Using the Action Template

The action template is used to record multiple weights traits and procedures at the same time. The following steps will take you through setting up a template and recording information against some animals.

Step 1. Action Header Setup
This Header will provide a code or reference for multiple data entry.

1. Click **SETUP** | Action Templates. See picture below.

2. Press the Add button
3. Assign a Name to the template and give a brief description. I am recording the name of Weaning against the template. See picture below for example.

4. When you have entered a name click on the Details button. You will now be taken to setup the template that you are going to use. See picture below.
5. Click on the add button and you will get a new line appear. See picture below.

6. You will now be able to enter a Weight, trait or a procedure. If you choose weight in the line type you will be able to enter a Name for the column. You will then also be able to choose a Performance group for this weight and an observation code that you want recorded against the weight record.
7. If you choose trait in the line type you will be able to choose a column name, an observation code, performance group and the trait code that you want to record.
8. If you choose Procedure you will be able to enter a column name, procedure code, Procedure cost, Batch Id if you have a batch recorded for that procedure and the quantity.
9. You can keep adding lines until you have everything you want in the template. You can have multiple weights, traits or procedures in the template. When you have finished setting up the template press the close button. For an example template see Picture below.

Step 2. Using the Action Template for Multiple Data Entry

1. Click \textit{Data Entry} | Action Template
2. Select the Template Header.

3. If you aren't sure what is in the template you can check the show template box this will show you what you have setup in the template.
4. Ensure the relevant date is correct.

5. Select the animal from the list and press the button to transfer the selected animal to the template. If you want to add the animal tags manually press the button and you will be able to enter an animal tag.

6. Using your mouse button or by using the keyboard Tab button, fill in the details for the animal selected (NB. The spacebar on the keyboard will check or uncheck any tick boxes if the cell is selected). See picture below.

<table>
<thead>
<tr>
<th>Animal Tag</th>
<th>200day weight</th>
<th>SS</th>
<th>IMF</th>
<th>INJ</th>
<th>Dose</th>
<th>Weaned</th>
<th>Dose</th>
</tr>
</thead>
<tbody>
<tr>
<td>01B8</td>
<td>245</td>
<td>SS</td>
<td></td>
<td>✓</td>
<td>4.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>01BM</td>
<td>233</td>
<td></td>
<td></td>
<td></td>
<td>4.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>005D</td>
<td>275</td>
<td></td>
<td></td>
<td></td>
<td>4.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>029</td>
<td>231</td>
<td></td>
<td></td>
<td></td>
<td>4.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>0127</td>
<td>276</td>
<td></td>
<td></td>
<td></td>
<td>4.00</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

7. Once data entry is complete for all animals press the Process button.

8. You will get a report generated for you outlining what has been processed.