

Quick Start - Import groups with a .CSV File

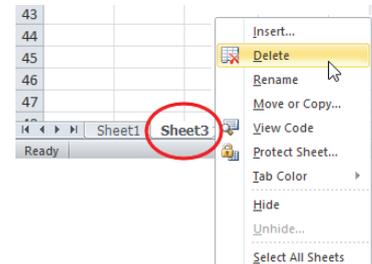
A management group can be imported into FarmWorks with a csv file if the animals in the group are already recorded in FarmWorks. If the group name is new, then FarmWorks will create a new group with that name. If the group name already exists in FarmWorks, then the animals in the import will be added to the existing group.

1.

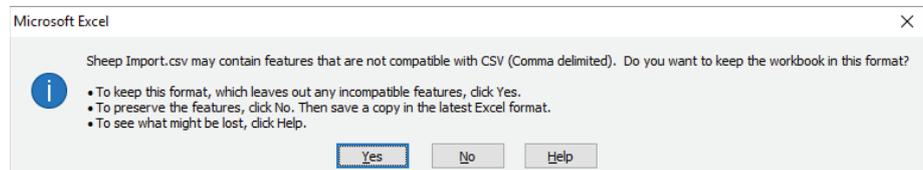
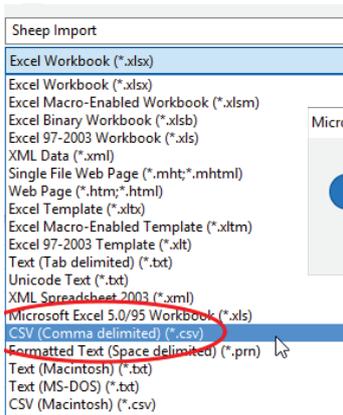
Create a new csv file in MS Excel®

- » 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 **Group Name**
- » Column B is **Tag**
- » Column C is **EID**
- » Column D is **Name**

	A	B	C	D
1	Mgmt Group Name	Tag	EID	Name
2	Top 10 Maternal Index	UK035178702493		
3	Top 10 Maternal Index	UK035178702517		

3.

Fill the columns with data

Animals must be identified by either a tag number, or an EID, or a Name. You must have a column for every field even if you are not entering any data in the column.

Column A - Management group name

If this group is new then FarmWorks will create a new group with that name, and the animals in the import will be added to the new group. If the group already exists in FarmWorks then the animals in the import will be added to that existing group.

To import animals into an existing group the spelling of the group name must match exactly (including upper/lower case). If the spelling doesn't match exactly then FarmWorks will create a new group.

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Column B - Tag

Animals must have either a tag number or an EID or Name. If using EID numbers or Name then this column can be empty. If using tag numbers then enter as 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 C - EID

If using tag numbers or Name then this column can be empty.

Column D - Name

Name will be the animal's scheme identification number from a genetic improvement program. Name must be unique for each animal.

» Your csv file should now look something like this...

	A	B	C	D
1	Mgmt Group Name	Tag	EID	Name
2	Top 10 Maternal Index	UK0351787 02493		
3	Top 10 Maternal Index	UK0351787 02517		
4	Top 10 Maternal Index	UK0351787 02531		
5	Top 10 Maternal Index	UK0351787 02556		
6	Top 10 Maternal Index	UK0351787 02570		

4.

Delete the header row and save the file

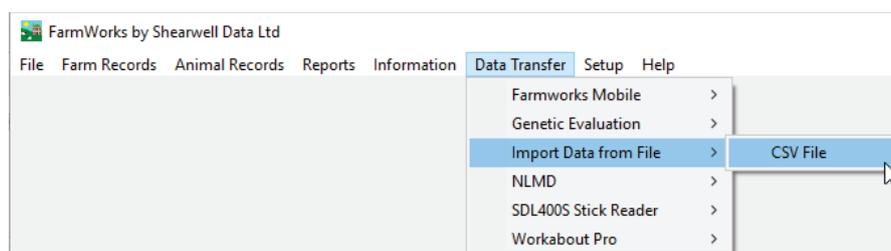
- » Click to the left of the top row to highlight the entire row that has the column names.
- » Right-click with your mouse - select **Delete**.
- » The entire row should disappear and the columns should not have any names at the top.
- » Save the file. Click **Yes** to the compatibility warning.
- »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

	A	B	C	D
→	Mgmt Group Name	Tag	EID	Name
2	Top 10 Maternal Index	UK035178702493		
3	Top 10 Maternal Index	UK035178702517		
4	Top 10 Maternal Index	UK035178702531		

5.

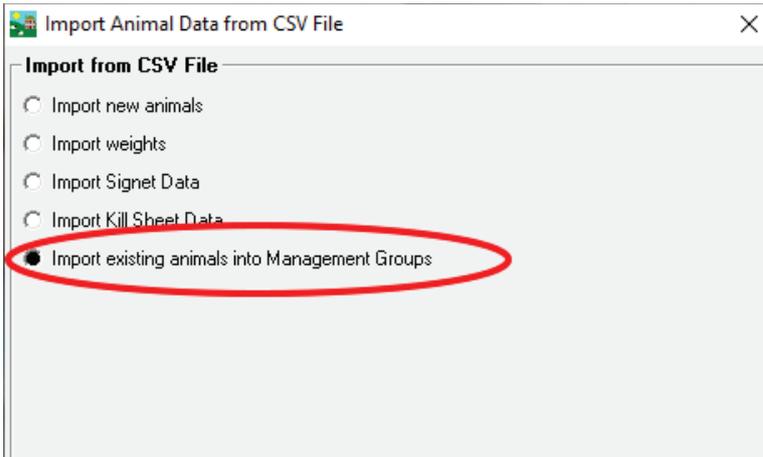
Import into FarmWorks

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



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- » Select **Import existing animals into Management Groups**.



- » 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.
- » 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.
- » A tag number will be rejected if it is not already in FarmWorks.