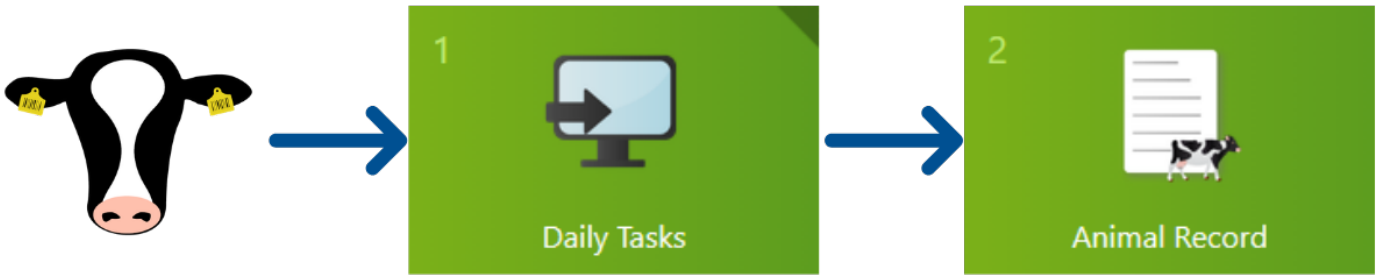
Using the Animal Record

Animal record · https://www.uniform-agri.com/us/knowledge-base/myherd-dairy/animal-record/using-the-animal-record/

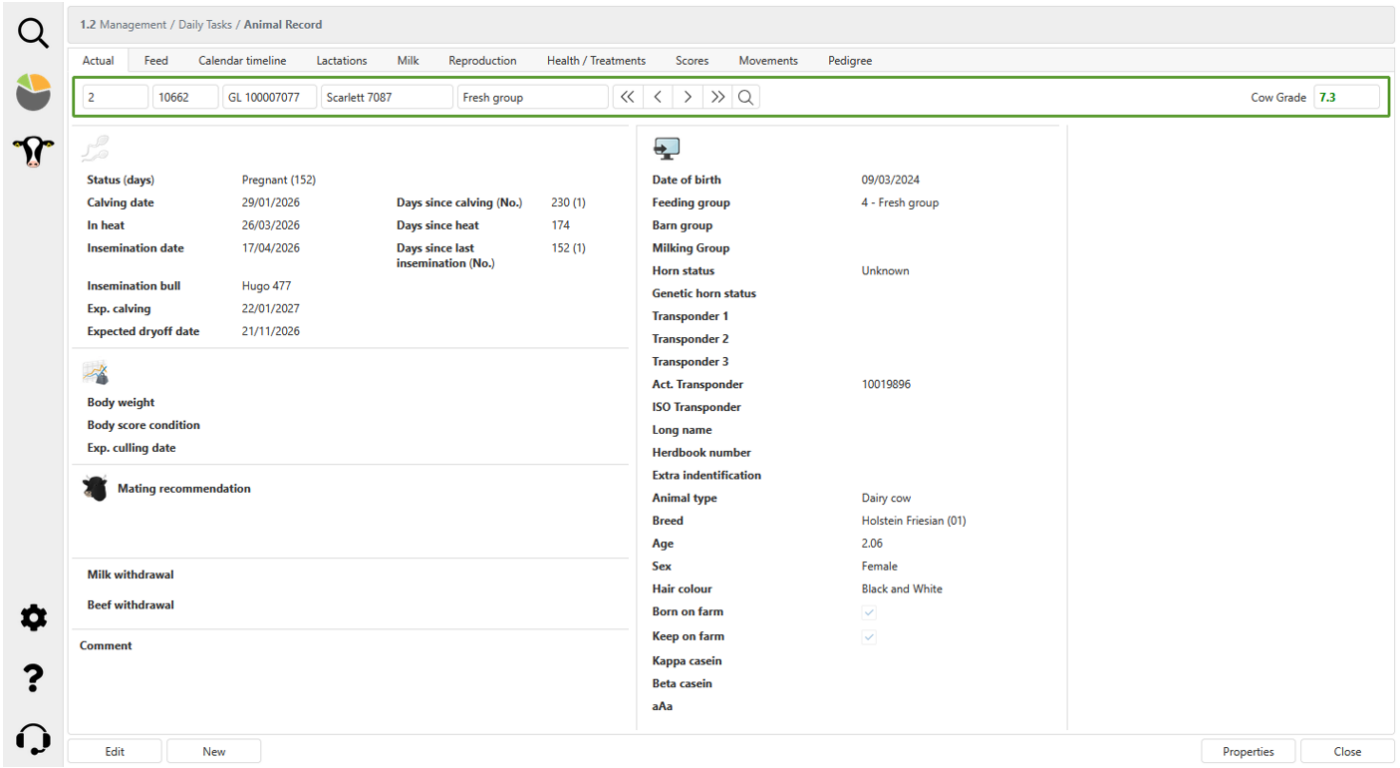
Navigation

You can access the **Animal Record** by going to **1.2 Animal Record** → (**Management → Daily Tasks → Animal Record**)



Introduction

The **Animal Record** provides a single access point to all the information related to an individual animal and is built up from a number of pages (also called tabs). Each tab stores specific information related to the animal.

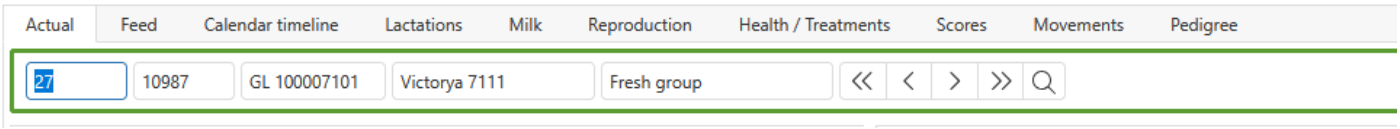


How to find an animal

There are several ways to go to an animal's record in the software.

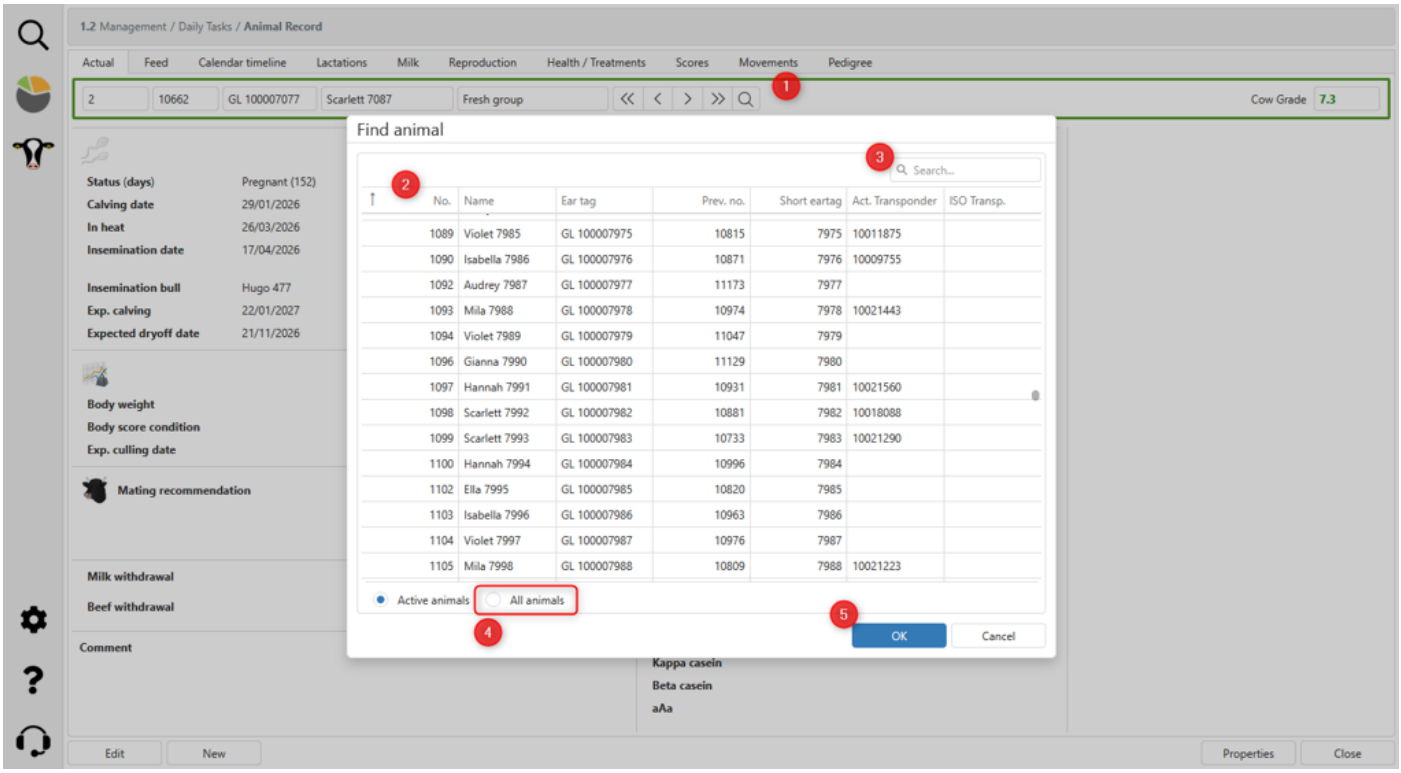
Directly on the animal record

You can insert the animals short number in the first box and then push **Enter** on your keyboard and it will bring you to that animals record.



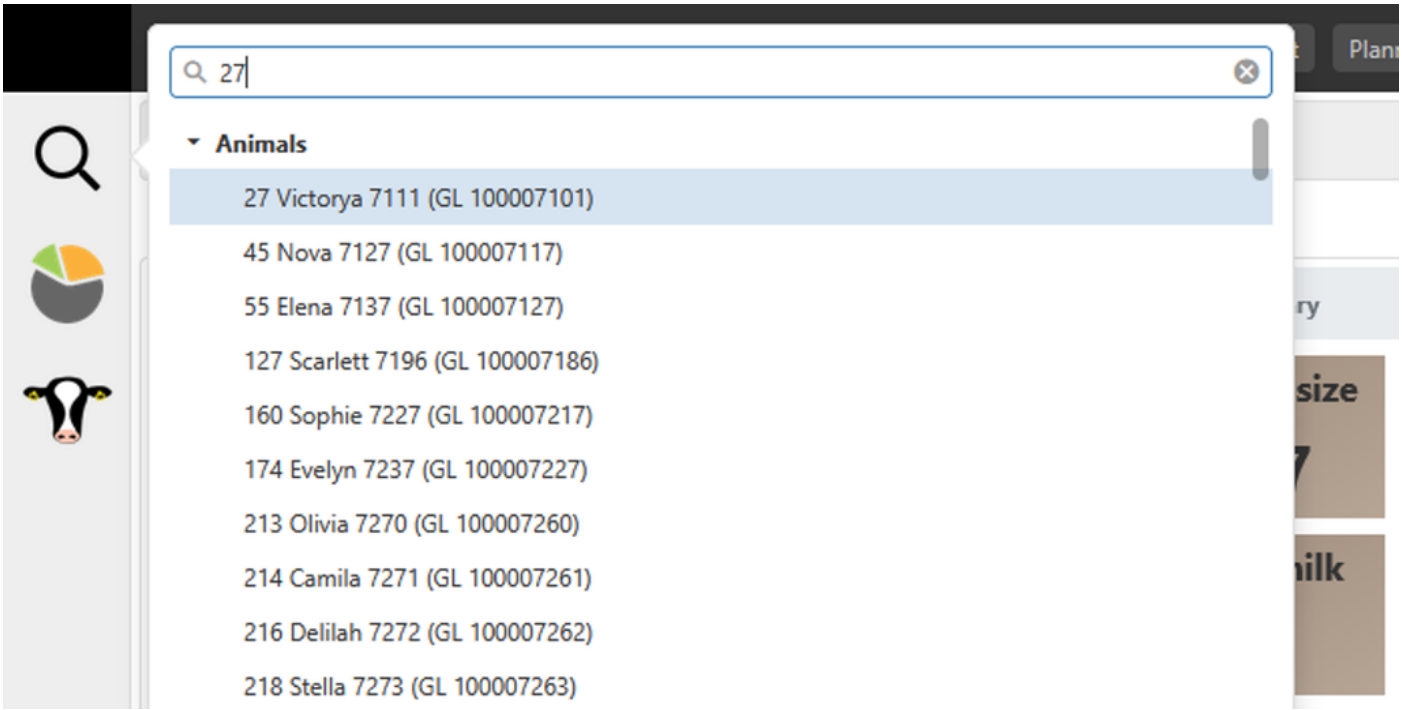
OR

1. Use the magnifying glass in the **Animal Record** to search for an animal
2. Choose which identifier you would like to search by
3. Type in the identifier of the animal (example animal number)
4. If you want to search an historical animal, it's important to select **[All animals]**
5. Click on **[OK]** once you have selected the desired animal from the list



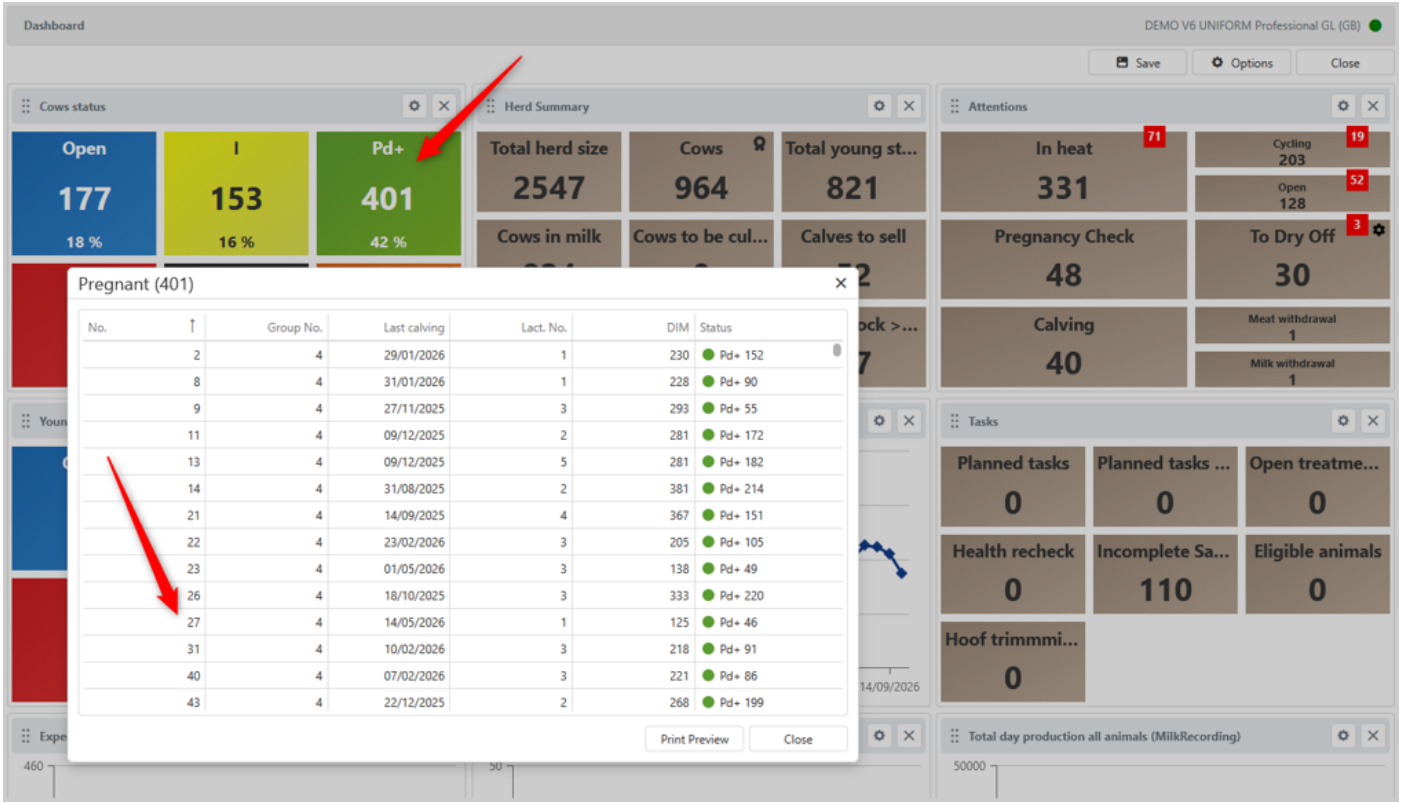
Menu magnifying glass

On the top left hand corner of the program, there is a bigger magnifying glass. You can search for an animal here using one of it's identifiers (**Animal number**, **Name**, **NLID/ATQ**, etc.).



By the Herd summary lists on the Dashboard

You can double-click on an animal on the list and access the **Animal Record**.



Tips and Tricks

- On the bottom right hand corner of the **Animal Record**, there is the **[Properties]** button. There, you can change the settings to personalize the **Animal Record**.
- It is not recommended to enter new data through the **Animal Record** (ideal to do so in the **Daily Events**) but it is possible to edit data if needed.
- It's possible to print an **Animal Record** by clicking on **[Print Preview]**.

Summary

- The **Animal Record** can be accessed in a variety of locations:
  - **Animal Record** shortcut on your toolbar
  - Menu: **Management → Daily Tasks → Animal Record**
  - Double click on an animal in any grid view
- Search an animal (full or partial number, **NLID**, or **Name**) on the menu magnifying glass and click to open the record
- The **Animal Record** is a reference to easily find historical information about an animal or edit wrong entries.

- The **[Edit]** and **[New]** buttons on each tab of the **Animal Record** correspond to specific items on that tab. Can't find what you're looking for? Try changing tabs.
- The **[Properties]** of the **Animal Record** offer ways to customize your view of the data.
    - In the **[General]** tab of **Properties**, you can select your preferred starting page when viewing the **Animal Record**
    - Colors associated with **Historic** or **To Be Culled** animals can be changed in **Properties**
    - **Status** colors can also be turned on and off under **Properties**.
    - Under **General**, the default **milk yield type** can be selected.