Using the Bulk Change Performance Group utility

In some situations it is necessary to change the details of many animals at once, for instance, the Performance Group value. Herdmaster incorporates a utility that allows you to do this.

Click on the Utilities menu tab and roll your mouse over Bulk Change, then click Performance Group from the pop-up menu.

From here, choose the animals you wish to use for this process. You can choose all of the animals in your list by clicking the Select All button (you may include Inactive or Off-Site animals by checking the boxes), or you can select smaller groups or individual animals by highlighting them with your mouse. You can also hold the Ctrl key while you click to select individuals. Worksheets and Filters are also available to use at this point.
When you chosen the animals you wish to use, click the right green arrow to move them across to the Selected Animal field. At this point, you can review the list to make sure that the list contains only those you wish to process. If not, select the animals that have been incorrectly brought across and use the left green arrow to remove them. If you need to start over, click the Select All button and remove them all at once.

Next, select the date ranges for the animals to be processed.
Next, choose the Performance Group code to be applied to the selected animals from the list on the drop down menu.

![Performance Group Selection Window]

Apply a Performance group code and check the relevant boxes to which you want to apply the Performance Group code to. For example, you can choose to apply a Performance Group only to a mating or choose to apply the Group to all.

![Update Information Window]

When you are satisfied that all the information is correct, click Process to perform the change.

![Process Button]