



### Tip Sheet 3: Entering Animal Data using the Add Import Excel Template

**\*\*Remember to create season and locations first! See Tip Sheet 1\*\***

1. Events > Add/Purchase > Import Animal Data.
2. This is a three step process. First double click on 'download import template file'. This will bring up a blank template.
3. Go to 'File' (top left hand corner) and click 'save as'. Save this file as animalsimporttemplate\_springlambing2012.xls for example. Make sure this template is saved as an .xls form.
4. You can now start entering your data. In the bottom left hand corner there are three tabs—Legends, Animal and Sample. The Animal tab will allow you to enter your data. The 'Sample' tab is to help you if you need assistance with data entry. There are useful examples and formats here for your convenience. The 'Legends' tab should not be used (it serves to import the data into your account).
5. The row column is required and you should start by entering 1 in row 3, enter 2 in row 4, etc.
6. All yellow highlighted boxes are required.
7. Lamb Y/N? If you are entering ewe or ram data use the drop down (to the right of the box) and select no. If you are entering lamb data select yes from the drop down list.
8. Year and Season are required when entering lamb data only. In your bioFlock account be sure to set up your season (see tip sheet 1). You must enter the season exactly as it appears in your bioFlock account. (Ex. for Year you would enter 2012, and for season you could enter Spring 2012.)
9. Location is required for ewe, ram and lamb data. Be sure to type in the location of your choice into the box exactly the way it appears in your account. (Settings > Location Structure)
10. Birthdate is also a required field. The format is mm/dd/yyyy. (If you do not know the exact birthday and only know the year the ewe was born, make up the month and day and enter the year in order to utilize age reports.)
11. Sex is also a required field. Remember to use the dropdown to the right of the box in order to select ewe, ram or wether. If you select wether the castration date is also a required field.
12. Animal identification should be imported according to your custom identities. For example, if ear tag is required in your settings you should import the animal on the basis of ear tag. For genetic evaluations tattoo is required! It is easier to give animals tattoos now than at a later point in time. Import either on tattoo, RFID, ear tag or a combination of these choices.
13. If the sire and dam information is unknown then enter the breed and percentage. Choose a breed in column 'Breed 1' from the drop down box (at the right). The percentage must add up to 100%. If the sheep is a Rideau Arcott cross Dorset Polled, you would select Breed1 to be 'Rideau Arcott', Percentage1 to be '50', Breed2 to be 'Dorset Polled' and Percentage2 to be '50'.
14. If the sire and dam information is known, you do not have to enter breed and percentage. If you are entering sire and dam information, be sure that you have already imported the sire and dam of the lamb into the import.
15. Continue to enter all animals.
16. Remember to save this data as you go along.
17. Once this is done, save and then go back to your bioFlock account and click on 'browse' to find your file you just saved and double click on this file. (The file should now be displayed to the left of the 'browse' button)
18. Click on upload file. This will import all animals from the template to your account. Scroll through and make sure that all imports were successful, if not go back and change the information that was incorrect on the template, save and upload the same file again.

Need more details? Call the bio office toll free at 1-855-246-2333, or (519) 767-2665.