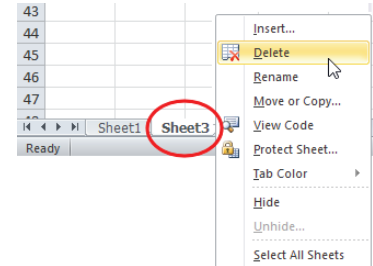# Quick Start - Import weights with a .CSV File

Animal weights 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.
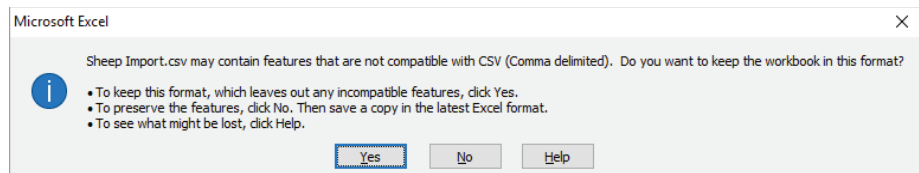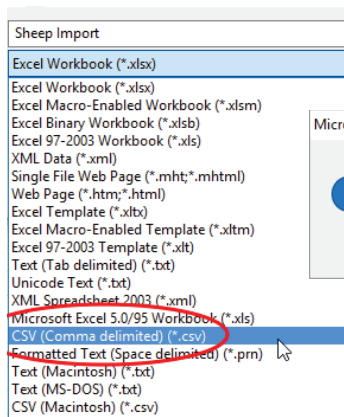
1. Create a new csv file in MS Excel®

» 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 **Weigh Date**
» Column B is **Tag**
» Column C is **EID**
» Column D is **Weight**

	A	B	C	D
1	Weigh Date	Tag	EID	Weight
2	01/10/2019	UK351787 100417	0937000001853324	906.00
3	01/10/2019	UK351787 200418	0937000001899458	936.00

3. Fill the columns with data

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

Column A - Weigh date

Date this weight was recorded. If there is already a weight in FarmWorks for the same date then this import will over-write and replace that weight with this new weight.

Column B - Tag

Animals must have either a tag number or an EID. If using EID numbers then leave this column 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 then this column can be empty.

Column D - Weight

Animal weight on the weigh date. If more than one weight is recorded for the same animal on the same date then the last weight taken will over-write any previous weights.

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

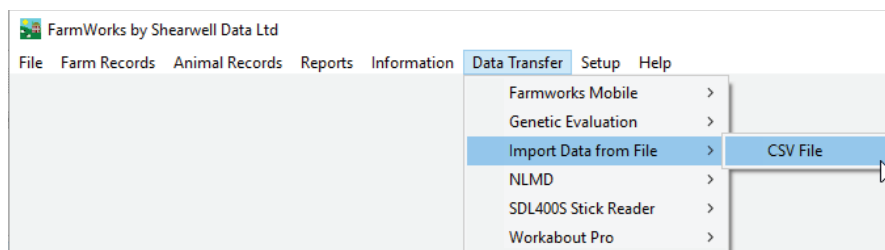|	A	B	C	D
1	Weigh Date	Tag	EID	Weight
2	01/10/2019	UK351787 100417	0937000001853324	906.00
3	01/10/2019	UK351787 200418	0937000001899458	936.00
4	01/10/2019	UK351787 700423	0937000001899465	907.00
5	01/10/2019	UK351787 400455	0937000001899469	682.00
6	01/10/2019	UK351787 500456	0937000001899471	686.00
7	01/10/2019	UK351787 100459	0937000001899479	734.00
8	01/10/2019	UK351787 100473	0937000001899481	686.00
9	01/10/2019	UK351787 500477	0937000001899482	628.00
10	01/10/2019	UK351787 500484	0937000001899483	722.00
11	01/10/2019	UK351787 600485	0937000001899489	858.00
12	01/10/2019	UK351787 700535	0937000001899490	812.00

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
1	Weigh Date	Tag	EID	Weight
2	17/06/2019	UK342585 501365		624.00
3	17/06/2019	UK342585 401385		590.00
4	17/06/2019	UK342890 700815		466.00

5. Import into FarmWorks

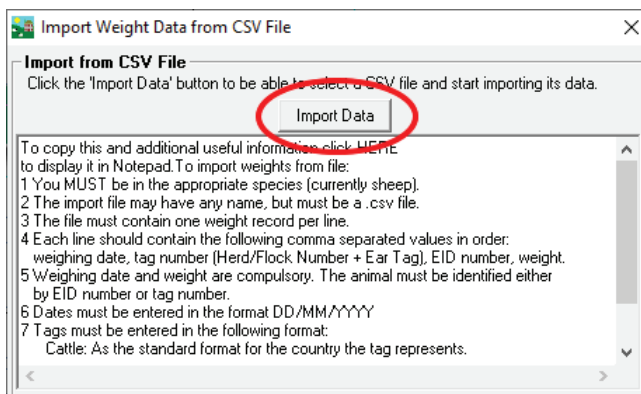» Open FarmWorks. Go to *Data Transfer > Import Data from File > CSV file*

Shearwell Data
Animal Identification & Management Systems

» Select **Import weights**.

» 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.