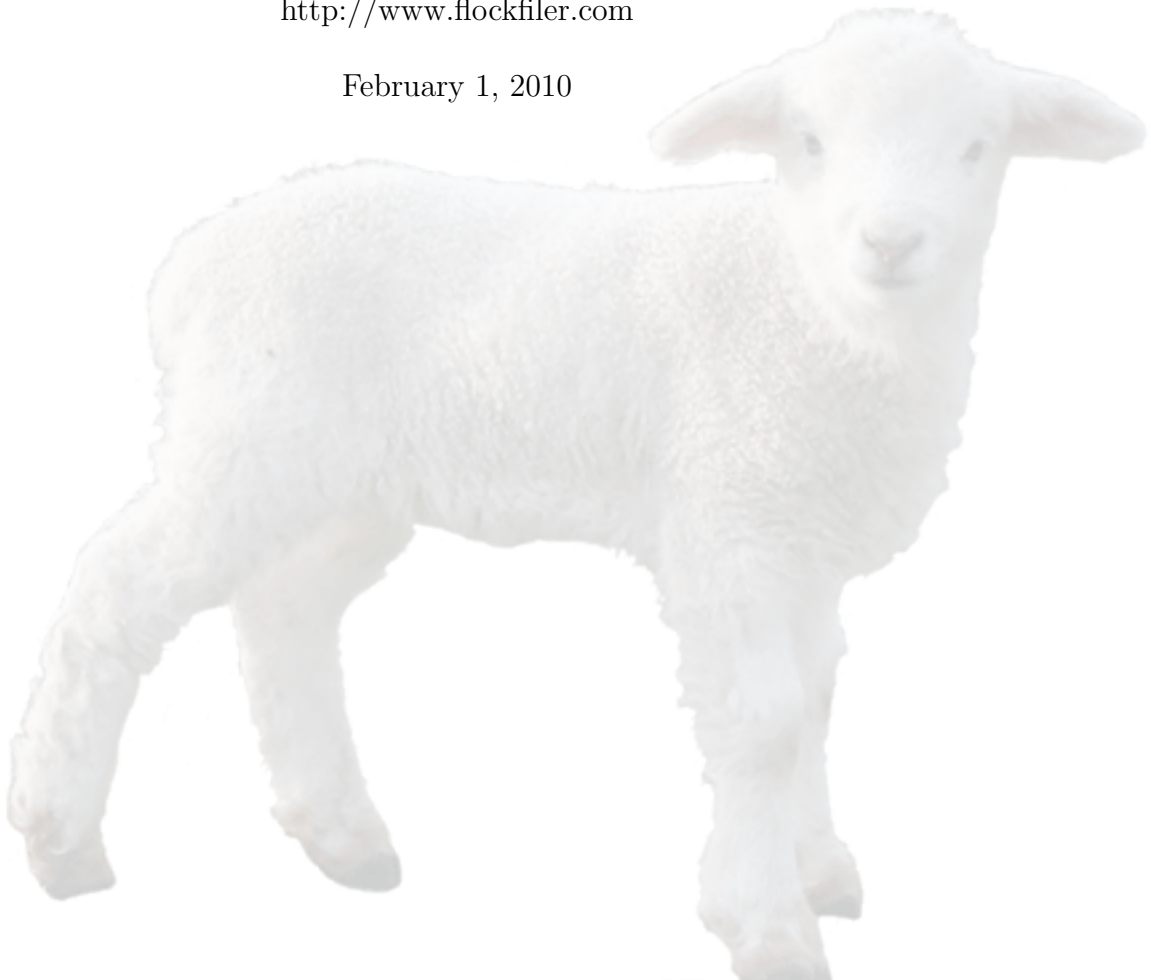


FlockFiler Lite

Covers FlockFiler Lite Version 2.0

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Part I

Getting Started

Chapter 1

Starting Up

1.1 New Installation

There are two official ways to obtain FlockFiler Lite.

1. Download it from flockfiler.com.
2. Receive it on an official FlockFiler Lite CD-ROM.

Both methods provide you with the same options and files needed to install FlockFiler Lite. Using either method, acquire and install the version appropriate to your computer platform. Both Windows (XP, Vista, Win 7) and Mac OS X (10.4.11, 10.5, 10.6) are supported by FlockFiler Lite 2.0.

1.1.1 Microsoft Windows

Installer

Download and run the file “FlockFilerSetup100.exe” from flockfiler.com or run it by choosing Install on the menu presented by the CD-ROM.¹ Later versions of this FlockFiler Lite installer file will have a higher number than 100.

By default FlockFiler Lite is installed into your personal documents area. The program and the data files are stored in the same “FlockFiler” directory. Putting it into your personal documents area is helpful so that the data files will easily be part of your regular data backup solution.²

If you want FlockFiler Lite to be accessible by all of the users on your computer (one user at a time), you could install it into an area on your computer that is usable by all of the intended users. For instance when using Windows XP, you could install it into `C:\Documents and Settings\All Users\Documents\FlockFiler Lite`. With



¹Before installing from the CD-ROM it is a good idea to check flockfiler.com for an update. If there is a newer version available online, download and install that instead.

²You are backing up your files, right?

Windows Vista or Windows 7 you would could install it into `C:\Users\Public\Public Documents\FlockFiler`.

When you are finished, you will find a new entry, FlockFiler in your programs list on your Start menu, and you will have a new shortcut on your Desktop. Select the FlockFiler Lite item in the Start menu or double-click on the Desktop icon to launch FlockFiler Lite.

If you want to uninstall or remove FlockFiler from your computer, select Uninstall FlockFiler from the FlockFiler menu in the Start menu. The “FlockFiler” folder will still be present after the uninstallation and will contain your backup data files.

Archived Folder

If you don’t want to use the installer program, you can use the Zip archived version instead. There are some practical differences between installing FlockFiler using this file archive and using the installer. The installer will create Start menu items for you. It will (optionally) create a desktop shortcut and/or a “Quick Launch” icon. And it will provide you with an uninstaller.³

Download the file “FlockFilerWin100.zip” from `flockfiler.com` or locate it in the “Microsoft Windows” folder on the CD-ROM. Later versions of FlockFiler Lite will have a higher number at the end.

Copy the “FlockFiler Lite” folder from inside the Zip file to your personal documents folder or wherever you find convenient.

That completes your installation. You can simply start up FlockFiler by running the program file called “FlockFiler” contained within the “FlockFiler” folder.

If you need to delete FlockFiler from your computer system, simply delete the “FlockFiler” folder. Note that you will be deleting your FlockFiler data files at the same time. Be sure to keep a backup copy of this folder somewhere if you want to retain your data.

1.1.2 Macintosh OS X



Package Installer

Download the file “FlockFiler100.pkg” from `flockfiler.com` or locate it in the “Macintosh” folder on the CD-ROM. (Later versions of FlockFiler will have a higher number at the end.) Double-click on this file to run the installer. FlockFiler will be installed into your personal “Documents” folder.

Run the file called “FlockFiler.app” found inside the “FlockFiler” folder inside “Documents”. You may want to add this to your Dock to make it easy to locate and run.

³Since FlockFiler is self-contained within the installation folder and can be uninstalled simply by removing that folder, the uninstaller is primarily useful to remove the Start menu items and shortcuts that it created.

Install via Drag and Drop from Disk Image

Download the file “FlockFiler100.dmg” from `flockfiler.com` or locate it in the “Macintosh” folder on the CD-ROM. (Later versions of FlockFiler will have a higher number at the end.) Double-click on this file to mount this disk image file. A new Finder window called “FlockFiler100” will open. This new window contains one folder called “FlockFiler”.

Drag the “FlockFiler” folder to your personal “Documents” folder. Run the file called “FlockFiler.app” found inside this folder. You may want to add this to your Dock to make it easy to locate and run.

If you desire, you may copy this folder instead to a different location on your hard drive, but it is a good idea to place it in your personal Documents folder so that it can more easily be a part of your strategy for periodically backing up your files.

If you want to have different users run FlockFiler from different accounts, you may want to put the folder into the “Shared” folder inside the “Users” folder instead of in a specific user’s personal directory.

Placing the FlockFiler folder into the main Applications folder is not recommended. Doing so will limit its usage to only those users with administrative access.

1.2 Starting and Customizing

To start FlockFiler Lite, double-click the file `FlockFiler` in the new folder “FlockFiler” (or an alias or shortcut to it). Microsoft Windows users who used the installer can use the Start menu entry. The first screen that comes up will be the “Home” screen as shown in Figure 1.1.

When you run FlockFiler Lite for the first time after installation, after the countdown delay it will ask you if you want to run it as a Demo or Update from a previous installation. You can choose “1.7.x” to erase the sample records and load in your data from version 1.7.0 through 1.7.3 if you were previously running the old FlockFiler Lite. If you are running a version of FlockFiler Lite earlier than 1.7.0, you need to update it to 1.7.0 or later for the data to be readable by FlockFiler Lite 2.0 directly.

If you have data from a previous installation of this 2.0 version of FlockFiler Lite, choose “2.0.0” and FlockFiler Lite will start the process of erasing the sample data and loading in your old data.

If you want to evaluate FlockFiler Lite or enter your registration info, choose “Demo”.

1.2.1 Registration

If you don’t have a registration code, you can use FlockFiler Lite in “Evaluation Mode” for as long as you need to see if it suits your needs. While in Evaluation Mode, the program will periodically remind you that you haven’t entered your



Figure 1.1: The Home screen that is displayed when you start up FlockFiler Lite.

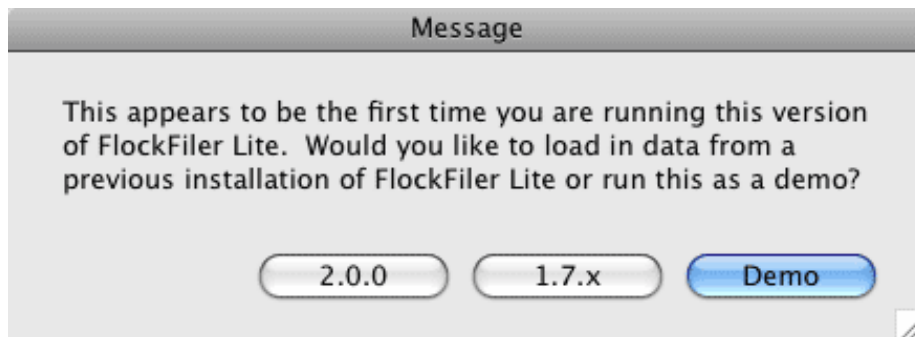


Figure 1.2: The dialog that appears the first time you run FlockFiler Lite after installation.

registration code. It will also put an “Evaluation Mode” label on all printouts. The demo mode is otherwise fully functional without limits in any way.

If you have a registration code, you can push the “Register...” button on the “Home” screen. You will be taken to the End User License Agreement screen. Push the “I Agree” button to proceed to the Registration screen after reading through the text. This license text is also available in the accompanying file “License.txt” in the “FlockFiler” folder.

If you received your Registration Info via e-mail, you can copy and paste the entire text of the e-mail directly into the FlockFiler Lite registration screen and avoid typing in your lengthy Registration Code. There is a white box on the right hand side of the registration screen. You can copy and paste the information you received in your registration e-mail into this white box. Push the button beneath it labeled “Fill in Registration From This Info” to have FlockFiler Lite analyze the text and fill in the registration fields for you.

**Fill in Registration
From This Info**

You can type in the Registration Code directly, of course. Fill in your registration information (Full Name, Organization, and letter code) **exactly** as provided into the proper places on the screen. Take care to type in the values with the exact upper/lowercase, spacing, and punctuation in the **Full Name** and **Organization/Farm Name** fields. The **Full Name** and **Organization/Farm Name** that you type in must match exactly the values that accompany the **Registration Code** that was issued to you. You may not change the name or organization without being issued a new Registration Code. The **Registration Code** field itself consists solely of uppercase letters so you won’t have to worry about confusing a letter ℓ with the number 1 or a letter O with a zero.

After entering your registration information, you can push the “Apply Registration Info” button to have FlockFiler Lite examine your info to see if all three parts (**Full Name**, **Organization/Farm Name**, and **Registration Code**) are correct. When you do so, a dialog will come up to tell you whether or not your registration information is valid.

**Apply Registration
Info**

Entering your Registration Code will turn off the initial countdown when starting FlockFiler Lite, will turn off the periodic registration reminder, and will “unlock” the database permanently for you to use. The same registration code is used for all 2.x versions of FlockFiler Lite so you will have free access to all of the updates.

While you are on the Registration screen you can enter a value into **Custom Message for Home Screen** if you want to see something to the effect of “Your message here.” on the Home screen. If you maintain two or more installations of FlockFiler Lite, this is a handy way for you to keep track of the what type of data you have in each.

1.2.2 Check for Updates/Newer Version

It is a good idea to push the “Web” button or the “Check” button every once in a while to open up a web browser window to visit flockfiler.com. Look for free updates to FlockFiler and a more recent version of the documentation. On the website you will find the searchable Frequently Asked Questions database and

the FlockFiler Online Community Forum which is there for you to ask questions, find answers, learn from others, and share your experiences.

FlockFiler never contacts the Internet on its own initiative (e.g. to automatically check for updates). The only time FlockFiler will try to use the Internet is when you push a button to intentionally surf to the website. In that situation it only opens up your regular web browser so that you can surf there under your own control.

1.2.3 Entering Your Username

Your username will be used to stamp each database record with who created the record and who last edited it. The current username is displayed at the bottom-center of the “Home” screen. Push the “Edit” button on the Home screen to open up the Preferences dialog for FlockFiler Lite and enter your choice of username.



1.2.4 Specify Breeds

To customize many aspects of FlockFiler Lite, push the Form button and then the Customize button. You are presented with three aspects of this Customize screen to customize the Behavior, the Appearance, and the Available Breeds. Before you start the data entry of your sheep records, you will need to specify the breeds you want available for data entry. Push the Available Breeds button to do this.

In the list under **Specify Breeds** enter a different breed on each line. Click twice in the field to type in the breed name if you don't find exactly what you want on the menu. You may specify up to ten distinct breeds. You don't have to specify them all ahead of time. Just enter the ones you need to do your data entry on the sheep you have. Enter additional ones later as you need them. It is important that you do not go back and change the specific breed choice line entry after you have used it for data entry on your sheep records because it will change the interpretation of the records you have entered. The only reason to change the **Specify Breeds** names after they have been used is to correct spelling errors or wording issues in what you typed there.

If you would like to track your sheep by family line or source flock instead, enter that on a line instead of a breed. For example, if your entire flock is consists of the same breed, you might use the **Specify Breeds** names to track certain family lines.

If your flock is of mixed heritage of unknown breed, you could enter the name of the farm(s) where your sheep originated. The important thing is to enter the information that is useful to you in order to meet your needs of tracking the combinations formed by the offspring.

If you need to specify more than 10 breeds, you should consider using FlockFiler Pro instead. FlockFiler Pro has no limit on the number of breeds.

Chapter 2

Using

2.1 Entering Records

To begin entering sheep records into FlockFiler Lite, push the “Form” button at the top of the Home screen or any sheep screen. This navigates to the sheep data entry form.

If you aren’t on the Basic screen, push the “Basic” button at the upper left portion of the “Form” screen to navigate there (Figure 2.1).

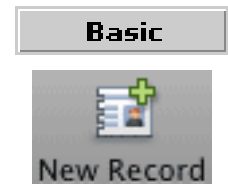
Push the “New” button at the top of this screen to create a new blank record. Fill in the items in the white boxes. The gray boxes will be filled in automatically by FlockFiler Lite. For some fields the white boxes may be filled in automatically with default values¹, but you can edit those afterwards if undesired default info is filled in.

There is no need to save your work as you go or take any special action to “enter” the record. Your information is entered and saved automatically with each change you make on-screen.

Because you are asked to specify the parents of each lamb, it is a good idea to enter the oldest sheep first. That way they will already be in the database to be cross-referenced on the offspring’s records.

There is a **Record Quality** message in the black area at the bottom of the form screen. FlockFiler Lite itemizes the problems it finds with your data entry. This is information for you to use or ignore as you see fit. When the message area is blank, your data passes its quality tests. FlockFiler Lite will let you enter records with missing or inconsistent information. It is up to you to ensure that your information is as good as you can make it. You can use the Record Quality to help you find these problematic records later to fill in missing information or change what is there.

The other buttons on this screen (“Advanced”, “Measuring”, “Genealogy”, etc.) navigate to other aspects of the record. On these other screens you can



¹You can customize these default values on the Behavior aspect of the Customize form.

The screenshot shows the 'Basic' form for a sheep named Brenda. The form is organized into several sections:

- Header:** ID and/or Name (HHF0004 Brenda), Sex (E), Year (2001), Record Status (Current).
- Navigation:** Home, Form, List, Find, Reports, <, >.
- Form Tabs:** Basic (selected), Advanced, Measuring, Genealogy, Sibs/Offspr., Log Entries, Customize, Calculations.
- Sheep Section:**
 - Tag(s):** HHF0004
 - Tag Type:** Ear Tag
 - Sex:** E (selected), R, W
 - Breeder?:**
 - Name:** Brenda
 - Registry ID:** [Empty]
 - Scrapie Tag ID:** HHF0048 0353
 - Birthdate:** 3/29/2001
 - Date Acquired:** 3/29/2001
 - Date Weaned:** 6/5/2001
 - Date Removed:** [Empty]
 - Removal Reason:** [Empty]
 - Age Class:** Adult
 - Birth Type:** Twin
 - Sire:** HHF0001 Axel (Select)
 - Dam:** HHF0002 Audrey (Select)
 - Custom #1-4:** [Empty]
- Photo:** A photograph of a sheep.
- Location (General):** Here
- Location (Specific):** Front Pasture (Location/Group/Flock)
- Description:** [Empty]
- Note:** (Put dated notes in as Log Entries instead.)
- Age:** 8 yr 9 mo 26 da
- Owned:** 8.824 yr
- Weight (latest):** 140.00 lbs at 3.42 years
- Breed Description:** 3/4 Romney 1/4 Tunis

Figure 2.1: The Basic form where most of the sheep’s information is displayed.

enter additional information and examine information FlockFile Lite has calculated based upon the information in this record and other related records.

When starting fresh with FlockFile Lite if you have your existing records in a computer file, you can prepare them into a compatible format and then use the import feature to read in your records from a file directly. See the Section 10.1 for detailed instructions on how to properly import your records.

When entering your records, enter the sheep farthest up on the pedigree first (the distant ancestors). Then enter their descendants. The elder sheep need to be in there first so that you can select them as the Sire and Dam when entering their offspring.

If you want FlockFile Lite to be able to calculate and display the pedigree (Genealogy) of a sheep, then you will need to enter a record for each sheep on the pedigree. Those sheep that you enter solely to fill out a pedigree should have their **Date Acquired** empty to indicate that they were never in your flock. (They will automatically get a **Record Status** of “Reference” instead of “Current” or “Removed”.)

After the elder sheep are in FlockFile Lite you may find that it is more convenient to use the “New Offspring” button on the “Sibs./Offspr.” form to add records for the offspring of the sheep you are browsing. This is an alternative method to using the “New” button directly. The “New Offspring” guided task is designed to document lambings efficiently.

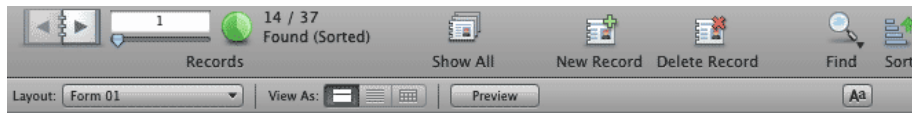


Figure 2.2: Status Area that appears at the top of every data entry screen.

2.2 Navigating between records

At the top every FlockFiler Lite data entry window, you can see the Status Area. This shows you the total number of records in your database and how many records you are currently browsing. Figure 2.2

The left and right facing triangular arrow buttons at the upper left are used to navigate to the next and previous record. The pie chart indicates how many records you are browsing compared to the total number of records. If you click on the pie chart it will switch to showing you the records that you aren't browsing.

2.3 Deleting Records

Beside the “New Record” button in the Status Area screen is a “Del” (delete) button. You can delete records when you no longer want them in your database. This is most useful when you have entered a record for testing purposes while you are learning the database. Feel free to create new records of different types and then delete them very simply using this button. It will ask you if you are sure that you want to delete the record.

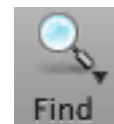
If you delete a record that is being used as a crossreference to another record such as needing to delete a ewe when a lamb refers to it as its dam, the cross-references will be automatically removed from the other records cleanly.



2.4 Finding Records

The “Find” button at the top of the screen lets you search for the records you want to see. When you push the “Find” button, you are presented with a blank data-entry form. The Find button in the Status Area works similarly except that it doesn't change which screen you are on. You will notice that the rectangular border around the body of the form changes to a red color to remind you that you are in Find Mode. Fill in the blanks on the form with the information that your desired records have in common. For example, to find all of the ewes, click on the “E” choice for Sex. Press the “Perform Find” button in the Status Area to carry out the search.

After FlockFiler Lite finds your records, it displays them on the “List” screen. If it only found one record, it displays it on the “Form” screen. You can move back and forth between the “Form” and “List” screens using the two buttons at the top of the window. While in the “List” screen, you can navigate directly





to a particular record by clicking on its green magnifying glass to the left of the entry. To omit the record from the list you are browsing, you can push the “X” button to the right of it.²

2.5 Sorting Records

Sorting the records you are browsing is accomplished by the “Sort” button in the Status Area or choosing the “Sort Records...” menu item in the “Records” menu at the top. You can sort using almost any of the fields in FlockFiler Lite. You can even sort by more than one field to deal with cases when the first sort key field is the same. For example you can “sort by birth date and then by tag number”. Sorts can be in ascending order or descending order and can contain many sort keys.

2.6 Reports

The “Reports” screen (reached using the “Reports” button) displays a list of pre-programmed activities attached to buttons. The Reports screen is divided into three aspects: Select Sheep, Choose List Format, and Printable Reports. Use the Select Sheep aspect to quickly do some useful searches. Choose List Format lets you specify the format of the list you see when you push the List button. Printable Reports lets you view and print out your information in a variety of ways.

2.7 Quitting the Program

To quit FlockFiler Lite, push the “Quit” button found at the lower-left of the “Home” screen. As an alternative, you may choose Quit or Exit from the File menu. There is no need to save your work first. FlockFiler Lite saves its changes automatically all along as you are working in the database.

When you quit, FlockFiler Lite will ask your permission to save a backup copy of your FlockFiler Lite data. You will usually respond “Save” to this question.

²This doesn’t delete the record. It only removes it from the list you are currently browsing. It is an easy way to cull your list to just the records you want to see if your search was too broad.

Part II
User Guide

Chapter 3

Introduction

FlockFiler is a “runtime” database solution created in the FileMaker[®] framework.¹ To be specific, FlockFiler is created using FileMaker Advanced version 10.0v3. Using FileMaker as the foundation provides a feature-rich and stable database environment that supports both Windows and Macintosh natively.

3.1 Evaluation/Demo Mode

When FlockFiler Lite is first installed, it is in Evaluation Mode. It will stay in this mode until you enter your registration information. You can obtain a personalized Registration Code by surfing over to the <http://www.flockfiler.com> website and paying for a license. You can receive your Registration Code instantly on the web page and by e-mail. Your registration information is entered on the Register screen (Section 1.2.1).

Evaluation Mode allows you to use FlockFiler Lite fully for as long as you need to decide if it is right for you. While you are in Evaluation Mode, there will be a delay to start FlockFiler Lite, most printouts will have a gray watermark, and a dialog will interrupt your work periodically to remind you that you are not registered.

¹FileMaker is a registered trademark of FileMaker Incorporated.

Chapter 4

Interacting On-Screen

The fields in FlockFiler Lite are presented on-screen in four different formats. While probably very familiar and easy to use, there may be a few features about them that may not be so familiar so we will go over them here.

4.1 Types of Fields

4.1.1 Checkboxes

The checkbox is the simplest of the on-screen interactions. Click inside the box with the mouse to ‘check’ the box. If it is already checked, click inside the box to ‘uncheck’ it.



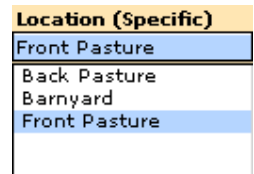
4.1.2 Pop-up Menus

Pop-up menus have a fixed set of choices. An example of a pop-up menu in FlockFiler Lite is the **Age Class** field. It has only three choices: Lamb, Yearling, and Adult.

If you discover that you have selected an item in the pop-up menu and no longer want any selection to be made, hold down the “shift” key while selecting. This will de-select that item.¹ Un-doing a pop-up menu selection is useful if you are doing a search and unintentionally chose a pop-up menu item as part of your search.

4.1.3 Pop-up List

A pop-up list is similar to a pop-up menu in that it shows a set of text items for you to select. The main difference is that you can type in your own text if you don't see what you need among the existing choices. In fact, most of the



¹Holding down the “shift” key will also let you select more than one pop-up item.

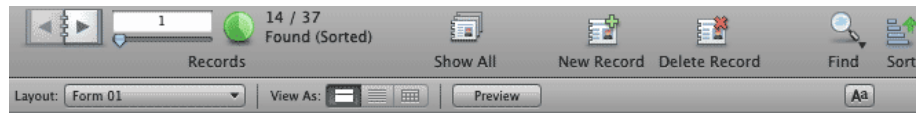


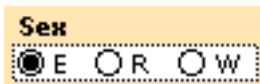
Figure 4.1: Status Area that appears at the top of every data entry screen.

pop-up lists in FlockFiler Lite start out with no choices. The choices are created automatically from what you typed in to other records previously.

When you click onto a pop-up list, a set of choices drop down. Click with the mouse to select the one you want. If the list is long, it will let you scroll up and down to see all the choices. If you prefer to use the keyboard instead of the mouse, you may use the arrow keys on the keyboard to move up and down the list and then use the “return” key to select the item when it is highlighted. You can press a letter on the keyboard to jump down to the first item in the list that starts with that letter.

If the choice you want is not in the list, then click a second time in the box for the field to type your own text. FlockFiler Lite will add that value to the choices the next time you use that pop-up list.

4.1.4 Radio Button



A radio button is similar to a pop-up menu in that you generally select only one item and the choices are fixed. Unlike the pop-up list, you cannot add items of your own to the available choices. Click the item you want with the mouse.

If you prefer to use the keyboard instead of the mouse, you can move between the choices using your arrow keys. Use up/down or left/right as appropriate to its position on the screen. When your selection is highlighted, use the “space bar” to select.

When necessary, like the pop-up menu, you can hold down the “shift” key to de-select or unmark your previous selection. To do this, hold down the “shift” key while clicking the mouse on that item.²

4.2 Status Area

At the top of the FlockFiler Lite data entry windows you will find the Status Area. Figure 2.2

4.2.1 Layout Menu

At the lower left of the Status Area, you can see a small menu that shows you the name of the current Layout (screen) you are on. For example, when you are on the “Home” screen, the Layout Menu displays “Home”. While the on-screen

²Or hold down the “shift” key while pressing the “space bar” if you are using the keyboard instead.

navigation buttons are the preferred way of moving between screens, you can choose to go to a different screen by selecting it in the Layout Menu.

Only a fraction of the total available screens are visible in the Layout Menu. Among these are the custom List screens that you can reach via the buttons on the Reports screen. If you need to move to and from one of these custom List screens frequently, you might find it convenient to use the Layout Menu to do so instead of navigating to the Reports screen each time you want to return to that List.

4.2.2 Record Navigator

Above the Layout Menu are record navigation buttons and a slider. The buttons advance to the next record or go back to the previous record in the set of records that you are browsing. The dragging the slider moves you quickly among the records in the list.

There is a keystroke shortcut to clicking on navigator buttons. Push the up-arrow key while holding down the control key to move back one record. Use the down-arrow with the control key to move forward one record (down the list).³

4.2.3 Record Indicator

The green pie chart displays what fraction of records you are browsing compared to the total number of records. To its right the fraction is expressed numerically. When you are browsing all records, just the total number of records is displayed.

If the records are sorted, there will be a message saying “Sorted” to the right of the “Found” message. Not surprisingly, the word “Unsorted” will appear when your records are not sorted. If you have sorted records, FlockFiler will try to keep the records sorted even if after you add new records.

4.3 Zoom Controls

If you would like to magnify or “zoom in” the contents of the FlockFiler window, you can do this up to a magnification of 4 times normal. You might want to do this if your computer display is set to a very high resolution and the FlockFiler window is a small fraction of your total screen. To magnify, push the “big mountain” button at the lower left corner of the window. Similarly to de-magnify, you can push the “small mountain” button to zoom out (down to 25%).

The number to the left of these buttons is the current magnification percentage. The default is 100. The number display is also a button. Click on it



³In Mac OS X 10.5+ the control+up/down arrow keys are assigned by default to the Mac OS X Spaces application. To use the control+up/down arrow keys with FlockFiler you will need to free up (unbind) these keys in the Mac OS X System Preferences.

to jump you back to 100% percent. Click again to jump back to your previous magnification level.

You can also change the Zoom level in the View Menu (Section 11.3.6).

4.4 Mode Indicator

At the lower-left of the FlockFiler window, to the right of the Zoom indicator is the Mode Indicator. It displays “Browse”, “Find”, or “Preview”. It is also a menu that you can use to change the Mode if you desire. Changing the Mode yourself is a more advanced feature. You will probably want to let FlockFiler change the mode automatically based upon your use of the on-screen buttons. For example, you will automatically be brought into Find Mode when you push the Find button.

4.5 On-Screen Visual Conventions

White means that you need to provide the information. Gray means that the database will fill it in automatically.

Find mode is designated by a red border surrounding the main content of the form. When you are in Browse mode but not browsing any records, the border rectangle is brown.

The green magnifying glass button appears on many screens. It allows you to navigate to the sheep record referenced beside it.

4.6 Interaction Modes

FlockFiler operates in three distinct modes suited to the way you are interacting with it. These three modes are Browse Mode, Find Mode, and Preview Mode. FlockFiler will switch to these modes automatically as needed when you interact on-screen.

4.6.1 Browse Mode

Browse Mode is the “normal” interaction mode. FlockFiler Lite starts out in this mode and you will do most of your work in it. This includes browsing and editing records.

4.6.2 Find Mode

Like its name suggests, Find Mode is used to find records. In this mode, the screens are mostly empty so that you can fill in the forms to specify your search criteria. In Find Mode the Status Area navigates between Find Requests. The Status Area will change to having “New Request” and “Delete Request” buttons to create complex queries. Chapter 7

4.6.3 Preview Mode

The Preview Mode is used to show you what the screen information will look like when you print it out onto paper. Often this is not the same as the way it looks on-screen in Browse Mode. For example, on printable reports, there are buttons on-screen in Browse Mode that will not show up when you print.

In Preview Mode, none of the on-screen buttons that are displayed are enabled. You must usually be in either Browse Mode or Find Mode to use on-screen buttons.

In Preview Mode the Book navigates between pages. The total number of pages is displayed as a question mark until you navigate to previewing the last page.

When a report presents information on-screen in Preview mode it is providing you with the opportunity to print the pages using the File menu. When you are done with any printing you can use the Continue button in the Status Area to return to your normal workflow browsing records.

4.6.4 Back/Forward Navigation

FlockFiler keeps track of what screen and what record you are browsing during your session. The Back button at the upper right lets you navigate back arbitrarily to the previous screens you visited in your work session. After you navigate back, the other button becomes active for you to navigate forward.



Chapter 5

Customizing

5.1 Registering

If you haven't registered FlockFiler Lite already by entering your registration code, you should probably do that first (see Section 1.2.1) to avoid being interrupted by the reminder dialog.

Note that in addition to your required **Full Name**, **Organization/Farm Name**, and **Registration Code** you can also specify a custom label to appear on the Home screen. This may be useful if you want to elaborate on your Farm Name or farm purpose. It can also be used to differentiate different data sets if you have multiple copies of FlockFiler installed on the same computer to keep track of independent flocks (e.g. one flock of sheep and one of goats).

5.2 User Name

Since you might have multiple users doing data entry, in order to help you keep track of who did what, you get to specify a username to use in your data entry session. Your choice of username will be used to stamp each database record with who created the record and who last edited it. The current username is displayed at the bottom-center of the "Home" screen. Push the "Edit" button to open up the Preferences dialog for FlockFiler Lite and enter your choice of username.

Even though it is simpler to keep the same username for each person and not change it each time a different user sits down to use FlockFiler, it is a good idea for each user to maintain their own username in the database. In case one user is inexperienced and changes a bunch of records, a more experienced user may need to review and possibly correct those records. The records can be found by searching on the **Updated By** field on the "Advanced" screen for the inexperienced user's username.

The screenshot shows the 'Customize' form for a sheep record. At the top, there are navigation buttons: Home, Form, List, Find, Reports, and navigation arrows. Below this, the record information is displayed: ID and/or Name (HHF0004 Brenda), Sex (E), Year (2001), and Record Status (Current). The 'Customize' tab is selected, and the 'Behavior' sub-tab is active. A note states: 'These default values will be automatically filled in for every new sheep record you create. If you don't want a value filled in, make the default value blank.' The form contains the following fields:

- Default Tag Type:** Ear Tag (Basic Form)
- Default Location (General):** Here (Basic Form)
- Default Location (Specific):** Front Pasture (Basic Form)
- Premises ID:** (Basic Form) - Note: Basic Form into Scrapie Tag ID. Use this if you want to have the Premises ID prepended to every Scrapie Tag ID value.
- Default Horn Status:** Polled (Measuring Form/General)
- Default Value for "Breeder?":** (checkbox) (Basic Form)

Figure 5.1: Behavior aspect of the Customize form.

5.3 Assigning Default Values

In order to use FlockFiler Lite effectively, you should customize it to suit your flock and your farm. The menus used for data entry can be configured to hold items applicable to you. Configuration is done by navigating to the “Customize” screen on the “Form” interaction (Figure 5.1).

On the “Behavior” aspect of the “Customize” screen you can specify the default values that FlockFiler Lite will fill in for the Tag Type, Location (General), Location (Specific), Horn Status, and Breeder?. The values you enter into the fields Default Tag Type, Default Location (General), Default Location (Specific), and Default Horn Status will be automatically filled in for you on any new record you create. This saves you time on these fields that are likely to be the same for most of the records you enter. Remember that for the menu items, you can hold down the Shift key when making the selection to deselect the item and make the default blank.

The Default Value for ‘Breeder?’ will be filled in after you select the Sex of the sheep as “R” or “E”. Wethers will always have the Breeder? box blank regardless of your default choice.

Enter your USDA Premises ID used for the scrapie tracking program into Premises ID. Because all scrapie tags start with the Premises ID, for your convenience, the value you type here will be entered for you into the Scrapie Tag ID field on each new record to save you typing it each time. If you plan on filling in the Scrapie Tag ID for only a few sheep, you might find it preferable to leave the Premises ID field blank so that the Scrapie Tag ID field will be

Home Form List Find Reports < >

ID and/or Name **HHF0004 Brenda** Sex **E** Year **2001** Record Status **Current**

Basic Advanced Measuring Genealogy Sibs/Offspr. Log Entries **Customize** Calculations

Sheep

Behavior Appearance **Available Breeds**

Select the breeds you want to have available to describe your flock.

Specify Breeds

Unknown
Romney
Tunis

After using one of the breeds for data entry, don't change it unless you want it changed on all of the records that use it. It is always OK to add new breeds later as needed (up to the 10 available).

This is how it looks on the Data Entry section of the Advanced form where you specify the breed.

Breed Fraction	Breed Name	Breed % of This
	Unknown	
3/4	Romney	75.0%
1/4	Tunis	25.0%

Figure 5.2: Available Breeds aspect of the Customize form.

blank until you need it.

5.4 Breed Choices

On the “Specify Breeds” aspect of the “Customize” screen (Figure 5.2) you specify what breeds you want to use for data entry. Enter a different breed on each line under **Specify Breeds**. Click twice in the field to type in your breed value if you don’t find exactly what you want on the menu. You may specify up to ten distinct breeds. You don’t have to specify them all ahead of time. Just enter the ones you need to do your data entry on the sheep you have. Enter additional ones later as you need them. It is important that you do not go back and change the specific breed choice line entry after you have used it for data entry on your sheep records because it will change the interpretation of the records you have entered. The only reason to change the values in **Specify Breeds** after they have been used is to correct spelling errors or wording issues in what you typed there.

The set of choices for the **Specify Breeds** field is to allow you to track your sheep by their genetic background. As you breed within your own flock, the offspring’s breed combination will be automatically calculated. If you would like to track your sheep by family line or source flock instead, enter that on a line instead of a breed. For example, if your entire flock is consists of the same breed, you might use **Breeds** to track certain family lines.

If your flock is of mixed heritage of unknown breed, you could enter the name

Figure 5.3: Appearance aspect of the Customize form.

of the farm(s) where your sheep originated. The important thing is to enter the information that is useful to you in order to meet your needs of tracking the combinations formed by the offspring.

5.5 Unit for Weight Measurements

To accommodate the way you like to measure weights, you can enter your choice of measurement unit for weight in **Unit for Weight Measurements** on the “Appearance” aspect of the “Customize” screen (Figure 5.3). You could enter “kg” or “lbs.” for example. This is purely a cosmetic change to the database for your convenience to remind you how to interpret what you are typing when you enter the weight measurements. Whatever you type in here will appear as the label next to the weight fields on the “Measuring” screen. You need to choose how you want to measure weight before you start typing in measurements. If one record is entered using “lbs.”, then they all need to be entered that way. Changing the label on this screen after you have done data entry will not convert your old numbers to the new units.¹

The wording on the “Calculations” screen will also change to use your choice of weight measurement in the “Dosage Calculator”. This is, again, is purely a

¹If you do need to change the units on old data, you can use the “Replace Field Contents...” menu selection on the Records menu with the “Replace with calculated result” choice. Specify your conversion formula for the numeric value to do the conversion from one set of units to another in your existing data (see Section 11.6.16).

cosmetic change.

5.6 Custom Fields

There are six fields in FlockFiler Lite that have no predetermined use. This is to allow you to store up to six additional pieces of information for each sheep. There are two text fields, two checkbox fields, and two numeric fields. Four of these fields appear on the “Basic” screen. The two numeric fields appear on the “General” aspect of the “Measuring” screen. In a brand new copy of FlockFiler Lite, these fields are named `Custom #1`, `Custom #2`, `Custom #3`, `Custom #4`, `Custom #5`, and `Custom #6`. To specify what these fields mean for you, type in labels for each into the fields `Custom Field Label # 1` through `Custom Field Label # 6` into the appropriate places on the “Appearance” aspect of the “Customize” screen (Figure 5.3). When you change the labels on this screen, the labels for these custom fields automatically change to match on the other screens where they appear.²

The right hand side of the “Appearance” screen shows you how these custom fields with their labels will appear as they are used elsewhere in FlockFiler Lite.

The menus provided for `Custom Field Label # 1` and `Custom Field Label # 3` will automatically fill in to display all values in those fields.

There are an additional six customizable data entry fields provided for you to store E.P.D. or E.B.V. values that you have calculated yourself or obtained from a third-party service. These custom values appear on the “General” aspect of the “Measuring” screen.

²These original generic “Custom” labels will still appear on-screen in some obscure locations.

Chapter 6

Data Entry

6.1 You Control The Info

FlockFiler is designed to give you as much control over your information as possible. There are very few “required” fields. To assist you in keeping your records in good shape, FlockFiler Lite will display a Record Quality message at the bottom of every Form screen (Figure 6.1). If FlockFiler Lite notices a problem with your record, it will describe it there.

This Record Quality display is searchable so you can use it to locate records with certain quality issues. Since all the messages in that field begin with a colon (“:”), you can search for that symbol in the message area to show all records that have any message written there (see searching in Chapter 7).

It is up to you to make sure that you enter complete and consistent information into FlockFiler Lite as appropriate to your needs. FlockFiler Lite has fields for you to enter a wide variety of information, and it is rare that someone would use all of the data entry fields.

6.2 Form Screens

FlockFiler Lite uses certain visual conventions. White fields are for data entry. Gray shaded fields are filled in automatically by the database and cannot be changed directly by the user. Every field on the screen (white or gray) is searchable. The `Photo` field is the only exception.

The `ID and/or Name` field is displayed at the top of each Form screen. This is for you to keep track of which record you are browsing at a glance. It displays both the Tag and the Name together. The Tag ID used here is the top line of



: Missing Sex: Missing Date Acquired: Missing Dam: Missing Sire: Missing Breed (Advanced): Missing Tag

Figure 6.1: Example Record Quality message at the bottom of each Form.

The screenshot shows a web-based form for entering sheep data. At the top, there are navigation buttons: Home, Form, List, Find, Reports, and arrows. Below this is a header section with 'ID and/or Name' (HHF0004 Brenda), 'Sex' (E), 'Year' (2001), and 'Record Status' (Current). A secondary navigation bar includes: Basic, Advanced, Measuring, Genealogy, Sibs/Offspr., Log Entries, Customize, and Calculations. The main form area is titled 'Sheep' and contains several sections:

- Tag(s)**: HHF0004, **Tag Type**: Ear Tag, **Sex**: E (selected), R, W, **Breeder?**:
- Name**: Brenda
- Registry ID**: (empty)
- Scrapie Tag ID**: HHF0048 0353
- Birthdate**: 3/29/2001, **Age Class**: Adult
- Date Acquired**: 3/29/2001, **Birth Type**: Twin
- Date Weaned**: 6/5/2001
- Date Removed**: (empty), **Removal Reason**: 2/2
- Sire**: HHF0001 Axel (with a green magnifying glass icon and a 'Select' button)
- Dam**: HHF0002 Audrey (with a green magnifying glass icon and a 'Select' button')
- Custom #1** through **Custom #4**: (empty)
- Location (General)**: Here
- Location (Specific)**: Front Pasture (Location/Group/Flock)
- Photo**: A photograph of a sheep.
- Description**: (empty text area)
- Note**: (Put dated notes in as Log Entries instead.)
- Age**: 8 yr 9 mo 26 da, **Owned**: 8.824 yr, **Weight (latest)**: 140.00 lbs at 3.42 years
- Breed Description**: 3/4 Romney 1/4 Tunis

Figure 6.2: Basic Form. Most of the sheep’s information is entered on this screen.

Tag (s) or if that is not entered, it uses the Scrapie Tag. Lacking that, it displays the Registry ID. If you have not provided any identifying information for the sheep, it displays “(No ID provided)”.

If the automatically calculated value for ID and/or Name is not suitable to you for some reason, you can provide your own label to replace it for any given sheep. If you enter a value for Alternate Label on the “Extra Data Entry” aspect of the “Advanced” screen, it will be used as the value for ID and/or Name on that sheep. This can come in handy for example if the automatically value calculated is too lengthy for the space provided and you want to abbreviate it.

A convention used in FlockFiler Lite is the green magnifying glass symbol button. When you click it, you navigate to the record it refers to. This magnifying glass appears nearby many different sheep references such as the sire, dam, the offspring, and all sheep in the genealogy chart.



The grey magnifying glass symbol presents you with additional data entry options on the same record. Unlike the green magnifying glass, the grey one doesn’t change which record you are browsing.¹

6.2.1 Form: Basic

The fields displayed on the Basic Form (Figure 6.2) are explained in the following.

Tag (s) is where you type in the tag number or other identifying mark for your sheep. This field has multiple lines for you to type in multiple tag numbers — one per line. You might have more than one tag in a particular sheep or you might have had to replace a lost tag. The tag on the top line is used as the Primary Tag for that sheep. For animals that have had tags replaced, it is a good idea to keep the old tag number in this field on a line beneath the new tag as a reference in case you need to refer to old printouts or other records containing the old tag number.

Tag Type designates what type of tagging system you use for the primary tag. You can type in anything here. It will be automatically added to the menu for data entry on future records. You might enter values such as “Ear Tag”, “Tattoo”, “Microchip”, or “RFID”. Pick the default value for new records on the Behavior aspect of the “Customize” screen. Some people specify left ear, right ear, or tag color in this field.

Sex designates the sex of the sheep as Ewe (E), Ram (R), or Wether (W). When you make a selection for **Sex**, the default choice for **Breeder?** is filled in.

Breeder? designates that the sheep is actively being used for breeding. It is recommended that you check this box each year for only those sheep that you breed to make it easier to do data entry on the lambs that result. After you retire a sheep from breeding, you should uncheck this box on its record. **Breeder?** is also used by the preprogrammed search actions for “Breeding Ewes” and “Breeding Rams”.

Name denotes the individual name of the sheep if you have chosen to give it one.²

Location (General) denotes the physical location of the sheep in general terms. You have the choices of “Here”, “Elsewhere”, “Deceased”, or “Unknown”.

Location (Specific) denote the specific location of the sheep. This is intended to clarify where on the farm the sheep may be. For farms with multiple pastures, this may be useful to keep track of which sheep is where. This is also the way that you would keep track of sub-flocks or groups. In this case you would use group/flock names instead of locations.

This field uses a pop-up list for data entry. Click in the field once to see the pop-up menu. Click in the field a second time to enter your own value. The pop-up menu will be created automatically based upon all the things you have typed into the field previously.

The **Record Status** is displayed at the upper right of each form. This designates if the sheep is “Current”, “Removed”, or “Reference”. This choice is

¹If you printed out the manual on a black and white printer, the two images in the margin will look almost the same.

²You might be interested to know that in 2003, the top three most popular names for rams were “Buster”, “Champ”, and “Mr. Widdles”.

automatically calculated based on the routine information you provide about the sheep. If the automatic calculation of **Record Status** makes the wrong choice, you can override it by selecting a value yourself on the Extra Data Entry aspect of the “Advanced” form.

In the **Record Status** field, “Current” means that the sheep is an active part of your flock. “Removed” means that the sheep used to be part of your flock but is not any longer. “Reference” means that the sheep has never been part of your flock, and the record is present in FlockFiler Lite to complete the information about the sheep in your flock. In particular the sheep records you enter solely for the purposes of filling in the pedigree would be designated as “Removed”.

Date Acquired denotes what day that you added the sheep to your flock. If the sheep was born on your farm, this will be the same date as the **Birthdate**. To save typing the same date into the **Birthdate** field, you can push the “=” button and the database will copy the **Date Acquired** into the **Birthdate** field for you. Leave this field blank if the sheep was never on your farm.

Date Removed denotes what day that you removed the sheep from your flock, e.g. died, sold. Leave this field blank if you still have the sheep or if the sheep was never on your farm. The **Date Removed** is used to determine the final age of the sheep. If this is blank and the sheep is part of your flock, then the sheep’s age is computed from its **Birthdate** until the present day.

Using the combination of the **Date Acquired** and **Date Removed** fields, FlockFiler Lite will fill in the **Years Owned** field. When you leave the **Date Removed** blank, FlockFiler Lite assumes you still own the sheep for the purposes of this calculation.

Removal Reason is where you can specify why a sheep was removed from your flock. Some reasons would be that you sold the sheep or that it died. You can enter a very brief phrase into **Removal Reason** with more detail than “sold” or “died”. If you need more space to describe the specifics of the removal, you can create a Log Entry record that has the same date as the **Removal Date**.

Birthdate denotes the day that the sheep was born. This field is used to calculate the age of the sheep. If the sheep was born on your farm, this will be the same date as the **Date Acquired**. To save typing the same date into the **Date Acquired** field, you can push the “=” button and the database will copy the **Birthdate** into the **Date Acquired** field for you.

Knowing the **Birthdate**, FlockFiler Lite fills in the fields for the **Age** and **Age Class** (Lamb, Yearling, or Adult). It also uses the **Birthdate** as needed to calculate the 50-day, 60-day, 90-day, 100-day, and 120-day estimated weights.

Birth Type specifies if the sheep was born as a “Single”, “Twin”, “Triplet”, etc.

Under the **Birth Type** is another representation of the birth type that also expresses how the lamb was raised. The format is one number representing the birth type, a slash, and then a second number representing the “raised as” value. Thus a lamb born as a triplet and raised as a twin would have the value “3/2” in this box. By default, the “raised as” value will be the same as the birth type. If needed, change the “raised as” value on the Extra Data Entry aspect of the



Advanced screen using the **Raised As** field.

The value for **Most Recent Weight** is automatically taken from the “Measuring” screen. The weight at the latest age of this sheep is displayed here. The sheep’s age for the latest weight measurement is displayed nearby.

Description is used to provide a more complete description of the sheep beyond the standard fill-in-the-blank information. For example, this might be used to detail the disposition of a ram or the distinctive markings on a sheep.

Note is used to type in anything you want. It is generally for documenting anything that has no natural fit in any other field. The note contained here should be something that is not going to go out of date or be stale. Any dated information should go in as a Log Entry.

Both the **Note** and **Description** fields are large capacity text fields. You may type in (or paste in) many pages of text there.³ When the text exceeds the size of the box on screen, the scroll bar on the box becomes active.

Photo is used to display an image or photo of the sheep. This assumes that you have some digital photo of the sheep somewhere on your computer. Push the grey magnifying glass button to navigate to a dedicated Photo screen with buttons and on-screen instructions for inserting a photo.

While you can copy-and-paste an image directly into the **Photo** field, it is not the best method of specifying a photo. The copy and paste method will cause the FlockFiler Lite database file to be excessively large.

Instead of copying and pasting an image, you should have FlockFiler link to an image file. This way the file will be stored outside FlockFiler, but FlockFiler will automatically use it when needed. To link to an external image file (e.g. a JPEG file) click on the grey magnifying glass next to the photo on the Basic screen. Push the “Insert Photo from File” button. Make sure the “Store only a reference to the file” box is checked. Select your image file, and choose Open.

It is a good idea to keep the images you use in FlockFiler in the “Images” folder inside the “FlockFiler” folder. Doing so helps keep the database self-contained in that folder and portable. If your image is not in this folder, FlockFiler presents a button on-screen to take care of that automatically for you. Push the “Copy Photo to Images Folder” and FlockFiler will copy the external image file to the “Images” folder and adjust the **Photo** field to use the new copy. This also works if you have copy and pasted an image into this field. FlockFiler will export the pasted image to a file and create a link in **Photo** to it.

Dam and **Sire** denote the maternal and paternal parents of the sheep. Because the records of the Dam and Sire are used for data entry on their offspring, it is a good idea to enter the records for the oldest sheep first and use them as needed for data entry on their offspring.

To specify the **Dam** and **Sire** of a sheep, push the corresponding “Select” button. A new window will be presented where you can search for the sheep you want to use for the dam or sire. The top part of the window is used to specify search criteria to narrow down the list of sheep from which you can choose. If the dam or sire record does not yet exist yet in FlockFiler, you can

³Actually each text field can hold up to 1,000,000,000 typed letters, numbers, or symbols.

push “New” button in the selection window to create it.

You can click on the green magnifying glass symbol next to the mother or father and FlockFiler Lite will navigate to that sheep’s record.

Registry ID is used to hold any registration ID you might have for a sheep registered with some official organization.

Scrapie Tag ID is where you place the tag ID for the USDA scrapie tag. Since all scrapie tag IDs start with a Premises ID, FlockFiler Lite will automatically fill in your Premises ID that you have provided on the “Behavior” aspect of the Customize screen in the **Premises ID** field. Since this tag might be the only tag you have on your sheep, if you leave the **Tag(s)** field blank, the **Scrapie Tag ID** will be used as the sheep’s Primary Tag in lists and reports.

Custom #1 is an undefined field that you may use for any spontaneous data entry need. The format for this field is a pop-up list. Any text you enter will be added to the list for convenient data entry. In order for you to label this field to something other than “Custom #1”, use the Appearance aspect of the “Customize” screen to fill in the name for the field. This field might be useful for categorizing the sheep into custom categories such as breeding groups (“Breed to Buster” or “Breed to “Champ”) or designating being on a specific feeding program.

Custom #2 is an undefined field similar to **Custom #1** except the format is a checkbox. In order for you to label this field to something other than “Custom #2”, use the Appearance aspect of the “Customize”. This field might be useful for marking the sheep you plan to sell.

Custom #3 is just like the **Custom #1** field, and **Custom #4** is just like the **Custom #2** field.

Breed Description is automatically calculated by FlockFiler Lite and summarizes the breed mix based upon the breed you entered directly on the Extra Data Entry aspect of the “Advanced” screen. This field specifies the fractional contributions from up to 10 breeds in order from largest to smallest fraction. If the sheep is full blood, only the breed name is shown without a fraction.

6.2.2 Form: Advanced

The Advanced Form has four different aspects with buttons to navigate to each.

Advanced: Extra Data Entry

The Extra Data Entry aspect of the Advanced screen is shown in Figure 6.3. **Record ID** is automatically created by FlockFiler Lite to uniquely identify each sheep record. This number is used internally to keep track of cross references between records. This is the number appearing in the white box for the Dam or Sire selections. Usually you won’t be interested in this number, but when you export records it is a good idea to export this number with the data in case you want to later re-import the information and use this number as a match key.⁴

⁴If you share records with another user of FlockFiler Lite at another farm, this **Record ID** will not be unique when compared to the values in the other copy FlockFiler Lite. The **Record**

Home Form List Find Reports < >

ID and/or Name **HHF0004 Brenda** Sex **E** Year **2001** Record Status **Current**

Basic **Advanced** Measuring Genealogy Sibs/Offspr. Log Entries Customize Calculations

Sheep

Extra Data Entry Guided Actions Data Management Utilities

Record Info		Breed Info				
Record ID	27	Breed Fraction	Breed Name	Breed % of This	Breed of Dam	Breed of Sire
Alternate Label			Unknown		0.0%	0.0%
Import ID		3/4	Romney	75.0%	3/4 75.0%	3/4 75.0%
Record Status		1/4	Tunis	25.0%	1/4 25.0%	1/4 25.0%
Creation Date	9/25/2004				0.0%	0.0%
Created By	Thomas Hays				0.0%	0.0%
Updated Date	1/24/2010				0.0%	0.0%
Updated By	Thomas Hays				0.0%	0.0%
Birth and Rearing Info		(Edit the Breed Names on the Available Breeds aspect of the Customize form.)				
Birth Type	Twin	3/4 Romney 1/4 Tunis				
Raised As		<input type="button" value="Recalculate this sheep's breed from its lineage"/>				

Figure 6.3: Extra Data Entry aspect of the Advanced Form. Less frequently needed information is entered on this form.

Alternate Label is used to override the automatic **ID and/or Name** label that appears at the top of each sheep form and on many lists. If the automatic calculation is too lengthy or you prefer a different label for any sheep, enter the label here.

Import ID is used to record an ID number used by an external record keeping system. When you are importing data from another source such as a third-party record keeping program or your own set of spreadsheets, this field is where you would import the unique identifier that you use in that other set of records to know which sheep is which. That may be a tag number or a name or a serial number auto-assigned by another program. By importing the externally-provided unique identifier here, FlockFiler Lite can properly cross-reference records using its own method when importing cross-referenced sheep records and their log entries. See Section 10.1 for details on importing. Note that this field is known internally as **Import_ID** so you should look for it by that name in the Import dialog.

Record Status on this screen is used to override the automatic calculation of the **Record Status** that is displayed at the upper right corner of each form screen. If FlockFiler Lite doesn't choose the correct value for this field, you can specify it yourself here. If you choose to make your own selection in this field, take care to keep it up to date as the situation for the sheep changes. Set this field back to being empty (shift-click to deselect a menu item) to make Flock-

ID is only unique inside one copy of FlockFiler Lite.

Filer Lite go back to automatically calculating the value for **Record Status**.

Creation Date is the date that this record was created. This is filled in automatically by FlockFiler Lite.

Created By is the user who created this record. This is filled in automatically by FlockFiler Lite. The user is known by the username configured in the Preferences dialog. Change the user by pushing the “Edit” button on the “Home” screen.

Updated Date is the date that this record was last updated or modified. This is filled in automatically by FlockFiler Lite. Some features of FlockFiler Lite will automatically update records (e.g. the custom display list feature described in Section 9.2.2) so the **Updated Date** and **Updated By** fields are not a reliable way of keeping track of when you last made visible changes to the data in a record. On the other hand, you can rely on the fact that no changes have been made to the record after the date displayed in **Updated Date**.

Updated By is the user who last updated or modified this record. This is filled in automatically by FlockFiler Lite.

Birth Type denotes how big a family the sheep was born into. It can be “Single”, “Twin”, “Triplet”, “Quad”, “Quint”, or “Sext”. This is the same field that is displayed on the “Basic” screen.

Raised As is similar to the **Birth Type**, but it specifies how the lamb was raised. If the lamb was born into a set of triplets but was raised as a twin, you would select “Twin” for the value of **Raised As**. By default, the “raised as” value will be assumed to be identical to the “birth type” value. You only need to provide a value for **Raised As** if it is different from the birth type. If you raised the sheep as a bottle lamb, you can choose the value of “Bottle Fed”.

Breed Fraction is used to specify the breed makeup for a sheep. Enter the fraction in the white boxes corresponding to the breed name. If the sheep is half Romney and half Tunis, select 1/2 in the box next to the breed “Romney” and 1/2 next to “Tunis”. If the sheep is pure or full bred, choose “1/1” as the breed fraction.

All of the fractions you enter for a sheep breeds should sum to 1. The available breed names are customized on the “Available Breeds” aspect of the Customize screen.

Breed % of This is a FlockFiler Lite calculation that displays the breed of this sheep as percentage value. The percentage values are useful when performing searches involving comparison operators such as > or <.

If the breeds of the parents are specified fully, FlockFiler Lite can fill in the breed fractions of a sheep for you when you push the button next to “Recalculate this sheep’s breed from its lineage”.

Breed Description This is a duplicate of the field on the “Basic” screen for convenience in seeing the effect of data entry.

Advanced: Guided Actions

The Guided Actions aspect of the Advanced screen presents some friendly tools to help you with using FlockFiler Lite.

Figure 6.4: Guided interface to document removal of a group of sheep from your flock.

The “Add New Offspring to this Sheep” button is the same as the one on the “Sibs/Offspr.” screen. It is presented on this screen as well as a convenience.

The “Document Removing these n Sheep from the Flock” button presents a screen (Figure 6.5) for helping you document sheep sales or other events where a quantity of sheep are removed from your flock. When you are browsing just the sheep you have removed, push that button and fill in the screen with the details.

You will need to specify the new values for **Location (General)**, **Location (Specific)**, **Date Removed**, and **Removal Reason**. If you provide a **Description** for a Log Entry record, a new one will be created to document the removal. Note that pushing the “Remove these n Sheep” will not delete any records. It will simply fill in the appropriate fields so that these sheep will be classified as “Removed” in their **Record Status**.

The “USDA Scrapie Program Reporting” button navigates to a screen (Figure 6.6) providing additional tools for reporting on sheep you added, removed, or are currently in your flock. You can also get to this Scrapie Reporting screen by using the “Guide Me” button on the Printable Reports aspect of the Reports screen.

The “Make Coffee” button is potentially useful if you like coffee. It is probably just as useful if you don’t like coffee.

The “Find External List” button brings you to a screen (Figure 6.7) where you can type in or paste in a list of sheep identifiers and then have FlockFiler Lite find all the sheep in the list. This is useful in particular if you work with lists

Home Form List Find Reports < >

ID and/or Name **HHF0004 Brenda** Sex **E** Year **2001** Record Status **Current**

Basic Advanced Measuring Genealogy Sibs/Offspr. Log Entries Customize Calculations

Sheep

Mark these sheep as Removed

When you remove sheep from your flock, these Basic fields should be edited. It is common to document a sale or other removal with a Log Entry.

Basic Info

Location (General)
Eisewhere

Location (Specific)
(Location/Group/Flock)

Date Removed
1/24/2010

Removal Reason
Sold for breeding

Log Entry

Category
 Sale Death Other

Description
Sold to Good Sheep Farms

If you provide a Description, a Log Entry will be created.

The "Breeder?" checkbox will be automatically cleared for all of the sheep marked as removed.

+ Remove these 4 Sheep

Figure 6.5: Guided interface to document removal of a group of sheep from your flock.

Home Sheep Reports Form List Find Reports

Designed to help with USDA scrapie-free certification program reporting

Scrapie Report Search Date 1/24/2010

Find Sheep Acquired on or after 1/24/2010 View Sheep Aquisitions

Find Current Sheep View Sheep Grouped by Specific Location

Find Sheep Removed on or after 1/24/2010 View Sheep Removals

Clear Header Header Text for Sheep Reports (Appears at the top of most lists and many reports) Scrapie Report for Happy Fun Sheep Farm

Figure 6.6: Guided interface for reporting on additions, removals, and your current inventory.

Use this screen if you have a list of identifiers from some other source such as a spreadsheet. Copy the list (one identifier per line) and paste it into the appropriate box below. Push the corresponding Show List button to view the Sheep that match those identifiers in that field.

Tag(s)
C124
C135
C141
C147

Show List

Names

Show List

Sheep Record IDs

Show List

Registry IDs

Show List

Import IDs

Show List

Scrapie IDs

Show List

Figure 6.7: Find External List. Find the sheep that you have in a list which you copied from somewhere else.

of sheep in a spreadsheet or other list recording software. Select the IDs in the spreadsheet and then paste them into the corresponding box on the Find External List screen. Push the corresponding button to bring up the list.

Advanced: Data Management

The “Data Management” aspect of the Advanced screen (Figure 6.8) provides tools to interact with FlockFiler Lite’s data and folders.

The “Save A Normal Backup” button will cause FlockFiler Lite to make a backup copy of the data in your database the same way it does each time you quit FlockFiler Lite. It stores these files in the “Backups” folder in the “FlockFiler” folder where you installed FlockFiler Lite.

The “Erase and Use Backup Copy” button is usually used to help you update to a newer version of FlockFiler Lite. Most of the time this update is accomplished the first time you run an updated version and choose “Update” in the first dialog. But if you choose to “Demo” in that dialog, you’ll need to use this “Erase and Use Backup Copy” button to finish updating. It can also be used to revert your data back to the last time you saved a set of backup files.

The “Create a Flock-It-To-Me File” button will package up the information in the records you are browsing and open a Save File dialog to let you save a file in the standard Flock-It-To-Me file exchange format. This is an XML file designed to store animal records in a format that is easy to share with others. FlockFiler Lite can export this file conforming to Flock-It-To-Me Profile



Figure 6.8: Data Management aspect of the Advanced screen.

1. FlockFiler Pro can export and import Flock-It-To-Me files using Profile 1 or 2.

To view where the FlockFiler Lite backup files are on your computer, push the ‘Show “Backups” Folder’ button. FlockFiler Lite will then ask your computer to open up a window in Windows Explorer or the Macintosh Finder displaying the “Backups” folder. The backup file for version 2.0.0 is named “FlockFilerLiteBak200.FFP”. Later versions will have higher numbers at the end. You can copy the backup data file to a place off of your computer for safe keeping. The backup file is critical for transferring your data to a newer version of FlockFiler Lite. You can also use the backup files to copy your FlockFiler Lite data from one computer to another. For more information on these topics see Chapter 12 on updating or Chapter 13 on making backup copies of your data.

The ‘Show “Images” Folder’ button will open up the “Images” folder located inside the “FlockFiler” folder. This is the recommended place to store image files you use to populate the Photo field on the Basic screen.

The “Export All Data to Text Files” button will create three new text files in the “Exports” folder inside the FlockFiler installation folder. These three exported files will contain all of the information that you typed into FlockFiler Lite in both the Sheep and Log Entries areas. The files are saved in CSV (comma-separated values) format that any modern spreadsheet can read. The first record in each the file contains the names of the data fields (headers).

Unlike the data exported using the “Export Records...” selection in the File menu, the data exported from this button is not limited to the records you are currently browsing. All of the data you entered in all of the records is

Figure 6.9: Utilities aspect of the Advanced screen.

exported, but you don't lose track of the records you were browsing when you pushed the button to export. A column named "BrowsedWhenExported" in each file will contain a "1" or be empty depending on whether the records was one of the ones being browsed at the time of the export.

These CSV files will always be saved into the "Exports" folder and will always be named `FFL_SHEEP.csv`, `FFL_LOG.csv`, and `FFL_JOIN.csv`. Newer files will overwrite any older ones automatically without asking permission. This predictability in location and naming is what makes these files a good resource for doing analysis and reporting using a third-party tool. If you set up a workflow using a spreadsheet program, a database program, or other customizable tool, you can have easy access via these export files to the full extent of the FlockFiler Lite data without having to go through the multiple steps needed by the "Export Records.." feature of the File menu. The workflow could simply be: (1) Edit data in FlockFiler Lite, (2) push the button to export the data to these CSV files, (3) use a third-party software tool to read in these files and do something new and useful.

Note that only the raw input fields are exported into these CSV files. If you want to export some or all of the calculated fields that FlockFiler Lite generates, you'll have to export them using the more general "Export Records..." feature of the File menu.

Advanced: Utilities

The “Utilities” aspect of the Advanced form (Figure 6.9) provides tools to modify or update data entry fields within FlockFiler Lite.

“Recalculate the ages of the Sire and Dam at lambing time for all of these sheep” is useful if you have edited the birthdate of the sire or dam after creating lamb records. The age of the dam on the day the lamb was born is stamped onto the lamb’s record so that it is available for calculating the 50 and 60-day adjusted weights. The age of the sire is also recorded but it isn’t presently used.

“Recalculate and auto-enter breed specifications using lineage for all records in FlockFiler Lite” will go through each sheep record and fill in new values for the breed fractions. These new values are calculated from the breeds of the sire and dam.

This button is only useful if you have not been entering any breeds with your records and want to save yourself some work when you do get around to doing it. In that case you should enter the breed info for all of the foundational or eldest sheep in your records and then use this button to fill in the breed values for all of the offspring.

“Reset auto-assigned serial numbers” is a maintenance feature to let you head off any issues that may arise with the internal **Record ID** values. Normally the Record ID values take care of themselves. The next Record ID value in the sequence is automatically assigned to each new record when you create it. A problem can arise if you import records and assign values to the Record IDs during this import or if you forget to check the box to “Perform auto-enter options while importing”. This button to “Reset auto-assigned serial numbers” will ensure that the next Record ID assigned is a higher number than any already being used.

After you import any data, push this button. If you ever have any concerns about the Record ID values, push this button. If you are ever bored, push this button. It probably won’t cure your boredom, but it won’t do any harm.

6.2.3 Form: Measuring

General Measurements

The General aspect of the Measuring screen (Figure 6.10) provides places for you to enter scores or make menu selections to record your evaluations or test results.

There is a **Date** field for you to record when you last made general measurements on the sheep. This is particularly relevant for scores that change over time such as the **Body Condition**.

Score measurements are numerical evaluations of the various criteria specified. Use a system of 1 to 5, 1 to 10, -5 to +5, 0 to 99, or whatever suits you. Just be sure to be consistent and use the same scoring system on each record. There are two custom score fields that you can use to rate some properties or keep track of numeric information that you define yourself.

Home Form List Find Reports < >

ID and/or Name: HHF0004 Brenda Sex: E Year: 2001 Record Status: Current

Basic Advanced **Measuring** Genealogy Sibs/Offspr. Log Entries Customize Calculations

Sheep

General Wool Weight

Evaluation Date: 1/24/2010 Archive

	Score	Avg.
Body Condition	4	3.33
Foot Condition	5	4.33
Ease of Management	4	3.67
Soundness	4	3.83
Tooth Wear	5	4.33
Udder	4	4.67
Ease of Lambing	4	5.00
Mothering Ability	4	5.33
Custom #5		
Custom #6		

E.P.D./E.B.V.

	Value	Accuracy
Trait #1		
Trait #2		
Trait #3		
Trait #4		
Trait #5		
Trait #6		

Horn Status: Polled

Codon 171: RR

Codon 136: AA

Codon 154: RR

Spider Gene:

Figure 6.10: The General aspect of the Measuring Form.

Avg. values are calculated by FlockFiler Lite for the records you are actively browsing. If you are only browsing ten of your sheep, then the averages will be calculated for only those ten sheep, and the rest of the sheep in your database will not contribute. Blank fields are ignored when calculating average values.

Horn Status describes the nature of the sheep's horns.

Codon 171, Codon 136, and Codon 154 denote the genetic codes related to scrapie resistance. If you have had these genetic tests done on your sheep, enter the results here. Because these are inherited traits, the Record Quality message will help identify inconsistent data entry in these fields by comparing the sheep's values with those of its dam and sire.

Spider Gene denotes the genetic code measurement for the presence or absence of the spider gene.

The "Archive" button is used to store a copy of the Evaluation Date, Body Condition and Foot Condition values as a Log entry. This facility allows you to store many scores on different dates. The Log entry created will have a Category value of "Archived Scores".

Should you upgrade to FlockFiler Pro, the archived measurements in FlockFiler Lite will be automatically imported into the Measurements section of FlockFiler Pro for browsing and analysis.

Wool Measurements

Like the General measurements, on the Wool aspect of the Measuring form (Figure 6.11) you have numeric scores to evaluate the different aspects of the



The screenshot shows a web-based data entry form for sheep measurements. At the top, there are navigation buttons: Home, Form, List, Find, Reports, and a back/forward arrow. Below this, the record information is displayed: ID and/or Name (HHF0004 Brenda), Sex (E), Year (2001), and Record Status (Current). A series of tabs allows switching between different views: Basic, Advanced, Measuring (selected), Genealogy, Sibs/Offspr., Log Entries, Customize, and Calculations. The main content area is titled 'Sheep' and has three sub-tabs: General, Wool (selected), and Weight. The 'Wool' tab contains two main sections. The left section is a table of measurements with an 'Archive' button. The right section contains three text input fields for wool characteristics.

	Score	Group Average
Grease Weight	8	8.00
Clean Weight	5.2	5.20
Yield	65%	65%
Staple Length	4	5.67
Evenness	4	5.33
Luster	4	3.33
Britchiness	1	2.67
Crimp	3	2.67
Fiber Diameter (µm)	28	23.00
Spinning Count		12.00
Bulk	3	3.67
Kemp	1	3.00
Formation	4	5.33
Rain Rot Resistance	5	5.33

Wool Color: white
 Color Pattern: solid
 Wool Length: medium
 Wool Texture: medium

Figure 6.11: The Wool aspect of the Measuring Form.

wool and you have a **Date** field to describe when these measurements were last taken. Often this is the date of shearing and the evaluations are made on the fleece harvested on that date. As desired, you might use a real measurement for some values of “score”, e.g. **Staple Length**.

The **Yield** is the only one of the scores that is calculated instead of being a data entry field itself. It is automatically calculated from the **Grease Weight** and **Clean Weight**.

Wool Color is a pop-up list field. The entries you have already entered will be used to construct the menu.

Wool Color Pattern is like the **Wool Color** except that it is to specify the patterning of the colors. Some breeds have specific standard terms to describe the color patterns manifested in that breed.

Wool Length is intended to be a text description of the length relative to the other sheep in your flock or to sheep in general. You might, for example, use the terms “short”, “medium”, and “long” to characterize the **Wool Length**.

Wool Texture is intended to be a text description of the texture or feel of the wool relative to the other sheep in your flock or to sheep in general. You might, for example, use the terms “soft”, “medium”, and “coarse” to characterize the **Wool Texture**.

Archive

The “Archive” button is used to store a copy of all of the fleece measurements as a **Log** entry. This facility allows you to store values for different fleeces on different dates. The **Log** entry created will have a **Category** value of “Archived Fleece”.

Should you upgrade to **FlockFiler Pro**, the archived fleece measurements

Home **Form** **List** **Find** **Reports** < >

ID and/or Name: **HHF0004 Brenda** Sex: **E** Year: **2001** Record Status: **Current**

Basic **Advanced** **Measuring** **Genealogy** **Sibs/Offspr.** **Log Entries** **Customize** **Calculations**

Sheep

General **Wool** **Weight**

	Weight (lbs)	Date	Age (Days)	Group Avg.
Birth	10.00	3/29/2001	0	10.00
Weaning	53.50	6/5/2001	68	55.25

Average Daily Gain
Birth to Weaning
This Sheep 0.640 lbs/day
Group Average 0.640 lbs/day

	Weight (lbs)	Date	Age (Days)
#1	19.00	4/12/2001	14
#2	51.00	6/1/2001	64
#3	65.00	7/10/2001	103
#4	84.00	9/5/2001	160
#5	98.00	10/15/2001	200
#6	140.00	8/30/2004	1250

Day	Est. Weight	Avg. Est. Weight	Adjustment Factor	Adjusted Weight	Group Avg. Adjusted Weight
50	42.03	41.97	x 1.37 =	57.58	56.66
60	48.44	49.37		66.36	66.63
90	60.73	60.73			
100	64.01	64.01			
120	74.08	74.08			

Figure 6.12: The Weight aspect of the Measuring Form.

Home **Form** **List** **Find** **Reports** < >

Tag #	Name	Sex	Weaning Date	Weight (lbs)	Age (Days)	1/24/2010	Apply Same Date
<input checked="" type="checkbox"/>	HHF0003 Bart	W	6/5/2001	57.00	68		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	HHF0004 Brenda	E	6/5/2001	53.50	68		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	HHF0005 Buster	R	6/5/2001	42.00	54		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	HHF0827 Blanca	E	6/5/2001	54.00	64		<input checked="" type="checkbox"/>

Figure 6.13: Weaning Weight List.

in FlockFile Lite will be automatically imported into the Fleece section of FlockFile Pro for browsing and analysis.

Weight Measurements

The Weight aspect of the Measuring form is shown in Figure 6.12.

Weight measurements are entered using whatever units (e.g., pounds or kilograms) are useful to you. Designate your choice of units on the “Appearance” aspect of the Customize screen. The only requirement is that you be consistent and use the same choice of units throughout.

Whenever you enter the weights, you should also enter the corresponding date when the measurements were taken. In addition to the **Birth Weight** and **Weaning Weight** fields, there are six weights that you can use to record the sheep weights at any times during their lives.

There are buttons to the left of each weight measurement that allow you to view and edit the corresponding weight for all sheep you are browsing in

a list. The weaning weight list for example is displayed in Figure 6.13. You can use these lists as worksheets. Print out the blank list for the sheep you plan to measure. Take the printout to your measurement session and record your results by hand. Then type in the measurements directly back onto the worksheet on the screen. By using these worksheets, you can quickly transcribe the measurements from the paper to the computer screen since the entries on the paper will be in the same order as those on the screen.

Since weight measurements are frequently done in a batch on the same day, all of the weight lists except the list for birthweight have a button labeled “Apply Same Date” at the upper right corner of the screen. Type a date into one of the records and then push the “Apply Same Date” button to copy that date to all of the other records you are browsing on the list.

Using the values for weights and dates that you enter, FlockFiler Lite calculates an estimate for the 60-day, 90-day, and 120-day weights. These are calculated by linearly interpolating or extrapolating from the weight measurements you have entered. Any weight measured after 165 days is ignored for the purposes of these weight estimates.

For the birth weight, weaning weight, and the 60-day, 90-day, and 120-day weights, FlockFiler Lite also calculates the average weights for the sheep being browsed so that you can see at a glance how this sheep compares to its peers.

The **Average Daily Gain** is automatically calculated from the **Birth Weight**, **Weaning Weight**, **Birthdate**, and **Weaning Date**. Beneath the value is the average for the group you are browsing.

FlockFiler Lite calculates the **50-Day** and **60-Day Adjusted Weight** by taking the 50-day or 60-day estimated weight and multiplying it by an adjustment factor specific to the lamb. The adjustment factor depends on the dam’s age and the lambs values for **Birth Type**, **Raised As**, and **Sex**.

For comparison, the average value for **60-Day Adjusted Weight** over all of the sheep being browsed is displayed as **Group Avg. 60-Day Adjusted Weight**.

6.2.4 Form: Genealogy

The fields displayed on the Genealogy Form (Figure 6.14) are explained in the following.

The family tree on the “Genealogy” screen is calculated automatically from your data entry of the dam and sire of each sheep. The magnifying glass button next to each sheep on this screen will let you navigate to that sheep’s record.

Lineage Comments is a place where you can write specific comments, description, or analysis about the sheep’s ancestry.

The fields **Dam**, **Sire**, **Birthdate**, **Age Class**, and **Birth Type** are identical copies of the fields on the “Basic” screen.

Next to each ancestor in the pedigree is a “Select” button that works in the same way as the “Select” button on the Basic screen. Using this button you can fill in any missing entries on the pedigree.

By pushing the “Show More Info” button you can see more info displayed on

Show More Info

Home Form List Find Reports < >

ID and/or Name: HHF0004 Brenda Sex: E Year: 2001 Record Status: Current

Basic Advanced Measuring **Genealogy** Sibs/Offspr. Log Entries Customize Calculations

Sheep

Show More Info

Sire: HHF0001 Axel (Select)

Dam: HHF0002 Audrey (Select)

Birth Type: Twin

Comments on Lineage

Breed Description: 3/4 Romney 1/4 Tunis

1789 Zane (Select) 8715 Yancy (Select)

5461 Zelda (Select) 2212 Yumi (Select)

5480 Zeus (Select) 8692 Yodel (Select)

5491 Zephyr (Select) 7461 Yvonne (Select)

45242 Yeti (Select)

6412 Yolanda (Select)

7642 Yoda (Select)

6421 Yellow (Select)

Figure 6.14: Genealogy Form. This is used primarily to examine the sheep's lineage. Use the buttons to navigate easily to any sheep displayed.

Home Form List Find Reports < >

ID and/or Name: HHF0004 Brenda Sex: E Year: 2001 Record Status: Current

Basic Advanced Measuring **Genealogy** Sibs/Offspr. Log Entries Customize Calculations

Sheep

Hide More Info

Coefficient of Inbreeding: [] Calc

Sire: HHF0001 Axel (3/4 Romney 1/4 Tunis)

Dam: HHF0002 Audrey (3/4 Romney 1/4 Tunis)

Birth Type: Twin

Comments on Lineage

Breed Description: 3/4 Romney 1/4 Tunis

1789 Zane (1/2 Romney 1/2 Tunis) (Select)

5461 Zelda (Romney) (Select)

5480 Zeus (Romney) (Select)

5491 Zephyr (1/2 Romney 1/2 Tunis) (Select)

8715 Yancy (Romney) (Select)

2212 Yumi (Tunis) (Select)

8692 Yodel (Romney) (Select)

7461 Yvonne (Romney) (Select)

45242 Yeti (Romney) (Select)

6412 Yolanda (Romney) (Select)

7642 Yoda (Romney) (Select)

6421 Yellow (Tunis) (Select)

Figure 6.15: Genealogy Form with More Info. The sheep's lineage is displayed along with an extra piece of information for each sheep. Select what field to display using the menu.

The screenshot shows the 'Sibs/Offspr.' form for sheep HHF0004 Brenda. The form is titled 'Sheep' and has a navigation bar with 'Home', 'Form', 'List', 'Find', 'Reports', and navigation arrows. The main header shows 'ID and/or Name' as HHF0004 Brenda, 'Sex' as E, and 'Year' as 2001. The 'Record Status' is 'Current'. Below the header are tabs for 'Basic', 'Advanced', 'Measuring', 'Genealogy', 'Sibs/Offspr.', 'Log Entries', 'Customize', and 'Calculations'. The 'Sibs/Offspr.' tab is active, showing two main sections: 'Littermates' and 'Offspring'.

Littermates

Birth Type: Twin 2 Raised As: Twin 2

ID and/or Name	Sex
HHF0003 Bart	W
HHF0004 Brenda	E

(Siblings are automatically determined via records with the same Dam and Birthdate.)

Offspring + New Offspring

Total 8

Birthdate	ID and/or Name	Sex
03/12/05	124	E
03/12/05	125	R
03/15/04	E013 Emma	E
03/15/04	E014 Eddle	R
03/19/03	0123 Doris	E
03/19/03	0124 Doris	E
03/23/02	HHF0006 Chester	R
03/23/02	HHF0007 Christine	E

Figure 6.16: Siblings and Offspring Form. At a glance you can see all of the direct offspring of a ram or ewe.

the pedigree chart (see Figure 6.15). Select which info will be displayed under each sheep displayed on the pedigree using the pop-up menu.

You will also find **Coefficient of Inbreeding** (also known as Wright’s coefficient of inbreeding) on this screen along with a button for FlockFiler Lite to automatically calculate it for all sheep in the database. This coefficient describes numerically how inbred a specific sheep is. A value of 0 means that the sheep has no inbreeding in its genealogy. A sheep whose parents are brother and sister would have an inbreeding coefficient of 0.25.

6.2.5 Form: Siblings and Offspring

The fields displayed on the “Sibs/Offspr.” Form (Figure 6.16) are explained in the following.

All of the information on the “Sibs/Offspr.” screen is calculated automatically by FlockFiler Lite from the **Dam** and **Sire** information on each record.

To easily see if the sheep was part of a multiple birth, the total number of sheep in its litter is displayed. Below that all the sheep in the litter are listed (including that sheep). For your convenience both for display and for doing searches, the **Birth Type** and the calculated **Raised As** values are also displayed on this screen both in words and as numbers.⁵

⁵You can use the numerical values for finding sheep that satisfy a range of values. For example you can find all sheep born as “twins or better” by searching for “ ≥ 2 ” in the numerical birth type field.

The screenshot shows the 'Add Offspring' interface for a sheep. At the top, there are navigation tabs: Home, Form, List, Find, Reports, and a back/forward arrow. Below these, the current record is identified as 'HHF0004 Brenda' with Sex 'E' and Year '2001'. The Record Status is 'Current'. A secondary set of tabs includes Basic, Advanced, Measuring, Genealogy, Sibs/Offspr., Log Entries, Customize, and Calculations.

The main section is titled 'Add Offspring' and contains the following fields and options:

- Birth Type:** Twin
- Birthdate:** 3/16/2009
- Date Acquired:** 3/16/2009
- Sire:** R2324 Arnold (with a 'Select' button)
- Dam:** HHF0004 Brenda (with a 'Select' button)
- Location (General):** Here
- Location (Specific):** Barnyard (Location/Group/Flock)

Below these fields is a table for the offspring:

Tag	Sex	Weight
422	<input type="radio"/> E <input checked="" type="radio"/> R <input type="radio"/> W	10.50
423	<input checked="" type="radio"/> E <input type="radio"/> R <input type="radio"/> W	9.00
	<input type="radio"/> E <input type="radio"/> R <input type="radio"/> W	
	<input type="radio"/> E <input type="radio"/> R <input type="radio"/> W	
	<input type="radio"/> E <input type="radio"/> R <input type="radio"/> W	
	<input type="radio"/> E <input type="radio"/> R <input type="radio"/> W	

At the bottom left is a '+ Create The Lambs' button. A note states: 'The Lambs will not be marked as "Breeder?" on the Basic screen even if you chose that as the default value on the Customize screen.' A 'Log Entry Description' field contains the text 'The lambing had no problems.' and a note below it says 'A "Lambing" Log Entry will be created for the Dam.'

Figure 6.17: Add Offspring guided interface. Using this form, you can add quickly record lambings and add records for twins, triplets, and so on.

For those sheep that have offspring, the number of offspring and the list are shown.

The magnifying glass and the Back buttons are both presented on this screen to let you navigate easily to and from each of the sheep mentioned here.

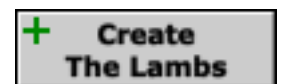
New Offspring guided interface

To save work when entering lambs, you can use the “New Offspring” button on this screen. This will present you with another screen (Figure 6.17) that asks for the information that will be common to all of the lambs.

If you were browsing the dam’s record, prior to navigating to this screen, FlockFiler Lite will fill in the **Dam** field for you. If you have previously entered a Log Entry record documenting the breeding, a guess at the Sire will be made. Similarly if you are browsing the sire’s record, the new record will have the **Sire** filled in. (No guesses will be made for the dam.)

If you fill in a **Log Entry Description**, a Log Entry record will be created for the dam and dated with the **Birthdate**. If you leave it blank, no Log Entry will be created.

Fill in the lambs info and then push the “Create The Lambs” button to have FlockFiler Lite create the new records for this lambing. FlockFiler Lite will navigate to the first of the lambs for you to fill in any additional information. Any additional lambs follow this one in the list you are browsing thus you can navigate to the next new lamb by advancing to the next record.



The screenshot shows a software interface for managing sheep records. At the top, there are navigation buttons: Home, Form, List, Find, Reports, and arrows. Below this, the record details for 'HHF0004 Brenda' are shown, including Sex (E) and Year (2001), with a Record Status of 'Current'. A menu bar includes Basic, Advanced, Measuring, Genealogy, Sibs/Offspr., Log Entries (highlighted), Customize, and Calculations. The main section is titled 'Sheep' and contains a '+ New Log Entry' button, a 'Count' of 8, and buttons for 'Show Filtered Log' and 'View as Printable'. A table lists log entries with columns for Start Date, End Date, and Description. Each entry has a search icon and a delete icon (X).

Start Date	End Date	Description
10/15/2004	11/15/2004	Bred to Buster
10/01/2004	10/30/2004	flushed the ewes with 1 lb of mixed corn and oats
04/17/2004		hoof trimming
04/10/2004		The sheep were sheared fully after spending the night in the barn due to the rain.
03/20/2003		Shearing

Figure 6.18: Log Entries Form. Scroll among the history of notes for the sheep.

6.2.6 Form: Log Entries

The fields displayed on the Log Entries Form (Figure 6.18) are explained in the following.

This gives you a peek into the other database called **LogEntries** from the point of view of this particular sheep. The scrolling window presents every item pertinent to that particular sheep sorted with the most recent entry first.

This screen also is the place where you would create new log entries for that sheep. Push the “New Log Entry” button and choose “One” in the dialog.

You can also create a single log entry that is common to many sheep. For example, if all lambs received the same dosage of a particular vaccination on the same day, tell FlockFiler Lite to show you all the current lambs, then push the “New Log Entry” button. Chose “Many” in the dialog. The same log entry will be added to all of those sheep records simultaneously. The message “This note applies to n sheep.” will appear on the log entry to remind you that it is a log entry that multiple sheep have in common.

Events such as shearing, foot care, deworming, vaccinations, or changes in feeding are prime candidates for log entries that will be common to many sheep.

The “Show Filtered Log” button brings you to a different version of the Log Entries screen (Figure 6.19) where you can limit what category of Log Entries appear in the list by selecting it from the menu. By holding down the Shift key when making selections in the menu, you can select more than one category to be displayed.

The “View as Printable” button will run a report to display all log entries

Figure 6.19: Filtered Log Entries Form. Select which category of Log Entries to display.

for that sheep in a manner suitable for printing. This printout is useful for providing to the new owner of a breeding ewe or ram as a complete history of that sheep. When you push this button on the Filtered Log version of the Log Entries screen, the printout will show only the category of log entries that you have chosen.

The red “X” button shown in the list allows you to delete that log entry from that sheep. If it is a common log entry it will still persist on the other sheep’s records.



6.2.7 Full Log Entry Form

When you create a new log entry, FlockFiler Lite will show you a log entry form for you to fill out. This form is shown in Figure 6.20

The **Start Date** is filled in automatically with the current date. Change this as needed if you are logging something that occurs on a different date.

The **End Date** is optional. For certain types of events, you may find this useful. When documenting breeding you might use this to specify the day that you removed the ram.

Category lets you categorize the log entry. Check any and all boxes that apply. When you check more than one, it is a good idea to check the most important box first. The first box checked will be the one displayed on the summary Log Entry form seen on the sheep’s “Log Entries” screen. “Other” is provided as a catch-all for anything not found in the list.

Figure 6.20: Form for detailing your Log Entry.

Is Private? lets you hide specific log entries from the printable Activity Log report. Check the box for any log entry that you don't want to see on the report.

Description is where you describe the event being recorded. Be as wordy as you want. But only the first three lines will be shown on the "Log Entries" form on the sheep's record (Figure 6.18).

At the bottom of the Form you will find a Record Quality message specific to the Log Entry form.

Since a single log entry can apply to many sheep, the number of sheep and the list of which ones appears on the right hand side. Visit these sheep records by pushing the corresponding magnifying glass button. To visit all of them at once, push the button above the list.

Use the red "X" button in the list to remove the sheep from the list. Flock-File Lite will ask you to confirm the removal.

If you didn't fully select all desired sheep when you created this log entry, You can add sheep one at a time to the list by selecting it using the white pop-up list. All sheep that have a **Location (General)** of "Here" will appear in this list. Once selected, you add it to the list by pushing the "Add a Sheep To The List" button.

The Form and List buttons on this screen will view the Log Entry form and the List of Log Entries. These are similar to the Form and List on the normal sheep records section.

Push the "Return to Sheep View" button in order to return to the sheep screen you were browsing before you came to this screen.

**Return to
Sheep View**

The screenshot shows the 'Customize' screen for a sheep record. At the top, there is a navigation bar with buttons for 'Home', 'Form', 'List', 'Find', and 'Reports'. Below this, the record details for 'HHF0004 Brenda' are displayed, including 'Sex: E' and 'Year: 2001'. The 'Record Status' is 'Current'. The 'Customize' screen is divided into three sections: 'Behavior', 'Appearance', and 'Available Breeds'. The 'Behavior' section contains several fields: 'Default Tag Type' (set to 'Ear Tag'), 'Default Location (General)' (set to 'Here'), 'Default Location (Specific)' (set to 'Front Pasture'), 'Premises ID' (with a note about using it for Scrapie Tag ID), and 'Default Horn Status' (set to 'Polled'). A checkbox for 'Default Value for "Breeder?"' is also present.

Figure 6.21: The Behavior aspect of the Customize screen.

The “Convert this Log entry into many with One Per Sheep” button is available if you have created a Log Entry that applies to many sheep and you want to convert this instead to many essentially identical Log Entry records with one sheep on each. This would allow you to customize the Description or other details of each sheep’s Log Entry independently.

6.2.8 Form: Customize

The Customize screen is divided up into three sections. You should spend a little time customizing the Behavior and Available Breeds before you start any serious data entry. The Appearance can be customized at any time since the changes there are purely cosmetic.

Customize Behavior

The fields displayed on the Behavior aspect of the Customize screen (Figure 6.21) are explained in the following.

Default Tag Type allows you to specify what Tag Type will be filled in automatically for each new record.

Default Location (General) allows you to specify what Location (General) will be filled in automatically for each new record.

Default Location (Specific) allows you to specify what Location (Specific) will be filled in automatically for each new record.

Figure 6.22: The Appearance aspect of the Customize screen.

If present the `Premises ID` will be inserted into the `Scrapie Tag ID` field on each new record. You will need to fill in the actual `Scrapie Tag` value after the `Premises ID` on each record. If you want to consistently put a space between the `Premises ID` and the `Tag` number you type, put a space at the end of the entry in `Premises ID`.

`Default Value for ‘Breeder?’` allows you to specify the value for `Breeder?` that will be filled in automatically for each record after you choose a value for `Sex`. If you choose the `Sex` to be “W”, the `Breeder?` will be made blank independent of the value you have specified in `Default Value for ‘Breeder?’`.

Customize Appearance

The “Appearance” aspect of the `Customize` screen (Figure 6.22) provides a way for you to alter some of the labels that appear on screen. You can add your own labels to some unlabelled fields (“custom fields”) and add your label to describe the unit of measurement you use when recording weights.

The labels for the six custom fields are specified on this screen in the fields `Custom Field Label #1` through `Custom Field Label #6`. So that you can keep track of which fields are currently being used and for what, examples of the custom fields as they would appear elsewhere in `FlockFiler Lite` are displayed to the right of your label definitions.

The labels for the six `E.P.D./E.B.V.` values are specified on this screen. These values appear on the “General” aspect of the “Measuring” screen.

`Unit for Weight Measurements` is where you specify what units to display

The screenshot shows the 'Available Breeds' aspect of the Customize screen. At the top, there is a navigation bar with buttons for 'Home', 'Form', 'List', 'Find', and 'Reports'. Below this, the record information is displayed: 'ID and/or Name' is 'HHF0004 Brenda', 'Sex' is 'E', and 'Year' is '2001'. The 'Record Status' is 'Current'. The 'Available Breeds' section is active, showing a 'Specify Breeds' field with a list of breeds (Unknown, Romney, Tunis) and a table showing the 'Breed Fraction', 'Breed Name', and 'Breed % of This' for the selected breeds.

Breed Fraction	Breed Name	Breed % of This
	Unknown	
3/4	Romney	75.0%
1/4	Tunis	25.0%

Figure 6.23: The Available Breeds aspect of the Customize screen.

on the “Measuring” screen for the Weight.

Customize Available Breeds

The **Specify Breeds** field on the Available Breeds aspect of the Customize screen (Figure 6.23) allows you to enter up to ten distinct breed choices to be used for data entry into the **Breed Fraction** field on the “Extra Data Entry” aspect of the “Advanced” screen. This customization should be done as one of the first steps you do when using FlockFiler Lite for your records. Once you use a breed name for data entry, you should not change it on this screen unless you want to change all the records that use that breed choice. You can leave most of the breed selections blank and fill them in as you need them later. Instead of choosing a specific breed, you might choose to specify a particular bloodline or farm name where your sheep came from. Use whatever terms or techniques that seem most appropriate to your record keeping strategy.

6.2.9 Form: Calculations

The fields displayed on the Calculations Form (Figure 6.24) are explained in the following.

To facilitate common calculations, two special calculators are presented on this screen. The Dosage Calculator assists you in scaling a dosage for the weight of a sheep. The Scheduling Calculator helps you schedule lambing.

In the Dosage Calculator, fill in the three white boxes with the information

Home Form List Find Reports < >

ID and/or Name **HHF0004 Brenda** Sex **E** Year **2001** Record Status **Current**

Basic Advanced Measuring Genealogy Sibs/Offspr. Log Entries Customize **Calculations**

Sheep

Dosage Calculator

If the dosage is cc for every lbs,

then for an animal that weighs lbs,

you should administer cc.

$$\frac{2}{75} = \frac{3.33}{125} \qquad 3.33 = \frac{125 \times 2}{75}$$

The list you are browsing is composed of **37 sheep**.

Rams:	<input type="text" value="14"/>
Ewes:	<input type="text" value="22"/>
Wethers:	<input type="text" value="1"/>
<hr/>	
Breeding Rams:	<input type="text" value="0"/>
Non-Breeding Rams:	<input type="text" value="3"/>
Breeding Ewes:	<input type="text" value="0"/>
Non-Breeding Ewes:	<input type="text" value="8"/>
<hr/>	
Wethers:	<input type="text" value="1"/>
<hr/>	
Total Breeding:	<input type="text" value="0"/>
Total Non-Breeding:	<input type="text" value="37"/>

Scheduling Calculator

Breeding To Vaccination Days	<input type="text" value="117"/>	Breeding Date	<input type="text" value="10/20/2009"/>
<hr/>		Vaccination Date	<input type="text" value="2/14/2010"/>
Breeding To Lambing Days	<input type="text" value="145"/>	Start Lambing Date	<input type="text" value="3/14/2010"/>
<hr/>		Lambing To Weaning Days	<input type="text" value="60"/>
<hr/>		Weaning Date	<input type="text" value="5/13/2010"/>
Lambing To Sale Days	<input type="text" value="230"/>	Ready For Sale Date	<input type="text" value="10/30/2010"/>

Figure 6.24: Calculations Form. These tools are available to assist in your sheep management.

provided from the label of the medication. The dosage for that sheep will be displayed in the gray box.

As a convenience, your choice of weight measurement unit from the “Appearance” aspect of the Customize screen is displayed in the wording of the calculator.

At the bottom corners of the calculation box, you can see numbers you have entered in the context of the math that is being done. This lets you double check the math.

In the “Scheduling Calculator”, first fill in the fields where you specify the number of days for each time period according to your farm’s practices. Then fill in one of the five dates to correspond to when you plan on doing that activity. FlockFiler Lite automatically fill in the other dates accordingly. For example, if you plan to sell your lambs on September 5, 2005, fill in “9/5/2005”⁶ for the Ready For Sale Date. For a particular set of “Days” interval choices, FlockFiler Lite will fill in “11/4/2004” as the date that you need to start breeding. If you want to lamb March 15, 2005, then fill that date into the Start Lambing Date and FlockFiler Lite will tell you that you need to breed on October 21, 2004 for a 145-day gestation time.

The Calculations Form also displays a breakdown of how the set of sheep you are browsing divide up into Rams, Ewes, Wethers, and breeding versus

⁶This is the U.S. date format. Of course if your convention for typing in dates is different, use your format instead.

Tag #	Name	Sex	Dam	Sire	1/25/2010	Quick Find
HHF0001	Axel	R	5461 Zelda	1789 Zane		
HHF0002	Audrey	E	5491 Zephyr	5480 Zeus		
HHF0003	Bart	W	HHF0002 Audrey	HHF0001 Axel		
HHF0004	Brenda	E	HHF0002 Audrey	HHF0001 Axel		
HHF0005	Buster	R	R1057 Alice	R2324 Arnold		

Figure 6.25: An example of one of the formats of a List screen. A list with one record per line is displayed.

non-breeding sheep.

6.3 List Screens

A List screen (Figure 6.25) can be reached at any time by using the “List” button. The results of a Find are automatically shown on the List screen when the Find returned more than one result.

You can navigate directly to the Form screen for a particular record by clicking on the corresponding green magnifying glass to the left of the entry. To omit a record from the list you are browsing, you can push the “X” button to the right of it.

The active record is indicated by a small vertical, black bar at the far left of the record’s entry in the list. In Figure 6.25 this is shown next to the entry for “0308 Buster”.

There are many additional List screens (see Section 9.2) that are similar to the normal List screen. These other List screens are reachable from the “Choose List Format” aspect of the Reports screen. FlockFiler Lite will remember which style of List screen you were last viewing and will return to that one when you push the “List” button again. Alternately you can navigate to the list screens directly using the Layout Menu (Section 4.2.1).⁷

At the upper right of each list screen there is a “Quick Find” box. If you type into this box FlockFiler Lite will search for sheep that match what you type. The list will be updated automatically as you type into this box. The match is a “starts with” match against the sheep’s Tag(s), Name, Registry ID, or Scrapie Tag ID.

In addition to typing in letters or numbers to match directly you can enter a few special search commands in the “Quick Find” box. These special search commands can be used in isolation or in combination with matching letters/numbers. The three search commands are “sex:”, “year:”, and “status:”. Append a value after the colon to specify the value for the criterion specified in the keyword. Sex can be “R”, “E”, or “W”. Year can be any 4-digit year. The

⁷When you use the Layout Menu to get there directly, FlockFiler Lite won’t reprogram the List button to navigate to that new List in the way that it does when you use the button on the Reports screen.



status can be “current”, “removed”, or “reference”. If you enter “sex:R” into the search box, all of the rams will be listed. You can combine them as in “30 sex:R year:2008 status:current” to find all rams born in 2008 who are currently in the flock and have any ID that starts with the digits “30”.

Printouts of the List screens are more streamlined than their on-screen versions. None of the colored background elements or buttons will clutter your printout. Those lists that are configured for multi-column output will only be multi-column in the printout (and on-screen in Preview Mode).

In addition, a title message will appear across the top of the list page. This title is not visible except in the printouts. Edit this title message by changing the **Header Text for Sheep Reports** field on the Reports screen.

Chapter 7

Searching

7.1 Introduction To Searching

One of the most useful features of a database is the ability to find and work with exactly the records you want. FlockFiler can focus in on your desired records very simply. You can search by **Tag ID(s)**, **Name**, **Age**, **Breed**, **Sex**, or any piece of information on any form you see.¹

For example you can make searches such as “show me all the ram lambs who are at least 50% Romney” very easily. This combines three distinct pieces of information: “ram”, “lamb”, and “ ≥ 0.5 Romney”.²

If you had a buyer who was interested in either Romney mixes or Tunis mixes, you could do a search like “show me all the sheep who are at least 50% Romney or 50% Tunis”.³ But the buyer might only be interested in ewe lambs to add to his flock so the search would then be “show me all the ewe lambs who are at least 50% Romney or 50% Tunis”.

You can also choose to exclude records from your search results to do searches such as “show me all the ewes except those younger than 2 weeks”.⁴ All this can be done very easily by FlockFiler. You will see how in this chapter.

7.1.1 The Find Button

On the top of each Form screen you will find the “Find” button on a blue background. Use it to start finding records. If you are not on one of the Form screens, it will bring you there to start your search.⁵ After pushing the “Find” button, FlockFiler Lite is now in “Find Mode”.



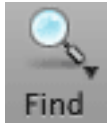
¹The **Photo** field is the only exception. FlockFiler cannot search on a picture.

²Using formal logic this is expressed as “ram” AND “lamb” AND “ ≥ 0.5 Romney”. FlockFiler doesn’t require you to know formal logic. (That’s why this is in a footnote.)

³Formally “ ≥ 0.5 Romney” OR “ ≥ 0.5 Tunis”.

⁴For the sake of completeness, this is “ewe” NOT “ < 2 weeks”.

⁵In fact, it will remember the last specific form you were on and bring you back to that one.



If you don't want to be navigated automatically to a Form screen, you can push the "Find" button in the Status Area.

In Find Mode, you are presented with blank data-entry forms. Fill in these forms with the information that you want to see in the results your search. You can push the other form buttons (e.g. "Advanced") to move to other Forms to further specify the search.

To carry out the search, you can push the "Perform Find" button in the Status Area, hit the return (or enter) key on the keyboard, or push the "Find" button (the one on the blue background). If your search returns only one record, it will be shown on a form. If it found more than one record, it will show you the list of them and sort them by the Primary Tag.⁶

7.1.2 Simple Searches

The simplest search is done by just filling in some information onto the blank form field. For example, to bring up a sheep with the tag number "C0452", type that into the Tag(s) field and push the "Perform Find" button.

7.1.3 Scripted Searches

Some searches are very common and those appear on the "Select Sheep" aspect of the Reports screen for your convenience. These scripted searches are also accessible from any screen in FlockFiler Lite by looking in the "Scripts" menu under the "Finding" entry.

7.2 Advanced Searching

FlockFiler can carry out some very advanced searches. You will discover that as you acquire more skills at searching, you will become much more productive in FlockFiler.

7.2.1 Multiple Fields (AND Searches)

You are not limited to using one field in your search. Entering information into more than one field means that a matching record match the information in all of those fields at the same time. For example, to find all of your current lambs, you need to specify the **Age Class** as "Lamb". But, because FlockFiler Lite keeps track of all of the sheep that are no longer in your flock, it will store all of your past lambs. To prevent these past lambs from appearing in your search results, add that the **Record Status** must be "Current". So for this search, on the same form, you would select **Age Class** as "Lamb" AND **Record Status** as "Current". You can fill in as many fields as you need to narrow down your search.

⁶If there is no Primary Tag, then it will sort the records by **Name**.

Table 7.1: Some examples of using Symbols in Find Mode.

Symbol	Example	Result
...	1/2/2002...5/10/2002	With a date on or after 1/2/2002 or on or before 5/1/2003
>	>5/10/2002	With a date after 5/10/2002
≥	≥5/10/2002	With a date on or after 5/10/2002
!	!	Finds records where the same thing is typed into that field on more than one record. Afterward you should sort the records by that field to see the duplicates next to each other. This is very useful in the Tag(s) field to find instances of sheep with the same tag number.
@	@@@@	In the Tag(s) field this might find tag IDs that have exactly four letters and/or numbers.
*	Do*e	Matches Donald, Doolittle, and Doe
==	==Fluffy	Matches Fluffy but not Light 'n Fluffy
	==	With nothing typed after the equals signs, this matches fields that are empty.

7.2.2 Using Special Characters

One of the simplest ways to customize your search is to use special symbols in your search criteria. For example, use the “>” symbol (greater than) to find dates or numbers greater than the one you enter. Enter “>1/1/2004” in the Birthdate field to find sheep born after the first of January 2004. A complete list of available symbols is found in the “Symbols” menu at the left hand side of the window in Find Mode.

Without one of these symbols, when you type into a field, only a simple match is made. If it is a date field, then the date must match exactly. If it is a text field, then the text you type will match any word in the field. More precisely, the beginning of the word would be matched. If you type in “wood” it will match “Wood” or “wooden” but not “Haywood”. See Table 7.1 for some common examples of using the symbols.

7.2.3 Using Fields on Different Screens

FlockFiler Lite put the majority of the sheep’s information onto the “Basic” screen to make it easy for you to access, but you are not limited to using one Form screen in your search. You can navigate to other form screens while in

Symbol	Description
=	match whole word (or match empty)
==	match entire field
!	find duplicate values
<	less than
≤	less than or equal
>	greater than
≥	greater than or equal
...	range
//	today's date
?	invalid date or time
@	any one character
#	any one digit
*	zero or more characters
\	escape next character
""	match phrase (from word start)
""	match phrase (from anywhere)
~	relaxed search (Japanese only)

Find Mode to fill in blank fields on those screens too. For example, to find the heavier ones of your current lambs you might choose “Lamb” for **Age Class** on the “Basic” screen and then enter “>50” in the **60-day Est. Weight** field.⁷ Navigating to other non-form screens such as “Reports” or “List” will cancel your Find Mode interaction and bring you back to the normal Browse Mode.

7.2.4 Multiple Search Criteria (OR Searches)



Suppose you wanted to create a list of sheep composed of all of your lambs plus all of your ewes. This is most simply solved by using a New Find Request. This will let you conduct two independent searches and have the results combined.

To find “lambs” OR “ewes”, start a search by pushing the “Find” button. Then select “Lamb” from the **Age Class**. Push the “New Request” button in the Status Area to create a New Find Request. Notice that the Status Area now shows two Find Requests. You can move between the requests using the navigator in the Status Area just like you move between records. While on this second request, select “E” for the **Sex**. Then push “Perform Find” to carry out your search.

If you want to delete a Find Request that you created and no longer need in your search, you can use the “Delete Request” button.

7.2.5 Excluding Records

Notice that when you are in Find Mode, there is an “Omit” option in the Status Area. This is used to exclude records from appearing in your search. By default Find Requests have “Include” selected.

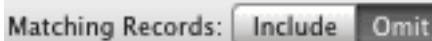
Suppose you wanted to list all of your lambs but wanted to exclude the ones that were sired by a particular ram. Do a search for your lambs by starting a Find and choosing “Lamb” from the **Age Class**. Then create a New Request with the New Request button. On this New Request, specify the undesired sire in the **Sire** field and then choose “Omit” in the Status Area. When you push “Perform Find” to do your search, it will find your lambs and then omit those records that had that sire specified.

By combining the Omit feature with New Request, you can built up very powerful and complex searches.

7.2.6 Modify Last Find

If you find that you are doing frequent, complex searches in FlockFiler Lite, you might be interested in saving yourself some work each time. The “Modify Last Find” feature will let you repeat your most recent Find exercise without having to set it up all over again. When you push the “Find” button while holding down the “Alt” key (“Command” key for Mac users), it will do a “Modify Last

⁷This is assuming that you are using lbs. for your weight measurements. And, of course, it also assumes that you have taken the time to enter weight measurements.



Find” instead of the normal Find. If you wanted to invoke it manually, use the menu item in the “Records” menu at the top.

For this to work, you must have completed a successful search during your work session so that it will have a search to go back to.⁸

“Modify Last Find” will place you back at the point just before you executed your search. You will be able to edit your search criteria and add or delete Find Requests as needed. This is especially useful if you are trying to fine tune a complex search.

7.2.7 Saved Finds

FlockFiler automatically memorizes the most recent ten finds. You can access these by selecting them from the “Saved Finds” entry on the Records menu. This menu also lets you save your own Find and name it yourself.

⁸Any of the gray “List” reports on the report screen will carry out searches that you can revisit using “Modify Last Find”.

Chapter 8

Sorting

The “Sort” button in the Status Area will bring up a dialog (Figure 8.1) that lets you sort your records by any fields you desire.¹

Once you have selected a field to use in your sort, the default is an Ascending order. It will sort from low numbers to high, and “A” to “Z”. If you want to reverse this, select “Descending order” for that field.

A third option exists to sort by a predefined order. If you need to sort records in the same order as one of the menus, use the “Custom order based on value list” selection. For example, to sort your records by **Location (General)** (real name is “**Location_General**”) in the same order as the menu selection on the “Basic” Form (“Here”, “Elsewhere”, “Deceased”, “Unknown”), choose the Custom order and select the “General Locations” Value List from the menu. See the *FlockFiler Lite Technical Reference Guide* for a detailed description of all of the Value Lists in FlockFiler Lite.

There are a few options available for you to refine your sorting method. One is “Reorder based on summary field”. This allows you to use a certain type of calculated field called a Summary. While FlockFiler Lite has many Summary fields, none are probably useful to use when sorting, so you would probably not need to check this box.

And there is still one more option to fine tune your sorting. You can choose to sort your field using the alphabet and sorting rules of a different language. Since FlockFiler Lite is presented in English, these languages probably will not be very useful to you.

Move fields from the list on the left over to the list on the right. The order in the list determines which field will be used first when sorting. You may sort by ascending or descending order on each sort key. You may add as many fields as you desire to sort by.

All of the fields in FlockFiler Lite are displayed in the Sort Records dialog. The real names of these fields are often different from the labels for them on screen. Many of these fields are not displayed anywhere on screen and are used

¹That is, by fields that can be ordered and not multimedia fields like **Photo**.

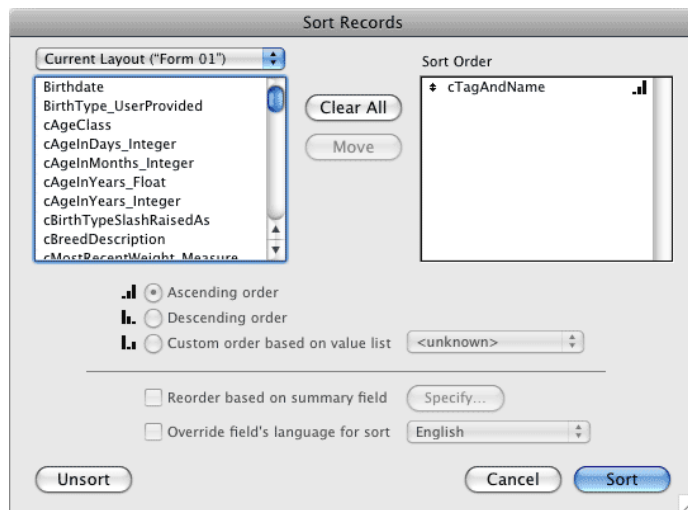


Figure 8.1: Sort Dialog.

internally by FlockFiler Lite. See *FlockFiler Lite Technical Reference Guide* for a detailed description of all of the fields by their real field names.

Above the list of available fields (at the upper-left part of the Sort Records dialog) is a pull-down menu which lets you choose alternate sets of fields. The default set is **Current Layout** () which represents the fields shown on the current screen displayed in FlockFiler Lite. You can choose **Current Table**() to pick from any of the fields in the current table (usually “SHEEP”). The other selections in this menu are used internally by FlockFiler Lite to do cross-referencing of records. Because they relate to other records, these alternate sets are called Relationships. These Relationships are not generally useful to you. But they might be useful on occasion. For example the “**sheep_SHEEP__Dam**” Relationship will let you access all of the fields in the Dam’s record. See the *FlockFiler Lite Technical Reference Guide* for a detailed description of all of the Relationships in FlockFiler Lite.

Chapter 9

Reports

The Reports screen is divided up into three aspects. The first aspect “Select Sheep” (Figure 9.1) helps you locate the sheep you want to browse and work with. The “Choose List Format” aspect (Figure 9.2) lets you select the way you want to view your sheep when you push the List button. The “Printable Reports” aspect (Figure 9.3) provides tools to format the record or records you are browsing in a manner optimized for printing.

The **Header Text for Sheep Reports** displays at the top of most of the screens you reach via the buttons on the Reports screen. Unless you are in Preview mode, the text may be hidden behind the solid color graphics such as seen on the List screens. You can enter your own text in this box and erase the text by pushing the “Clear Header” button. When you find your own records using the “Find” button, it is recommended that you type in a description of your list into **Header Text for Sheep Reports** before you print out the list.

9.1 Select Sheep

The “Select Sheep” (Figure 9.1) aspect of the Reports screen has buttons to do automated searches for pre-defined lists. Push the button corresponding to the sheep you want to browse to have them displayed for you on a “List” screen.

“Current Sheep” finds all sheep in FlockFiler Lite with a **Record Status** of “Current”.

“Current Ewes” finds all sheep in FlockFiler Lite with a **Record Status** of “Current” and a **Sex** value of “E”.

“Current Rams/Wethers” finds all sheep in FlockFiler Lite with a **Record Status** of “Current” and a **Sex** value of either “R” or “W”.

“Current Lambs” finds all sheep in FlockFiler Lite with a **Record Status** of “Current” and a **Age Class** value of “Lamb”.

“Current Yearlings” finds all sheep in FlockFiler Lite with a **Record Status** of “Current” and a **Age Class** value of “Yearling”.



Figure 9.1: The “Select Sheep” aspect of the Reports screen. Find common lists of sheep or perform your own database query.

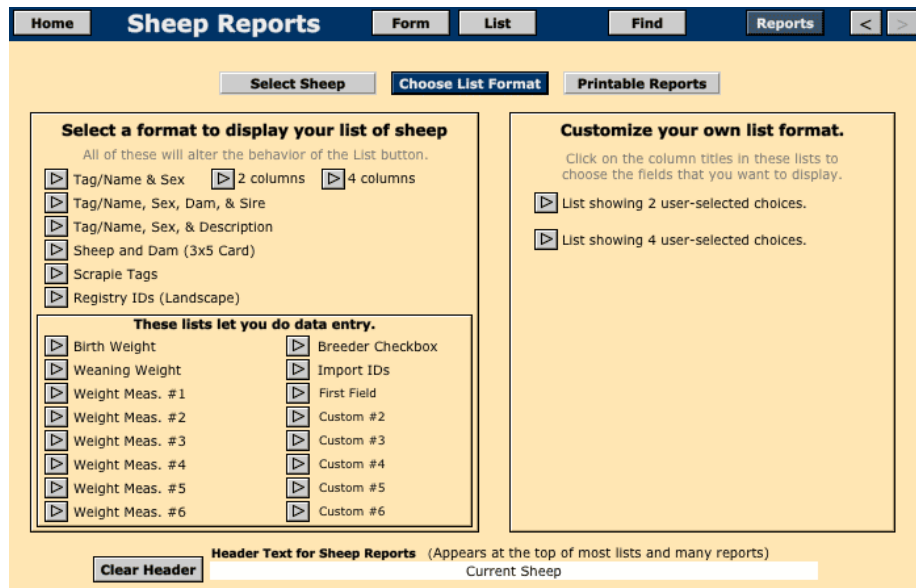


Figure 9.2: The “Choose List Format” aspect of the Reports screen. Select the way you want your sheep listed. Your choice here alters the behavior of the List button on every screen.

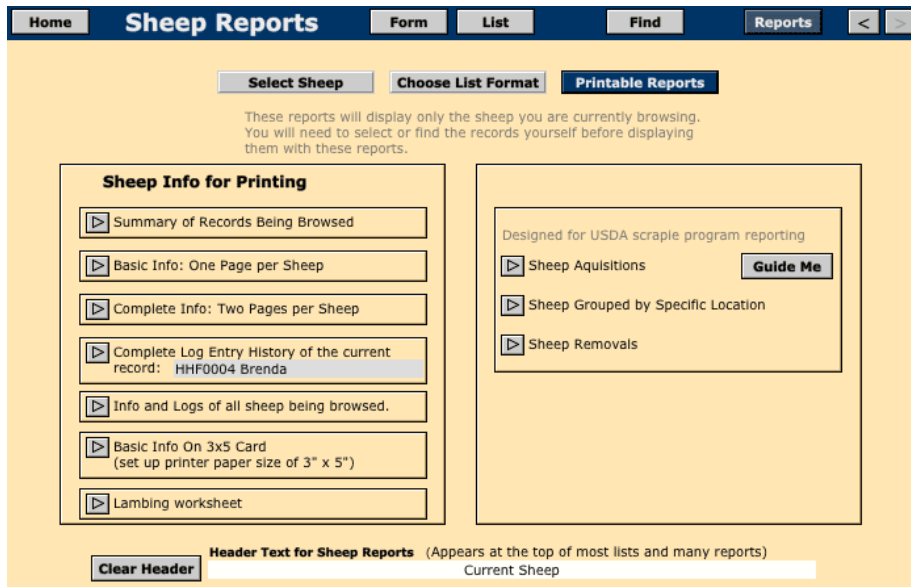


Figure 9.3: The “Printable Reports” aspect of the Reports screen. A selection of reports are available in a way optimized for printing.

“Breeding Ewes” finds all sheep in FlockFiler Lite with a check mark in the field **Breeder?** and a **Sex** value of “E”.

“Breeding Rams” finds all sheep in FlockFiler Lite with a check mark in the field **Breeder?** and a **Sex** value of “R”.

When you use any of these ready-made searches to find records, the **Header Text for Sheep Reports** is filled in automatically with some text to describe what was found.

9.2 Choose List Format

“Tag/Name & Sex” displays just a little information for each sheep and leaves the rest of the line blank so that you can have space to handwrite notes on the printout. There are three variations to this list report: 1-column, 2-column, and 4-column.

“Tag/Name, Sex, & Parents” displays the Tag/Name of the sheep’s parents also. This is the default List for FlockFiler Lite when it is first installed. This list can be selected at any time by pushing the List button while holding down the Alt key on Microsoft Windows or the Option key on Macintosh.

“Tag/Name, Sex, & Description” displays a calculated “Description” field which represents FlockFiler Lite’s best guess at the a description of the sheep using one of the fields you have provided. For the calculated description it will use the first non-blank field out of the following: **Description**, **Wool Color**

plus **Color Pattern**, or **Breed Description**.

“Scrapie Tags” displays the Scrapie Tag ID for the sheep along with other information about the sheep’s age, acquisition date, and location.

“Registry IDs (Landscape)” is a similar report except it displays the Registry ID values instead of the Scrapie Tag values. It also displays the Registry IDs of the parents and the breed. Because the report is wide, it needs to be printed out with your paper oriented in landscape mode.

“Sheep and Dam (3x5 Card)” displays a list of the sheep’s ID **and/or Name** and its Dam’s ID **and/or Name** formatted to fit onto 3x5 cards (3 inches by 5 inches). This report is designed primarily as an aid during lambing. By carrying all the tag numbers of the lambs and the corresponding dams in your pocket, you can have the information that you need to reunite separated lambs and mothers in the pasture.

9.2.1 Lists allowing data entry

“Birth Weight”, “Weaning Weight”, and the “Weight Meas. #1” through “Weight Meas. #6” list reports display the corresponding weight measurement. You can do data entry directly on these lists so that you can more rapidly do data entry of weights on many sheep at once. This also lets you use the list as a printed worksheet for your planned weight measurements and then rapidly transcribe the handwritten measurements into the same list on the FlockFiler Lite screen.

The “Breeder Checkbox” allows for rapid data entry into this fields in the List format.

“Custom #1” through “Custom #6” will automatically adjust the Custom # field names to match how you have defined them on the “Appearance” aspect of the Customize screen. These reports let you see and edit one of your custom fields in a list alongside your sheep. These reports are especially useful if you have defined your custom fields to help you keep track of working lists such as your cull list, breeding groups, or sale groups.

9.2.2 Create your own list format

“List showing 2 user-selected choices.” and “List showing 4 user-selected choices.” are special reports that show your choice of fields in a list for the sheep you are browsing. The titles at the top of these lists are menus that you can select to choose what field is displayed in each column.

9.3 Printable Reports

The reports on the “Printable Reports” aspect of the Reports screen (Figure 9.3) are designed to be printed out. They display on your screen too but they are primarily formatted to fit nicely onto a sheet of paper.

When you push the button for the report it will display your page on screen in Preview Mode. This gives you an on-screen preview of how it will look

when you print it out. Instead of moving between records in this view, you move between pages using the Book at the upper left corner in the Status Area. When you are ready to print what you see on the screen, chose Print from the File Menu like you would from any other program on your computer.

“Summary of Records Being Browsed” displays one page with a table of numbers tallying how many sheep you have in different age groups, sex groups, and breeding vs. non-breeders. It gives you a quick inventory of the sheep you are browsing.

“Basic Info: One Page per Sheep” displays all of the information on the “Basic” and “Genealogy” screens formatted to fit on one printable letter-sized page. You can use this to provide a document to the new owner if you sell a sheep to another farm.

“Complete Info: Two Pages per Sheep” displays all of the information on the “Basic” and “Genealogy” screens formatted to fit on the first of two letter-sized pages. This first page is identical to the “One Page” report above. The second page presents the information from the “Measuring” screen.

“Complete Log Entry History of the current record:” will display all of the log entries that apply to the sheep you are presently browsing. You can use this to provide a document to the new owner if you sell a sheep to another farm. The information is presented to fit onto letter-sized paper.

“Basic Info On 3x5 Card” displays much of the sheep’s basic info to fit onto a 3x5 card. This is useful if your printer supports this size paper. You may need to define a custom paper size with your printer software. The report will not display (or print) correctly, if you haven’t configured the right sized paper in the “Print Setup...” or “Page Setup...” menu selection in the “File” menu.

The “Lambing Worksheet” is designed to be printed out in landscape mode and carried with you into the field for handwritten data collection. Find the pregnant ewes who are close to lambing before running this report. If you have documented the breeding in a Log Entry, the “Due after” date and the Sire may be filled in for you. There are places on the Lambing Worksheet printout for you to fill in data on each lamb (up to triplets).

Chapter 10

Importing/Exporting

If you want to exchange information with another computer program such as a spreadsheet or another database, FlockFiler is happy to participate. You can export any information you have typed into FlockFiler.¹ This can be useful if you want to work with the data in a spreadsheet or create some fancy printout in another program, or you might decide to move to a different database in the future.

Similarly you can import information into FlockFiler Lite from a variety of sources. Importing is trickier than exporting since you need to be more familiar with the structure of the data so that you import the information into the correct places and make any needed cross references between records. FlockFiler Lite provides some tools to assist with the tricky parts.

When you import or export, note that the checkbox fields are text fields that use a “1” when they are checked and are empty when unchecked. Otherwise the field is blank or zero.

¹This is actually a very powerful feature not commonly found in commercial solutions.

Table 10.1: FlockFiler Lite can import and export to a variety of File Formats For most purposes, the best format choice will be either Tab-Separated Text (.tab) or Comma-Separated Text (.csv). The FlockFiler “Merge” choice is the same as Comma-Separated Text except that the Merge format has an extra row at the top containing the names of the fields.

File Format	File Ext.	Import	Export
Tab-Separated Text	.tab, .txt	x	x
Comma-Separated Text	.csv, .txt	x	x
FileMaker Pro	.fp7, .FFP	x	x
HTML Table	.htm		x
Merge	.mer	x	x
Microsoft Excel	.xls, .xlsx	x	x
XML	.xml	x	x

Since text fields can span multiple lines, when importing or importing from ASCII file formats that use a carriage return or linefeed to mark the end of a record, line breaks in the data itself are encoded as an ASCII vertical tab character (11 in decimal, B in hexadecimal, or 13 in octal). This is usually only an issue in the files exported from FlockFiler.

10.1 Importing

10.1.1 General

To import records into FlockFiler Lite, choose “Import Records;File...” from the File menu at the top. This will open up an Open File dialog that asks you to find the file containing the information you want to import. We will call your file selection the Data Source. Data Sources can be in a variety of formats as shown in Table 10.1.

For advanced users an XML data source allows you to use an XSLT stylesheet to manipulate the XML file prior to importing. To make proper use of this, you’d have to match the specific XML input grammar that FlockFiler understands.

If you want to import an entire folder full of image files or text files, FlockFiler can do that too. This can be done by “Import Records;Folder...”. Usually this will be for importing these items into new records.

After selecting your file, you are presented with the Import Field Mapping dialog (Figure 10.1). The right hand side of this dialog contains a list of all the fields in FlockFiler Lite. There are many database fields in FlockFiler Lite that are required for intermediate calculations or are needed to implement the details of the user interface. These fields are not useful for importing or exporting and are named to start with “zz_” so that they appear at the end of an alphabetical listing of the fields. You can ignore any of these “zz” fields when importing or exporting.

The left hand side of the Import Field Mapping dialog contains the fields it found in your Data Source. Match up the fields to tell FlockFiler Lite how to import the records. If you choose to “Update matching records in current found set” or to “Replace data in current found set”, you need to be browsing the affected records in FlockFiler Lite before you choose “Import Records...”. Also you need to specify one or more “Match fields” to specify how to match up the records in the Data Source with those in FlockFiler Lite. If you are re-importing data that came from your FlockFiler Lite, use the `_kp_SHEEP_id+` field to match up the records.²

10.1.2 Importing Lineage From a File

FlockFiler Lite has some special import fields to assist you in handling the lineage information. As you know, in FlockFiler Lite each sheep’s Dam and Sire needs to be specified and the rest of the lineage is calculated from that.

²This presumes that you have exported the `_kp_SHEEP_id` field previously.

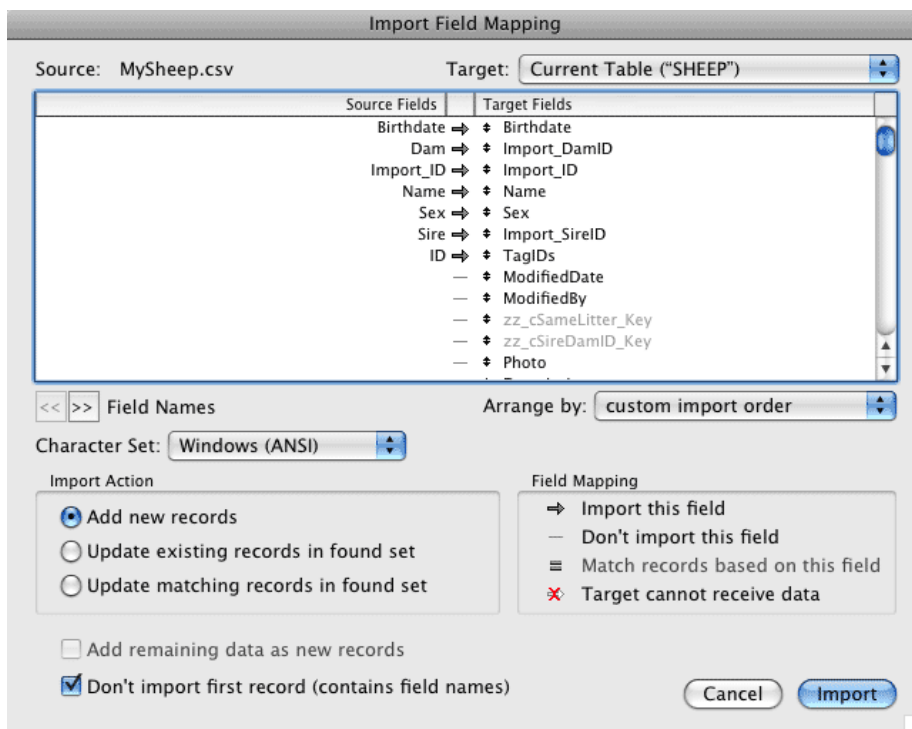


Figure 10.1: Import Field Mapping Dialog.

FlockFiler Lite uses its internal `Record ID` values to cross-reference these sheep records instead of more fragile user-entered fields.³ Therefore, when importing records from another source, specifying the `Dam` and `Sire` needs to be handled with care.

In the Import Field Mapping Dialog, you will find three fields: `Import_ID`, `Import_SireID`, and `Import_DamID`. These do not appear on any data entry screen. When you import your information into these special import fields, FlockFiler Lite will automatically fill in the correct information into the normal `Sire` and `Dam` fields.

In your Data Source, you will have some sort of unique code for each sheep that you use as an identifier to specify the `Dam` or `Sire`. There are a variety of ways that people record their information with some being easier to handle than others. Let us examine some of these situations and we can see how they would be imported into FlockFiler Lite.

Specifying Lineage by ID

In a spreadsheet format, your Data Source might look like the following.

ID	Name	Sex	Dam	Sire
003	Edith	E		
005	Ralph	R		
010	Ronald	R		
018		E	003	005
034		W	018	010

In this example, the “`Dam`” and “`Sire`” are consistently specified using the corresponding value in the “`ID`” column.⁴

In order to make proper use of the `Import_ID`, `Import_SireID`, and `Import_DamID` fields you will need to convert the above table into the following format by making a copy of the “`ID`” column.

ID	Name	Sex	Dam	Sire	Import_ID
003	Edith	E			003
005	Ralph	R			005
010	Ronald	R			010
018	Lois	E	003	005	018
034	Walter	W	018	010	034

The precise order of the columns is not important. It is important that you make an additional copy of the “`ID`” field so that you have one column to

³Cross-referencing records using fragile, user-entered fields such as the Name or Tag Number is a common design flaw in many other commercial record keeping solutions. It seems like a good idea at first glance, but a properly friendly user interface allows the user to change or edit the Name and/or Tag Number to correct mistakes or to accommodate the user’s change of mind on a name or a replacement of a lost tag with a new number. When that happens, all records that cross-reference the sheep under the old name or ID become broken. FlockFiler Lite’s method of using internally assigned `Record ID` numbers is immune to that problem.

⁴The values in the “`ID`” column could be a combination of letters and numbers instead of just the pure numbers shown in the example.

import into FlockFiler Lite’s **Tag(s)** field (or **Registry ID**, **Scrapie Tag ID** or appropriate place for the type of identifier it is) and one copy to import into the hidden **Import_ID** field.

There is another important consideration. The records must be sorted such that the oldest sheep appear first in the list. More precisely, any sheep referenced in the “Dam” or “Sire” columns must already appear earlier in the list. Breeders must appear in the list before their offspring.

If you don’t sort the records ahead of time, you will need to import the **Import_ID** column first and then import using update matching records for the remaining columns.

Specifying Lineage by Name

It could be that your “Dam” and “Sire” are consistently specified using the corresponding value in the “Name” column.

ID	Name	Sex	Dam	Sire
003	Edith	E		
005	Ralph	R		
010	Ronald	R		
018	Lois	E	Edith	Ralph
034	Walter	W	Lois	Ronald

In this case, in order to make proper use of the **Import_ID**, **Import_SireID**, and **Import_DamID** fields you will need to convert the above table into the following format by making a copy of the “Name” column.

ID	Name	Sex	Dam	Sire	Import_ID
003	Edith	E			Edith
005	Ralph	R			Ralph
010	Ronald	R			Ronald
018	Lois	E	Edith	Ralph	Lois
034	Walter	W	Lois	Ronald	Walter

Specifying Lineage Sloppily

If your records are not using one type of identifier consistently, then you will need to do more work to get your information ready to import into FlockFiler Lite. In the following (sloppy) example, both the “ID” and the “Name” are used.

ID	Name	Sex	Dam	Sire
003	Edith	E		
005	Ralph	R		
010	Ronald	R		
018		E	Edith	Ralph
034		W	018	034

This situation is more prone to happen when spreadsheets or other do-it-yourself solutions are used to store the lineage information. Commercial solutions generally maintain strict rules about what types of information can be used where.



Figure 10.2: Second dialog to specify the options for importing. The checkbox should **always** be checked so that these auto-entered features are used.

In this case, in order to make proper use of the `Import_ID`, `Import_SireID`, and `Import_DamID` fields you will need to make a new column (`Import_ID`) that contains the value that is used in the “Dam” or “Sire” column to identify that sheep.⁵

ID	Name	Sex	Dam	Sire	Import_ID
003	Edith	E			Edith
005	Ralph	R			Ralph
010	Ronald	R			Ronald
018		E	Edith	Ralph	018
034		W	018	034	Ronald

Importing The Lineage

Once the information in your Data Source is in the nice format described above, you are ready to import these records into FlockFiler Lite. Choose to “Import Records...” from the File menu. A standard “Open File” dialog will open. Select the file containing the information you wish to import. If the first line of your import file has the headings shown in the previous example, configure the Import Field Mapping Dialog to look like Figure 10.1

After pushing the “Import” button, another dialog (Figure 10.2) will ask if FlockFiler Lite should “Perform auto-enter options while importing”. Check the box since we *do* want these “auto-enter options” to be done. These auto-enter features are necessary for the `Sire` and `Dam` fields to be filled in automatically from the values you import into the special `Import_` fields. It will also make FlockFiler Lite automatically increment the internal `Record ID` field and ensure that all subsequent data entry gets assigned a unique number in that field.

⁵If you have used “Edith” for the value of the Dam in one record and “003” on another, you will need to change each of those records to consistently use either “Edith” or “003” and then put that value into the new column. FlockFiler Lite can handle a wide variety of information formats, but it does require your format to be self-consistent.

10.1.3 Importing the Breed

Import the fractional values of the breeds of your sheep into the ten fields: `BreedFraction_01` through `BreedFraction_10`. These fields numbered 01 through 10 correspond to the ten breeds in the `Specify Breeds` field on the “Available Breeds” aspect of the Customize screen. The top line in `Specify Breeds` corresponds to `BreedFraction_01` and the last one to `BreedFraction_10`. The values in these fields are text values depicting fractions as used for data entry on the “Extra Data Entry” aspect of the Advanced screen.

When importing the breed from a spreadsheet you would make ten columns to represent these breeds and fill in values in the corresponding positions. It is fine to leave values blank when they are zero or when you don’t want to provide a value to let FlockFiler Lite calculate it for you from the ancestry.

Importing Log Entries

Log entries are connected to the Sheep records using an intermediate table called “JOIN”. Importing Log entries is done in two steps. Import the Log entries into the LOG table and then import their connections to sheep into the JOIN table.

Navigate over to the Log Entries form to import records there. Once there when you select “Import Records;File...” from the File menu, you will be importing into the Log Entry table instead of the Sheep table. Import a unique identifier for the Log into the `Log_Import_ID` field in the Log Entry table. Opt to auto-enter serial values.

To connect these imported Logs to sheep, navigate to the JOIN table using the Layout menu in the Status Area. Once there when you select “Import Records;File...” from the File menu, you will be importing into the JOIN table. Import into the `Sheep_Import_ID` and `Log_Import_ID` fields. Import the unique values that you’ve set up to identify the sheep and log entries. If the sheep table doesn’t already have these unique values, you will need to import or assign them into the `Sheep_Import_ID` field prior to importing into JOIN. Note that when you import into the JOIN table in this way, you will need to opt to have the serial numbers and lookup values auto-entered when importing.

10.2 Exporting

Exporting is the process of saving a copy of the information in FlockFiler Lite in another format readable by another program. FlockFiler Lite can export to a variety of file formats as shown in Table 10.1.

To export records that you are actively browsing, choose “Export Records...” from the File menu at the top. In the Save File dialog that comes up, choose the type of file that you want to create as well as the location and name of the file. Then you will be presented with another dialog that asks you to specify which fields in the database to export and in what order. This is the Specify Field Order for Export dialog as shown in Figure 10.3.

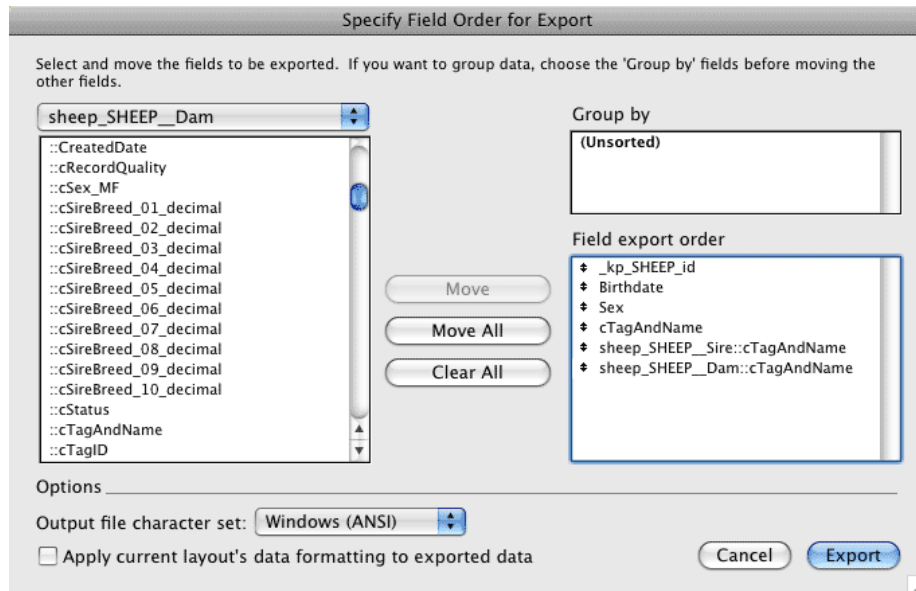


Figure 10.3: Specify the Fields and the Field Order for the Export Dialog.

For maximum compatibility the Merge format may be the best choice since it is Comma-Separated format plus a header line containing the field names that will appear at the top of your spreadsheet columns. If you use FlockFiler Lite's Merge output format, you may need to rename the exported file to have a filename extension of “.csv” instead of the default “.mer” so that third-party programs will properly interpret it as a readable file in the “Comma-separated values” format.

Refer to the comprehensive description of FlockFiler Lite's fields in *FlockFiler Lite Technical Reference Guide* to assist you in figuring out what fields are useful to export and what they are named. When you are ready, push the “Export” button to have your records exported into the file you specified.

You can choose to export any or all fields in your sheep records.⁶

If you want to export the information in the Log Entry section, visit one of the Log Entry forms and export your choice of records from there.

⁶The **Photo** field is the only data-entry field that cannot be exported to all of the export formats. The only choice of format that lets you export an image is the FileMaker Pro format.

Chapter 11

More Menu Features

11.1 File Menu

11.1.1 File Options...

11.1.2 Page Setup.../Print Setup...

This is the familiar Setup dialog for printing. This menu selection is labeled “Page Setup...” on Macintosh systems and “Print Setup...” under Microsoft Windows®.

11.1.3 Print...

Print anything displayed on your screen to the printer. You can see what will be printed out by using Preview Mode.

11.1.4 Import Records...

You can import records from other Data Sources. See Section 10.1.

11.1.5 Export Records...

You can export records to a variety of file formats. See Section 10.2.

11.1.6 Save/Send Records As

Using this menu you can export your records to a file in Microsoft’s Excel format. You can choose to use the old Excel 95-2004 workbook format (.xls) or the newer .xlsx format.

11.1.7 Send Mail...

You can send your records as an e-mail message directly from within FlockFiler.

11.1.8 Save a Copy As...

If you want to make another copy of the FlockFiler Lite file, you can choose to save a copy. This is not something that you are likely to want to do. If you do choose to make a copy in this way, be aware that FlockFiler Lite requires that its working files be named exactly the same as the originals you installed. If you save a copy under a different name, you must rename it back to the original name in order to use it without problems.

The “Save a Copy As...” dialog has three choices for the format of the copy.

copy of current file

This saves a copy in the normal format identical to the working file.

compressed copy (smaller)

This takes longer than a normal save. It does some optimizations and eliminates unused space in the file. This extra cleaning effort is more work and the save process takes longer, but the file is usually much smaller than what you achieve with a normal save.

clone (no records)

This makes a blank copy. This saves a copy that has all of the records removed. This selection is of no practical use for FlockFiler since you can achieve a better result by getting a fresh copy of the empty FlockFiler files as part of a fresh installation.

11.2 Edit Menu

11.2.1 Undo

When available, Undo will reverse the previous action. Only one level of Undo is available. The Undo selection will adapt to the circumstance and provide a different wording depending on the thing it would undo. If you type in a field, it will say “Undo Typing”. After pasting text into a field it will say “Undo Paste”, and so on. This menu selection will be disabled and say “Can’t Undo” if FlockFiler cannot Undo the previous action.

11.2.2 Cut, Copy, Paste, Clear, Select All

These are the standard editing selections to edit text or graphics.

11.2.3 Copy All Records

This copy operation will copy information from the fields being displayed on screen from every record you are browsing. The **Photo** field is not copied.¹ Some internal calculation fields are also not copied since they are presented on-screen only for managing the user interface and do not contain data useful to the end user.

The data in each field is in a separate column. Each column is separated by a tab character. Information from each record will go in a different row of text. The first line of the text contains the names of the fields. This can be very handy if you want to work with the information in a spreadsheet to edit it for a special printout or even graph it. Paste this directly into a spreadsheet and it will automatically distribute it into separate columns in the spreadsheet.

This special Copy All Records operation is a one way trip out of FlockFiler Lite. You cannot paste information back into all of the records at once this way. You should Import your information instead.

The internal unique record id number is automatically added as the first column of the copied information. This is to facilitate importing the information back into FlockFiler Lite to update records when matching on the ID.

11.2.4 Find/Replace

This menu selection provides a method of searching for and replacing pieces of text similar to what you might find in a word processor. You can choose to search and replace across multiple data entry fields and multiple records.

11.2.5 Spelling

The Spelling menu lets you customize what language and spelling dictionary file you want to use. You can edit entries your “User Dictionary” to add or remove words from a list that is used in conjunction with the primary language dictionary.

From the Spelling menu you can check spelling on one record or all records.

11.2.6 Export Field Contents...

When you click in a field and choose “Export Field Contents...” from the Edit menu, you can save the contents of a field into a file. Most commonly this will be a text file. If you do this for the **Photo** field, it will save an image file or whatever you saved in **Photo**.

¹If you want to copy the **Photo** field on every record you need to do it on at a time using Copy.

11.3 View Menu

11.3.1 Browse Mode, Find Mode, Preview Mode

These selections change the interaction mode of FlockFiler Lite. See Section 4.6 for a description of these modes.

11.3.2 View as Form, View as List, View as Table

These selections are chosen automatically for each screen as appropriate to the type of information displayed. When you are on a List layout, the “View as Table” choice on this menu becomes available. The Table view presents the information in a streamlined spreadsheet-style format. Like a spreadsheet you can rearrange and resize the columns. Clicking on a column title will cause the records to be sorted by that column.

11.3.3 Status Toolbar

This menu selection hides or reveals the Status Area. In FlockFiler Lite this is disabled so that the Status Area is always visible.

11.3.4 Formatting Bar

The Formatting Bar provides an additional bar on-screen under the Status Area. This bar contains tools to help you format text. You can select the font, font size, bold, italics, underline, and specify how the text is justified.

11.3.5 Text Ruler

With this menu selection you can show or hide the Text Ruler that runs across the top of the window. This is not usually a particularly useful feature for FlockFiler Lite. It is intended to act as a guide to see how much horizontal space the items on the screen occupy.

11.3.6 Zoom In, Zoom Out

These selections magnify the image on the screen (Zoom In) or shrink it (Zoom Out). You can achieve a magnification range from 25% to 400% with these zoom controls. You can also zoom in and out using the controls at the lower left hand corner of the window (Section 4.3). The number indicates the current level of zoom. The default is 100%.

11.4 Insert Menu

The Insert Menu is used to help you insert information into the fields of FlockFiler Lite. The menu selections only become active when you are doing data

entry inside a field.

11.4.1 Picture, QuickTime, Sound...

The “Picture...”, “QuickTime...”, “Sound...” menu selections are only active when you have clicked into a Container field. The `Photo` field is the only example of a Container field in FlockFiler Lite. Container fields can hold images, movies, sound recordings, or files. You can copy and paste into these things into the `Photo` field, but you might find it more convenient to use the “Picture...” selection in the Insert Menu to choose a picture on your computer to insert into that field.

If Apple’s QuickTime is not installed on your computer, the QuickTime menu will be disabled. QuickTime is available to download and install for free from Apple’s website at <http://www.apple.com/quicktime/>.

Under Microsoft Windows FlockFiler has an additional item on the menu that it can insert: “Object...”. This is to support Microsoft’s OLE which allows you to insert information from another Microsoft Windows application such as graphics, spreadsheets, sounds, or text.

11.4.2 Current Date, Time, or User Name

If you want to have FlockFiler Lite type in the current date, current time, or your username into a field, these are the menu selections for you. This is intended to save you typing. All three selections are available for text fields. Date fields can only use Current Date and time fields can only use Current Time.²

11.4.3 From Index...

The majority of fields in FlockFiler Lite have an Index built into them behind the scenes. Like an index in a book, this Index is composed of the significant words found in the field in each of the records. When you choose Insert From Index, you are presented with a list of all of the words typed into that field on any record.

This is essentially a tool to jog your memory when you are trying to search in a free-form text field like the `Note` field. For example you might have put a message in the `Note` field on one of your sheep records that details the name of the farm where you bought that sheep. You would now like to find which sheep that was by searching in the `Note` field but you can’t remember the name of the farm. Start a Find and then click in the `Note` field. Then choose Insert From Index... The words in the name of the farm will appear in the list. Choose a keyword in the list to have it typed in for you. Then do your search.

²At present, there are no Time fields in FlockFiler Lite.

11.4.4 From Last Record

To assist you in doing repetitive data entry work, you can have FlockFiler Lite type in a value for you by using what was typed into the previous record you visited. If you are typing in ten records in a session and they have much in common, you can type in the first record entirely on your own. Then on each field in the second and later records, you might use Insert From Last Record to save you typing the same thing again in that field.

11.5 Format Menu

The format menu is there to help you format the text that you type in the fields. Most of this is very similar to the choices that you have in a word processor or other text oriented program.

11.6 Records Menu (Requests Menu)

Much of what you find in the Records menu is doable by using the buttons on-screen. Some of the selections are only found in the Records menu.

When you are in Find Mode, the name of the menu changes to “Requests” instead of “Records”.

11.6.1 New Record (Add New Request...)

This menu item has identical behavior to the New Record or New Request button on-screen in the Status Area.

11.6.2 Duplicate Record (Duplicate Request)

Duplicate Record will...drumroll please...Create a duplicate of your record. This is could be useful when you are entering newly born lambs. If a set of triplets is born, you can enter the first fully and then duplicate it twice. Change only the information that is different (such as the Tag (s)) in the other two records.

11.6.3 Delete Record... (Delete Request...)

This menu item has identical behavior to the Delete Record or Delete Request button on-screen in the Status Area.

11.6.4 Delete All Records/Delete Found Records

Like it sounds, this one is pretty dramatic. It deletes all of the records you are currently browsing. It will ask you if you really want to do this in case you chose this menu selection by accident.

If you are browsing all of your records, the menu selection will be titled “Delete All Records”. If you are browsing less records, the selection is titled “Delete Found Records”.

11.6.5 Go to Record

The Go to Record menu provides an alternative to clicking on the record navigational buttons in the Status Area. The “Go to...” selection lets you type in a record number to navigate to that positioned record in the current found set. The primary use of the Go to Record menu for FlockFiler Lite users is to provide a reminder of the keyboard shortcuts for navigating forward and backward between records.

11.6.6 Refresh Window

The Refresh Record menu item redisplayes the contents of the FlockFiler screen. This is not usually needed.

11.6.7 Show All Records

To change to browsing all records, choose Show All Records from the Records menu. If you are already browsing all records, this selection will be disabled.

This is identical to the “Show All” button in the Status Area.

11.6.8 Show Omitted Only

Instead of showing all records, this shows you the records that you aren’t actively browsing. For example if you have 100 records in total in FlockFiler Lite and are browsing 10 of them, then “Show Omitted” will switch to letting you browse the other 90.

This menu selection works identically to clicking on the green pie chart icon in the Status Area.

11.6.9 Omit Record

This will remove the record from the list you are actively browsing. It will not delete a record, it will just remove it from the Found Set of records you are currently browsing.

11.6.10 Omit Multiple...

If you want to omit more than one record from your active list, use the Omit Multiple... menu item. It will omit records starting with the one you are presently browsing. Enter the number of records in total that you would like to omit when the dialog pops up.

11.6.11 Isolate Record

The Isolate Record command omits all records in the current found set except for the record that you are currently browsing. This leaves you browsing only one record.

11.6.12 Modify Last Find

This achieves the same result as discussed earlier in Section 7.2.6. Remember that that using the “Find” button on-screen will navigate to the Form screen for you and this menu selection will not.

11.6.13 Saved Finds

The Saved Finds menu provides tools to reuse, save, and edit find requests.

11.6.14 Sort Records...

This will bring up the Sort Records dialog. This is described in Chapter 8.

11.6.15 Unsort

Unsort removes the sorting of the current found set and returns the records into the order that the records were originally entered.

11.6.16 Replace Field Contents...

This is a very powerful feature. It is for advanced users and has the potential to affect many records in one step. Replace Field Contents... is used when you need to change the information in a field on many records at once. A situation like this might arise fairly often.

For example, you might sell all of your 50 lambs to a single buyer, Ovine Industries. After you Find your lambs by searching for **Age Class** of “Lamb”, you are browsing your 50 lamb records. To note the sale, you can type in “Sold to Ovine Industries” in the **Note** field onto the first record. It would be nice to save yourself the effort of typing this identical message into the remaining 49 records. That’s where Replace... comes to the rescue. With your cursor still in the **Note** field, choose Replace... from the Records menu. The Replace dialog comes up (see Figure 11.1). The default choice shown in the dialog is to enter the same information into all 50 records. This is what is needed here so push the “Replace” button to do it.

Note that the “Document Removing Sheep from the Flock” button on the Guided Actions aspect of the Advanced form provides the tools to change many fields on many records at once instead of changing one field at a time using Replace Field Contents directly.

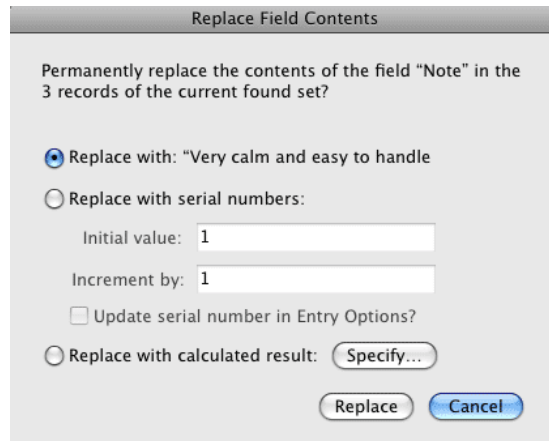


Figure 11.1: Replace dialog.

The second option in the dialog “Replace with serial numbers” will let you fill in a series of numbers into the same field on successive records. This is not very useful in most cases.

The third option “Replace with calculated result:” is where all the power lies. This is where advanced users can really flex their muscles. When you push the “Specify...” button, another dialog comes up that allows you to type in a formula. This formula can use any of the FlockFiler Lite fields put together in different ways in addition to a variety of mathematical functions. In the case of the sale of 50 lambs above, you could use this “calculated result” feature to customize the **Note** for each record. As an example we could add the Primary Tag to the message on each record by typing in the formula “Lamb " & cTagID & " was sold to Ovine Industries.”. See Figure 11.2.

The calculation language is similar to what you might use for doing calculations in spreadsheet cells. At the upper right side of the Specify Calculation dialog (shown in Figure 11.2) you will find a list of all of the available functions. At the upper left there is a list of all of the available fields you can use in your calculations. In both lists you can click twice on an item and it will be inserted into your calculation.

11.6.17 Relookup Field Contents

“Lookup” is used to lookup information in another part of the database and automatically type it into a field when a new record is created. The “Relookup” command is used to refresh the information that is looked up in this way.

While there are some fields in FlockFiler Lite that use this Lookup feature internally, buttons are provided on-screen to carry out a Relookup where appropriate. Therefore it is unlikely that you would ever need to use the Relookup menu command directly.

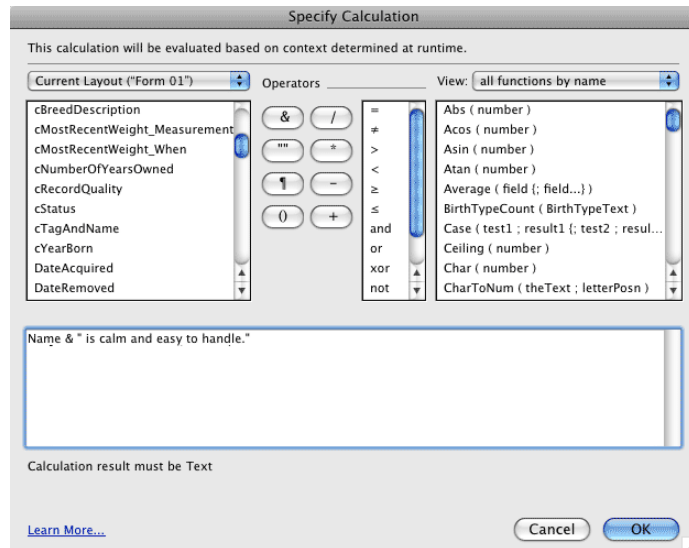


Figure 11.2: The Specify Calculation dialog when you choose “Replace with calculated result”.

11.6.18 Revert Record...

Revert Record is useful in some situations. If you are making changes to a record and have not yet committed the record, you can use Revert Record to undo your typing and restore the field’s contents. A record is committed when you click on the background, hit the Enter key, or navigate to a different record.

If you are using the tab key to move between fields and have not done anything yet to commit the record, all those fields that you have changed while navigating using the tab key can be restored when you Revert Record. Even though you are moving between multiple fields, tabbing between fields does not commit the record.

11.7 Scripts Menu

The Scripts menu contains activities that FlockFiler Lite is prepared to do for you. Most of these are already available by pushing the corresponding button on a screen, but since sorting or searching can be useful anywhere on any screen, they are available in the Scripts menu as well.

11.7.1 “Go to” Scripts

These are navigation tasks that duplicate the functionality of on-screen buttons. They are provided in the Tasks menu so that you can take advantage of the keyboard shortcuts applied to the first ten tasks in the Scripts menu.

11.7.2 “Finding” Scripts

These “Find” tasks are the same ones that you find on the Reports screen. They are included in the Scripts menu for your convenience.

11.7.3 “Sorting” Scripts

These “Sort” tasks are the same ones that you find on the List screen. They are included in the Scripts menu for your convenience.

If you need to undo a sort operation and put your records back into their “natural” order, you can use the “Unsort” selection. The “natural” order usually means the order in which you entered the records but it really means the order that FlockFiler Lite stores the records inside itself and that may change over time.

11.7.4 “Utilities” Scripts

Memorize Records/Display Memorized Records

To help you when browsing lists of records, FlockFiler Lite can remember the set of records you are currently browsing so that you can come back to them later. This only works during your current work session. If you quit and start up FlockFiler Lite again, the memorized records from the previous session will be lost. FlockFiler Lite will start up again browsing the same records as when you quit.

Calibrate All Record ID Counters

Each record in each table in FlockFiler Lite maintains an internal unique identifier number that is automatically assigned. If you import records, you should almost always choose to auto-update serial numbers when importing. If you don't opt to do this or you import directly into any of the internal ID fields (`_kp_SHEEP_id`, `_kp_LOG_id`, or `_kp_JOIN_id`), you should use the “Calibrate All Record ID Counters” script. This will ensure that all new records will be assigned IDs that are unique.

11.7.5 Open Folder

The “Open Folder” scripts will open up selected folders located inside the “FlockFiler” folder. This task does the same thing as the buttons on the “Data Management” aspect of the “Advanced” form.

11.7.6 Close Window

If you have opened additional windows using Open Window in the Window menu, you can close the window using “Close Window” in the Scripts menu.

11.7.7 Go Forward/Go Back

These menu selections do the same thing as the Back and Forward buttons on screen. They cause you to go back to the previous screen visited or step forward again after you have gone back one or more steps.

11.8 Window Menu

The Window menu provides tools for opening up new windows, selecting among the open windows, and manipulating how you are viewing multiple windows.

Chapter 12

Updating

When you update to a newer version of FlockFiler, the previous version's backup file is used to migrate your data.

Each time you quit FlockFiler Lite, a backup file is created in the "Backups" directory when you answer "Save" in the dialog. It is critical to save a backup file in order for your data to be transferred to the new version.

The FlockFiler Lite backup file is named "FlockFilerLiteBak200.FFP" You can locate this backup file at any time by using the 'Show "Backups" Folder' button on the "Data Management" aspect of the "Advanced" screen.

After you have obtained a newer version of FlockFiler, when you run FlockFiler Lite for the first time, it will ask you if you want to update from a previous installation (see Figure 1.2). Choose "Update" in the dialog to instruct FlockFiler Lite to erase the sample records and read in the backup file from your previous installation. If multiple save files are located in the Backups folder, FlockFiler Lite will read in data from the save file corresponding to the latest version.

If you don't answer "Update" and choose "Demo" instead, you can push the "Erase and Use Backup Copy" button on the "Data Management" aspect of the "Advanced" screen.

Chapter 13

Making Backups

Each time you quit FlockFiler Lite, a backup file will be created in the “Backups” directory. The backup file is named “FlockFilerLiteBak200.FFP”. When you are asked if you want to “Save”, do it. Saving a backup copy each time is a very good idea.

The only reason to “Don’t Save” is if you have made some dramatic and unwanted changes during your current session and you want to revert to the previous backup copy. If you save, then it will overwrite the previous one with the information in your current, unwanted session.

You can make FlockFiler Lite create backup files at any time by pushing the “Save A Backup Copy” button on the “Data Management” aspect of the “Advanced” screen. You can easily locate these backup files by pushing the ‘Show “Backups” Folder’ button or the “Show Backups Folder” entry in the Scripts menu.

It is a good idea to make a backup copy of the FlockFiler installation folder to some place outside your normal computer so that you can easily recover your FlockFiler installation in case your computer fails for any reason. Be sure to quit FlockFiler before making a copy of this folder.

To restore the installation from the backup files, place the backup copies into the “Backups” folder of the new installation. Then follow the upgrade procedure described in Chapter 12.

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