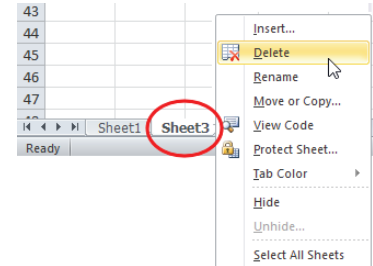# Quick Start - Import animal records with a .CSV File

Animal records can be imported into FarmWorks with a csv file if the information is formatted correctly and the spreadsheet is set up exactly as the program requires.
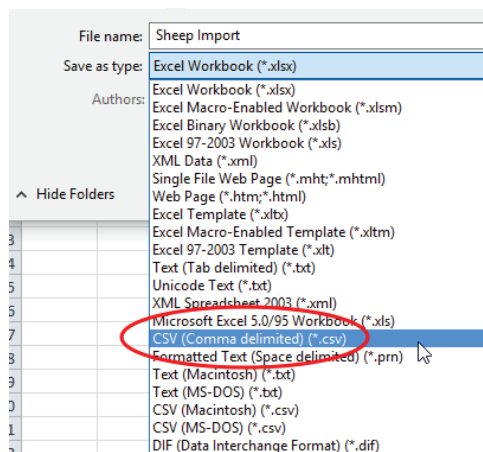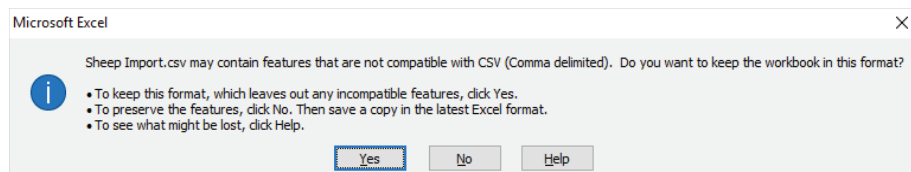
1. Create a new csv file in MS Excel®

» Create a new blank workbook.
» Delete the extra worksheets at the bottom of the page. A csv file can only have one worksheet.
Right-click with your mouse on the tab for each sheet and select *Delete*.

» Click *Save As*, and name the file. Save the file type as **CSV (Comma delimited)(*.csv)**. Click *Save*.

» A new message will warn about incompatible features. Click *Yes* to save.

2. Name the columns

Type into the top row (row #1)
» Column A is **Tag**
» Column B is **Management Tag**
» Column C is **Name**
» Column D is **Management Group**
» Column E is **Gender**
» Column F is **Breed**
» Column G is **Date of Birth**

	A	B	C	D	E	F	G
1	Tag	Mgmt Tag	Name	Mgmt Group	Gender	Breed	Date of Birth
2							

- » Column H is **Weight**
- » Column I is **Dam**
- » Column J is **Sire**
- » Column K is **Breeding Stock**
- » Column L is left empty

H	I	J	K	L
Weight	Dam	Sire	Breeding stock	(empty)

- » Column M is **Purchase Date**
- » Column N is **Purchased From**
- » Column O is **Purchased To**
- » Column P is **Seller's Name**
- » Column Q is **Purchase Price**
- » Column R is **Other Costs**

M	N	O	P	Q	R
Purchase Date	Purchase from	Purchased To	Seller's Name	Purchase price	Other Costs

3. Fill the columns with data

Tag number, sex, breed and date of birth must be entered for every animal; all other fields are optional. You must have a column for every field even if you are not entering any data in the column.

Column A - Tag

MANDATORY - Tag numbers are entered as the flock or herd ID + tag number with a single space between. The tag number must be 5 digits for sheep or 6 digits for cattle.
Sheep example: UK0244220 00123 : Cattle example: UK351787 600877

Column B - Management Tag

OPTIONAL- Management tags can be any visual tag number in any format and does not need to be unique.

Column C - Name

OPTIONAL

Column D - Management Group

OPTIONAL - To assign an animal to a management group, the group must already exist in FarmWorks. The management group in FarmWorks must be spelled exactly the same as the management group in this csv file.

Column E - Gender

MANDATORY - Use only the code letter:
Sheep - R = ram, E = ewe, L = ewe lamb, W = wether Cattle - B = bull, C = cow, H = heifer, S = steer

Column F - Breed

MANDATORY - The name of the breed must be in FarmWorks already before you try to import. The breed in FarmWorks must be spelled exactly the same as the breed in this csv file.

Column G - Date of Birth

MANDATORY - Date of birth must be entered as DD/MM/YYYY.

Column H - Weight

OPTIONAL - Weight of the animal when it arrived on your farm - birth weight or a purchase weight. Enter weight as a number only, do not enter the kg symbol.

Column I - Dam

OPTIONAL - Tag number of dam: herd or flock ID + tag number with a single space between.

Column J - Sire

OPTIONAL - Tag number of sire: herd or flock ID + tag number with a single space between.

Column K - Breeding Stock

OPTIONAL - Y = yes; N = no

Column L - empty column

Leave this column empty.

Column M - Purchase date

OPTIONAL - To enter purchase information you must have a purchase date, format DD/MM/YYYY.

Column N - Purchased from

OPTIONAL - Holding number of the farm or market where animals were purchased. The farm or market with that holding number must already be in FarmWorks before you start.

Column O - Purchased To

OPTIONAL - Holding or on-farm location where sheep were sent after purchase. The holding or on-farm location must already be in FarmWorks before you start. If the animals are coming on-farm to no specific location then leave this column empty.

Column P - Seller's Name

OPTIONAL - Name of seller; does not have to be entered into FarmWorks before you start.

Column Q - Purchase Price

OPTIONAL - Number only, no currency symbol

Column R - Other Costs

OPTIONAL - Any other amount you want to add to the purchase price.

» Your csv file should now look something like this...
» Mandatory fields are Tag, Gender, Breed and date of birth. All others are optional.

	A	B	C	D	E	F	G
1	Tag	Mgmt Tag	Name	Mgmt Group	Gender	Breed	Date of Birth
2	UK0531477 01522	1522 Red	Ritchie	Tex rams	R	Texel	12/02/2016
3	UK0351787 02500			2019 Ewe Lambs	L	Texel X	28/03/2019
4	UK0351787 02501			2019 Wethers	W	Suffolk X	28/03/2019
5	UK0351787 02502			2019 Wethers	W	Texel X	28/03/2019
6	UK0351787 02505			2019 Ewe Lambs	L	Texel X	28/03/2019
7	UK0351787 02506			2019 Ewe Lambs	L	Texel X	28/03/2019
8	UK0351787 02507			2019 Ewe Lambs	L	Texel X	28/03/2019

H	I	J	K	L
Weight	Dam	Sire	Breeding Stock	(empty)
88	UK0877135 00214	UK0212158 00599	Y	
20	UK0351787 00099	UK0501212 03012	Y	
26	UK0351787 00099	UK0501212 03012	N	
20.5	UK0351787 00201	UK0501212 03012	N	
18	UK0351787 00201	UK0501212 03012	Y	
19.5	UK0351787 00024	UK0501212 03012	Y	
22.5	UK0351787 00118	UK0501212 03012	Y	

M	N	O	P	Q	R
Purchase date	Purchase from	Purchase to	Sellers name	Purchase price	Other costs
01/10/2019	36/094/066		M Fletcher	350	
30/09/2019	36/094/066		M Fletcher	175	
30/09/2019	36/094/066		M Fletcher	175	
30/09/2019	36/094/066		M Fletcher	175	
30/09/2019	36/094/066		M Fletcher	175	
30/09/2019	36/094/066		M Fletcher	175	
30/09/2019	36/094/066		M Fletcher	175	

4. Delete the header row and save the file

» Click to the left of the top row to highlight the entire row that has the column names.
» Right-click with your mouse - select **Delete**.
» The entire row should disappear and the columns should not have any names at the top.
» Save the file. Click **Yes** to the compatibility warning.
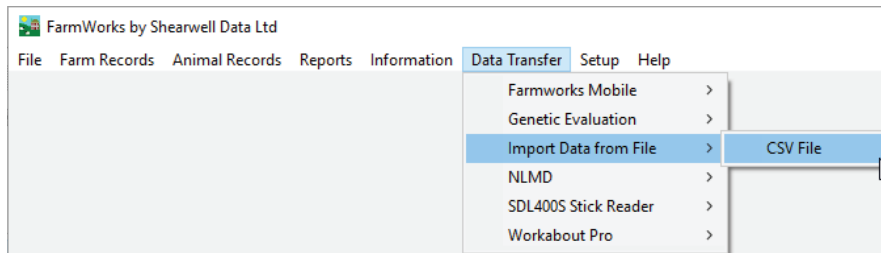» Close the file. You will be asked if you wish to save the changes. Click **Yes**.

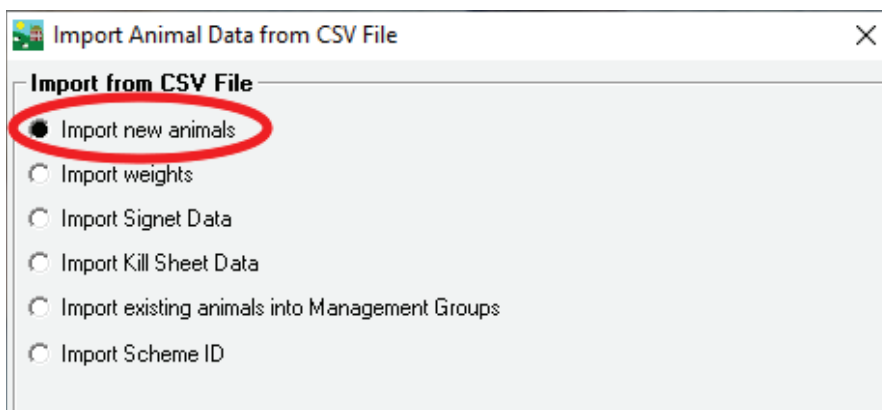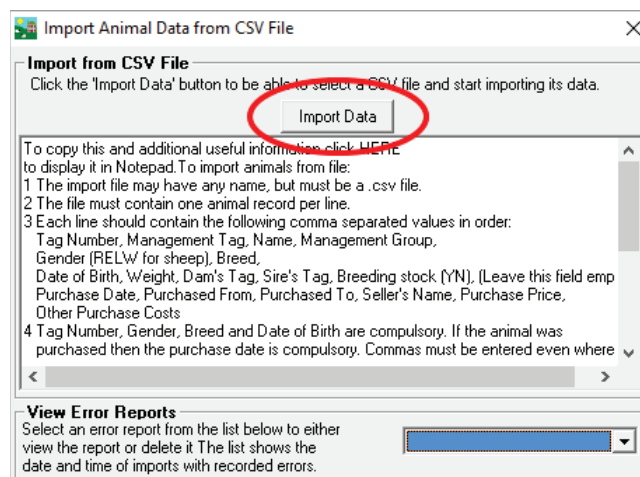|	A	B	C	D	E	F	G	H	I
1	Tag	Mgmt Tag	Name	Mgmt Group	Gender	Breed	Date of Birth	Weight	Dam
2	UK0531477 01522	1522 Red	Ritchie	Tex rams	R	Texel	12/02/2016	88	UK0877135
3	UK0351787 02500			2019 Ewe Lambs	L	Texel X	28/03/2019	20	UK0351787
4	UK0351787 02501			2019 Wethers	W	Suffolk X	28/03/2019	26	UK0351787

5.

Import into FarmWorks

» Open FarmWorks. Go to **Data Transfer > Import Data from File > CSV file**

» Select **Import new animals**.

» Click on **Import Data** to search for the csv file you have saved.
» Select your csv file. Click **Open**.

☹ Your data will be imported unless there are formatting errors. If your data is rejected then an error report is generated. Open the error report to learn where you went wrong.
☹ Read the Trouble-shooting page and correct your errors.
☹ Try importing again.
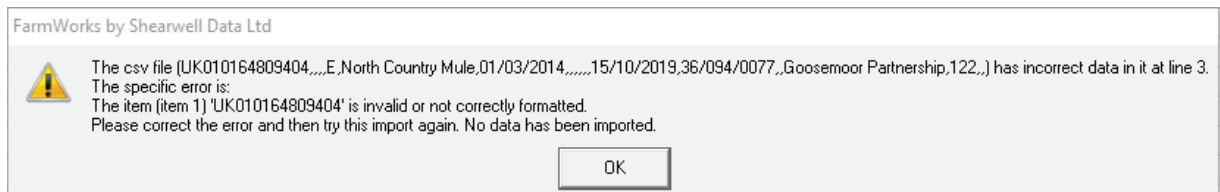☹ Re-read the Trouble-shooting page.
☹ Try to stay calm....

Trouble-shooting

Error message: Tag number is invalid or not correctly formatted.
A tag number can be invalid because there is no space between the flock/herd ID and the tag number, or if there is more than one space in between.
- The error message tells you exactly what line the error occurred.
- Open your csv file, find the error and correct it. Re-save the file.

FarmWorks by Shearwell Data Ltd

⚠ The csv file (UK010164809404,,,,E,North Country Mule,01/03/2014,,,,,,15/10/2019,36/094/0077,,Goosemoor Partnership,122,,) has incorrect data in it at line 3.
The specific error is:
The item (item 1) 'UK010164809404' is invalid or not correctly formatted.
Please correct the error and then try this import again. No data has been imported.

[OK]

Error message: Breed or management group does not exist
The breed of sheep or management group must be in FarmWorks before you try importing, and the breed or group name on the import file must be spelled exactly the same as it is in FarmWorks.
Go to **Farm Records>Breeds** or **Farm Records>management Groups** to check the spelling.

Error message: Purchased From Location does not exist in your records.
If you want to import purchase information, then the source location (where you bought the animal from) must be entered as either a Holding or a Market in FarmWorks before you try the import.
- Go to **Farm Records > Holdings**, or **Farm Records> Markets** to add the information.
- The Purchased To location can be left blank if the animals are coming onto your farm but to no specific on-farm location.

Error message: Invalid Format or Incorrect Data
A weight symbol or a dollar sign in your csv file will cause your import to be rejected.
- Open your csv file and remove any sign or symbol that does not belong.

FarmWorks by Shearwell Data Ltd

⚠ The csv file (UK0101648 09402,,,,E,North Country Mule,01/03/2014,,,,,,15/10/2019,36/094/0077,,Goosemoor Partnership,£122,,) has incorrect data in it at line 1.
The specific error is:
The item (item 17) £122 must be a number.
Please correct the error and then try this import again. No data has been imported.

[OK]