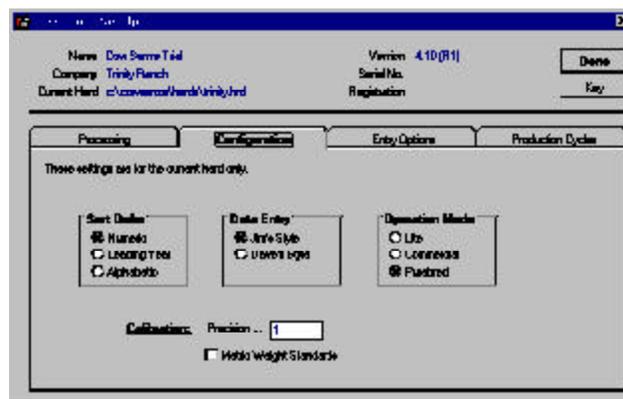
When you've finished making custom adjustments, click the Save button in the upper right hand corner of the Edit Breed Calculation Specifications window.

When you're finished in the Processing form, click the Done button or click the Configuration Entry Options or Production Cycles tabs to make or confirm changes in those forms.

Configuration

The options in the Configuration form (see Figure 7-25) allow you to

FIGURE 7-25.
THE CONFIGURATION FORM
OF THE COW SENSE SET UP
WINDOW.



adjust the way you sort and enter data, and establish which mode (Lite, EZ-75, Commercial or Purebred) you are operating.

Sort Order

You can sort your herd three different ways in Cow Sense, depending on your identification system.

- **Numeric:** This option gives you a true numeric sort—you don't have to use leading zeros (for example, 0001). That means you can enter identification numbers as 1, 2, 3...10, 12, 13...100, 120, 130...and it will sort them that way, instead of sorting them as 1, 10, 100, 12, 120, 13, 130, 2, 3.
- **Leading Year:** This option lets you put a single year digit ahead of the ID that denotes the year of birth. Using Leading Year, Cow Sense sorts first by that digit, then numerically by ID.
- **Alphabetic:** This option lets you put alpha characters in your identification numbers (for example, 03487RA). You don't have to use alpha characters in your identification numbers if you use this sort. You do have to use leading zeros, however, if you want any numeric sort capabilities included. Otherwise a number such as A3458 will come after A13458 (but A03458 will come before A13458).

To change the sorting option, click on the option that best fits your operation. When you're finished in the Configuration window, click the Done button or click the Processing or Entry Options tabs to make or confirm changes in those windows.

Operation Mode

If you have Cow Sense Lite or EZ-75, you won't have an Operation Mode Box. If you have Cow Sense Commercial, you'll have three choices:

- EZ-75
- Lite
- Commercial

If you have Cow Sense Purebred, you'll have four choices:

- EZ-75
- Lite
- Commercial
- Purebred

Tip: IF YOU USE ALPHA CHARACTERS AT THE BEGINNING OF AN IDENTIFICATION NUMBER USE LEADING ZEROS IF YOU WANT ANY NUMERIC SORT CAPABILITIES INCLUDED. OTHERWISE A NUMBER SUCH AS A3458 WILL COME AFTER A13458 (BUT A03458 WILL COME BEFORE A13458).

These options allow you to set the appropriate operational mode for a given herd if you are using Cow Sense to keep records of more than one herd. To change the kind of herd you're setting up in either Cow Sense Commercial or Cow Sense Purebred, click the option that best describes the herd.

Calibration

Your choice in this box lets you define to what decimal place you want to record numeric data. You type the number as an example. Therefore, if you want to carry numerals to two decimal places, you should type 1.00 as an example; if you don't want to carry decimals at all, you should type 1 as your example. This is most useful if you use metric weights and measures.

Metric Weight Standards

Finally, in the Configuration form, you have an option of using Imperial or metric weights and measures. The default selection is imperial. If you wish to use the metric system, click on the Metric Weight Standard box and confirm your choice by typing metric in the proceeding confirmation window.

When you're finished in the Configuration form, click the Done button or click the Processing, Entry Options or Production Cycles tabs to make or confirm changes in those forms.

Entry Options

The Entry Options form (see Figure 7-26) provides choices to establish certain data entry triggers and validations. The options available to you depend on the mode of Cow Sense you have. Cow Sense EZ-75 and Commercial provides all the choices available in Purebred, except the Registration option under Require Unique ID Throughout Herd. Cow Sense Lite

FIGURE 7-26.
THE ENTRY OPTIONS FORM
OF THE COW SENSE SET UP
WINDOW.

The screenshot shows the 'Entry Options' form in the Cow Sense software. At the top, there are fields for 'Name: Fries Roman Ltd', 'Company: Tully Farm', 'Current Herd: a:\cowsenset\herd\1\1\herd', 'Weights: 4 10 (P1)', 'Serial No.', and 'Registration'. Below these are four tabs: 'Processing', 'Configuration', 'Entry Options', and 'Production Cycles'. The 'Entry Options' tab is active and contains two columns of settings. The left column, titled 'These settings are for the current herd only', includes checkboxes for 'Use Birth Weights', 'Use Weaning Weights', 'Validate Name', 'Warn for Sex ID', 'Warn for Coll Group', 'Warn for Ylg Group', and 'Warn for Coll Breed'. The right column, titled 'Some checkboxes are inactive (greyed) for the Purebred mode of operation', includes checkboxes for 'Require Unique ID Throughout Herd', 'Production ID', 'Tattoo', 'Registration', 'Electron ID', and 'Supplemental ID'.

provides all the choices available in Commercial except Commercial Tattoo under Display on Data Entry Forms and Tattoo under Require Unique ID Throughout Herd. Cow Sense Lite does not provide options for using birth or yearling weights. Cow Sense Purebred gives you the following choices:

Weight Options. If you have one or both of boxes checked, Cow Sense will prompt you to enter values for birth and yearling weights. You must check the Use Birth Weights box in order to access the Calf: Birth Weights Report (see Chapter 5). You must check the Use Weaning Weights box in order to access the Enter Calves [Yearling] window (see Chapter 4), and in order to access the Calf: Yearling Weights Report (see Chapter 5).

- Use Birth Weights
- Use Yearling Weights

Validations. If you check any validations, Cow Sense will warn you when you haven't entered data in a field checked for validation.

- Warn for Sire ID
- Warn for Calf Group
- Warn for Yearling Group
- Warn for Calf Breed

Display on Data Entry Forms. The fields you select will appear in the appropriate Enter Data window(s).

- Commercial Tattoo
- Electronic ID
- Supplemental ID (for example, freeze brand)
- Castration Date

Require Unique ID. If you check any of these options you must enter a unique ID or tattoo for each animal (for example, you can't use the same ID or tattoo for a calf that you use for its dam). If you don't check these boxes, a calf can share a dam's ID. Regardless of whether or not a box is checked, however, animals in contemporary groups can never share the same ID. In other words, two cows in the same herd or two bulls in the same herd or two calves in the same production cycle cannot share the same ID.

- Producer ID
- Tattoo

- Registration
- Electronic ID
- Supplemental ID (for example, freeze brand)

When you're finished in the Entry Options form, click the Done button or click the Processing, Configuration or Production Cycles tabs to make or confirm changes in those forms.

Production Cycles

The Production Cycles form (see Figure 7-27) displays a list of production cycles that you have created for the open herd. In the Production Cycles form of the Cow Sense Set Up window, you can establish new production cycles without having to close out the current production cycle, but you will not automatically establish calf records when you use this method, and you will be forced to enter calf data using the **Enter Data > Calves > Tabular Entry** form. This is a useful method for entering historical data, but you must remember to then select each cycle as a current cycle and run all the updates in order to establish comparative historical values.

To establish a new production cycle using this method, click the New button. Cow Sense will place the cursor inside a new row of the grid and you can enter information accordingly.

FIGURE 7-27.
THE PRODUCTION CYCLES
FORM OF THE COW SENSE
SET UP WINDOW.

The screenshot shows the 'Production Cycles' tab in the Cow Sense Set Up window. The window title is 'Cow Sense Set Up'. It displays fields for Name (Cow Sense Ltd), Company (Timothy Ryan), Current Herd (c:\cowenset\herd\initial\herd), Version (4.10 (F1)), Serial No., and Registration. Below these are tabs for Processing, Configuration, Entry Options, and Production Cycles. The Production Cycles tab is active, showing a table with columns for Cycle ID, Name, and Status. The table contains five rows of data: 1999-01-01 (Weaning), 1999-03-07 (Weaning), 1999-03-01 (Weaning), 1999-03-01 (Weaned), and 1999-03-09 (Weaned). To the right of the table are buttons for New, Save, and Delete. Text boxes provide instructions on how to use the table and the buttons.

Cycle ID	Name	Status
1999-01-01	Weaning	
1999-03-07	Weaning	
1999-03-01	Weaning	
1999-03-01	Weaned	
1999-03-09	Weaned	

To save entries or edits using this grid, click the Save button.

To delete a production cycle, highlight it and then click the Delete button. Note, however, that you cannot delete a production cycle if you have

assigned calves to it (this happens automatically if you use the **Maintenance > Current Cycle > Run New Cycle** command). You must first assign calves to a different production cycle by using the **Enter Data > Calves > Tabular Entry** window, or remove calf records using the Delete key in the **Enter Data > Calves > Enter Calves** window (see Chapter 4).

Cow Sense contains four fields in the Cow Sense Set Up Production Cycles form data grid.

Process Date

This is the date you enter into the New Cycle Reference Date box when you create the production cycle (**Maintenance > New Cycle > Run New Cycle**). It is the starting date for the production cycle—on or around the date you know or expect to enter the first calf birth date.

Status

The information in this field reflects the level of completion you have reached in the data entry process. You can change the information in this field by clicking on the Hot button and selecting from the drop-down list of options.

- *New*. This is the status of a new set of production cycle records when you first establish the cycle using **Maintenance > New Cycle > Run New Cycle**. Cow Sense will automatically update this to Calving when you run the Calving Update (**Maintenance > Current Cycle > Calving Update**).
- *Calving*. This is the status of a set of production cycle records after you have run the Calving Update. Cow Sense will automatically update this to Weaning when you run the Weaning Update (**Maintenance > Current Cycle > Weaning Update**).
- *Weaning*. This is the status of a set of production cycle records after you have run the Weaning Update. Cow Sense will automatically update this to Yearling when you run the Yearling Update (**Maintenance > Current Cycle > Yearling Update**).
- *Yearling*. This is the status of a set of production cycle records after you have run the Yearling Update. Cow Sense will automatically update this to Closed when you run the Closeout Update (**Maintenance > Current Cycle > Closeout Update**).
- *Closed*. This is the status of a set of production cycle records after you have run the Closeout Update. It does not indicate that the cycle

TIP: BE CAREFUL IF YOU ATTEMPT TO DELETE CALF RECORDS. YOU MAY DELETE ALL CALF RECORDS IN ALL PRODUCTION CYCLES. IF YOU DO ATTEMPT TO DELETE CALF RECORDS, **BACK UP HERD FILES FIRST!** IF YOU TRY TO DELETE CALF RECORDS USING **ENTER DATA > CALVES > CALF TABULAR ENTRY**, BE SURE YOU SELECT CALF RECORDS ONLY FOR THE PRODUCTION CYCLE YOU WANT TO DELETE BY USING THE SELECT BUTTON QUERY FUNCTIONS (SEE CHAPTERS 4 AND 5).

Tip: ONCE YOU HAVE COMPLETED ALL PHASES OF PROCESSING A PRODUCTION CYCLE, YOU SHOULD LOCK IT SO YOU DON'T AFFECT IT WHEN YOU EXECUTE OTHER PRODUCTION CYCLE PROCESSES.

is locked.

- *Locked.* This is the status of a set of production cycle records after you have Locked the cycle (**Maintenance > Current Cycle > Lock Cycle**). If you lock a cycle, you must use the Hot button on this field to unlock it by selecting New, Calving, Weaning, Yearling, or Closed from the drop-down list.

Breed Spec.

When you click inside a Breed Spec field, Cow Sense will call up a list of all the breed specifications that came with Cow Sense or that you established in the Processing form of the Cow Sense Set Up window (see Processing earlier in this chapter). You can enter or change the breed specifications by clicking inside a Breed Spec field and selecting from the pop-up list. If you change the breed specifications for an existing production cycle cohort and then click the Save button, Cow Sense will warn you that doing so may affect calculated weights and ratios.

Memo

You can Record any free form memo string in the field.

INVENTORY

The Cow Sense Inventory window (see Figure 7-28) gives general statistics about the status of the herd. It tells you which Herd you have open and the Year for which you're collecting and reviewing data. It also lists the

number of cows you have as "Active", "Going", or "Gone" and the total number of cows in the herd. Similarly, it lists the number of "Active" and "Gone" BULLS and the total number of bulls in the herd. As for CALVES, it lists the total number of calf Records in (the) Current Cycle, the number of calf Records in Archives (which includes all current and historic calf records in the database) and the number of Orphan calf records

you've deleted. You cannot change any information in this window. To access the window, select **Maintenance > Administration > Inventory** from the main menu bar. To exit, click the OK button at the bottom of the box.

FIGURE 7-28.
THE COW SENSE INVENTORY WINDOW.

Cows		BULLS		CALVES	
CCycle	Count	CCycle	Count	CCycle	Count
Active	143	Active	11	Current Cycle	09
Going	0	Going	1	Archives	29
Gone	0	Gone	0	Orphan	17
Total	143	Total	11	Total	55

LOG

The Cow Sense Log window (see Figure 7-29) documents which updates you've run. The information in the box depends on which mode of Cow Sense you are using. If you have Cow Sense Lite, it will only tell you whether or not you've run the Calving Update. If you have EZ-75, Commercial or Purebred, it will tell you whether or not you've run the Calving Update, Weaning Update and Yearling Update. Like the Cow Sense Inventory window, you cannot change information in the Cow Sense Log window. To access the Log, select **Maintenance > Administration > Log** from the main menu bar. To exit the box, click the OK button at the bottom of the box.

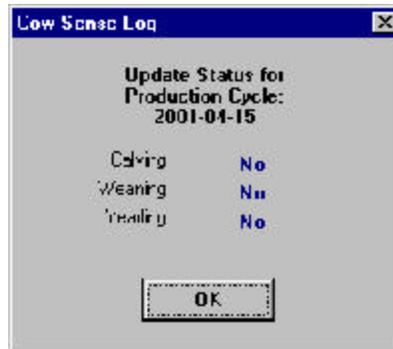


FIGURE 7-29.
THE COW SENSE UPDATE
LOG WINDOW.

CUSTOMIZE DATA FIELDS

The Customize Data Fields option is one of the most powerful tools in Cow Sense. In this application you add and edit field names and characteristics to customize Cow Sense to your operation and management needs. Depending on the mode of Cow Sense you're using, you have an opportunity to affect data collection fields in the Main, EPD, Supplemental, Carcass and Feedlot forms of the Cow Sense Enter Data windows. Further, if you don't want to use an established or user-defined field, you can hide that field from view using the Customize Data Fields utility.

The procedure and data entry grids for customizing data fields are the same for cows, bulls, and calves, but by selecting a cow/bull/calf category, you tell Cow Sense which Enter Data window will contain the added or edited custom data field(s). Customization options are limited in the Main, Pedigree, and Preg Check forms of the Enter Bull and Enter Cow tables, or in the Enter Calves table. *The fields you can customize are those within data entry grid forms.*

Once you create a new data field (by clicking the Add Field button), you can edit that field as you need, but once you add a field, you cannot delete it. Keep in mind that if you edit a field for which you've collected data, you run the risk of corrupting historical data.

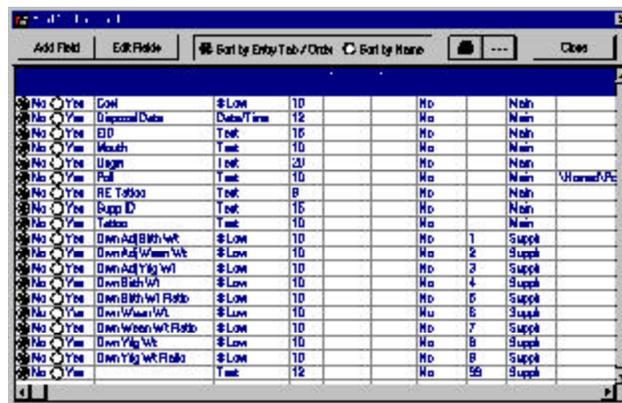
Tip: KEEP IN MIND THAT IF YOU EDIT A FIELD FOR WHICH YOU'VE COLLECTED DATA, YOU RUN THE RISK OF CORRUPTING THAT DATA.

To add or edit custom cow data fields, select **Maintenance > Administration > Custom Data Fields > Cow** from the main menu bar. To add or edit custom bull data fields, select **Maintenance > Administration > Custom Data Fields > Bull** from the main menu bar. To add or edit custom calf data fields, select **Maintenance > Administration > Custom Data Fields > Calf** from the main menu bar.

The Add/Select Fields for (Cows/Bulls/Calves) grid form consists of 10 columns to which you can add or edit criteria to suit your individual needs (see Figure 7-30).

- **Select?** By using the Select? function, you can determine what fields

FIGURE 7-30.
THE ADD/SELECT FIELDS
FOR... WINDOW FOR CUSTOM-
IZING DATA FIELDS.



you want to appear in your Enter Data windows. This option consist of two radio buttons, Yes and No. This is the same column that appears when you select the All Rows view of the EPD, Supplemental, Feedlot (calves) and Carcass (calves) forms of Enter Data windows for cows bulls or calves. If you select the Yes radio button, the field will show up when you're in the Selected Only view of the respective forms. If you select the No radio button, you will not see these fields when you are in the Selected only view of the respective forms. You can change these buttons to suit your view needs in this form, or you can change them in the forms of the Enter Data screens. In order to change the radio buttons in this form, however, *you must click the Edit Field button first.*

- **Field Name.** This is the name you give to the field. It can be up to as many characters in length as you wish, but you should really keep

TIP: EVEN IF YOU USE COW SENSE AT A VERY BASIC LEVEL, YOU WILL FIND THE SELECT? FEATURE VALUABLE FOR STRUCTURING COW SENSE TO FIT YOUR OPERATION.

the Field Name on one line and base the length of the name on the width of the field, which you define in the Width column.

- **Field Type.** This is a validation field to limit the type of value you enter (see Figure . For example, this validation control will keep you from incorrectly entering a alpha (text) character in a Currency field. You cannot change the field type of existing fields.
- **Width.** This is the width of the column in the data entry grid. If you enter a value with more characters, Cow Sense will truncate the value.

<i>Field Type</i>	<i>Use</i>
<i># (0 - 255)</i>	<i>Limits data entry to whole numbers equal to or less than 255.</i>
<i>Currency</i>	<i>Limits data entry to currency values.</i>
<i>High Precision</i>	<i>Limits numerical precision to 10 digits.</i>
<i># Interger</i>	<i>Limits data entry to whole numbrs-- positive, negative, zero--between -32,768 and 32,767.</i>
<i># Large Interger</i>	<i>Limits data entry to whole numbers-- positive, negative, zero--between -2,147,483,648 and 2,147,483,647.</i>
<i># Low Precision</i>	<i>Limits numerical precision to 6 digits.</i>
<i>Date/Time</i>	<i>Limits data entry to date and time stamp values.</i>
<i>Text</i>	<i>Limits data entry to alpha, numeric or alphanumeric characters, and does not allow for numerical computation.</i>
<i>True/False</i>	<i>Limits data entry to the logical operators "Yes" (for true) and "No" (for false).</i>

FIGURE 7-31.
FIELD TYPE DEFINITION
TABLE.

- **Min Value.** This is a validation control to alert you if you enter a data value less than the one you specify here. Cow Sense will not let you enter a value lower than the one you define.

- **Max Value.** This is a validation control to alert you if you enter a data value more than the one you specify here. Cow Sense will not let you enter a value higher than the one you define.
- **User Created?** Because Cow Sense comes with some preset user-defined fields, you can mark here whether you have created the field or whether it came as a part of Cow Sense. You have limited flexibility in customizing fields that are standard in Cow Sense.
- **Enter Order.** This value determines the order in which you see and enter/edit data in the Selected Only view of the forms of the Enter Data screens. If you don't supply an order, Cow Sense will order fields in the Selected Only view by the order that they're listed in the Field Name column, which is determined by the order in which they reside in the Customize Data Fields form. You can use decimals, in which case an order of 2.4 will come after 2.2 and 2.3.
- **Entry Tab.** By clicking Hot button for this value, you select on which Data Entry form the field will appear. The choices are EPD, Feedlot, Carcass, Supplemental, Main, Pedigree, and Breed. For example, if create a data entry field in the Calf table and you select "Carcass", the data entry field will appear on the Carcass form. You are limited to the forms you can customize—namely those that are in grid format, which become available by selecting the EPD, Feedlot (for calves), Carcass (for calves), and Supplemental tabs in the Enter Data windows.
- **Specify Options \x\y\z.** This is where Cow Sense records specific options for recording data. Drop-down lists work off of this type of field. For example, in the General tab of the Enter Bull and Enter Cow screens you have a field called "Poll". The choices from the drop-down list in that field are Horned, Polled, Scurred, and Dehorned. You cannot create additional *drop-down lists* (in other words, when you set values in Specify Options \x\y\z, you do not create a Hot button on that field), but you can specify options or validations of values that restrict data entry to only those values listed.

For example, say you want to add a field for cow disposition, and you want to use specific scores. Select **Maintenance > Administration > Customize Data Fields > Cow** from the main menu bar. Cow Sense will display an Add/Select Fields for Cows window (see

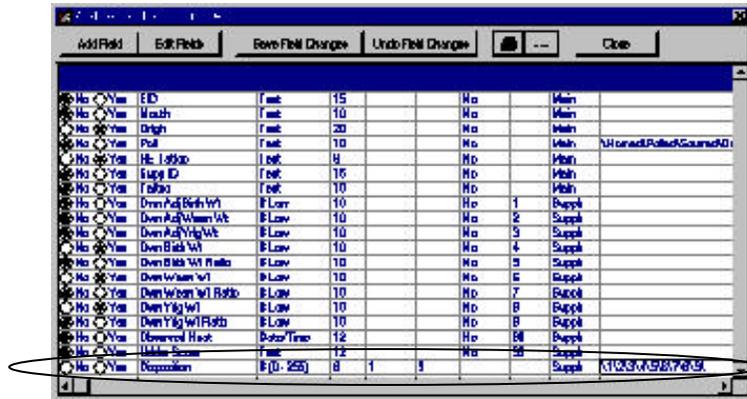


FIGURE 7-32. THE ADD/SELECT FIELDS FOR COWS WINDOW HIGHLIGHTING THE ADDITION OF A NEW “DISPOSITION” FIELD.

Figure 7-31). Click the Add Field button. Cow Sense will display an OK to Add New Field window. Click the OK button. Cow Sense will create a new blank row at the bottom of the grid. In the Field Name field, type “Disposition”. TAB to the Field Type field, and select # (0-255) from the drop-down list. TAB to the Width field and type “8”. TAB to the Min. field and type 1. TAB to the Max field and type 9. TAB to the Entry Tab field and select Supplemental (this will be the form that contains the new Disposition field. TAB to the Specify Options \x\y\z field and type in the numbers that will be used for these scores, such as \1\2\3\4\5\6\7\8\9\.

When you add options in the Specify Options entry field, you must precede the values and follow them with a “\” (slash) because that is the separator between the options; you cannot use a slash as an actual character value.

