Quick Start - Import Sheep with a .CSV File

Sheep records can be imported into FarmWorks with a csv file if the information is formatted correctly and the spreadsheet is set up exactly as the program requires.

1. Create a new csv file in MS Excel®

» Create a new blank workbook.
» Delete the extra worksheets at the bottom of the page. A csv file can only have one worksheet.
  Right-click with your mouse on the tab for each sheet and select **Delete**.
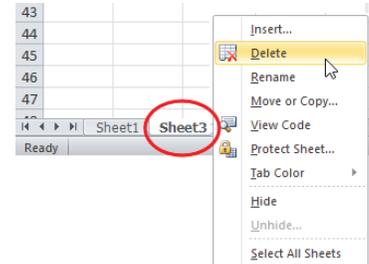
» Click **Save As**, and name the file. Save the file type as **CSV (Comma delimited)(*.csv)**. Click **Save**.
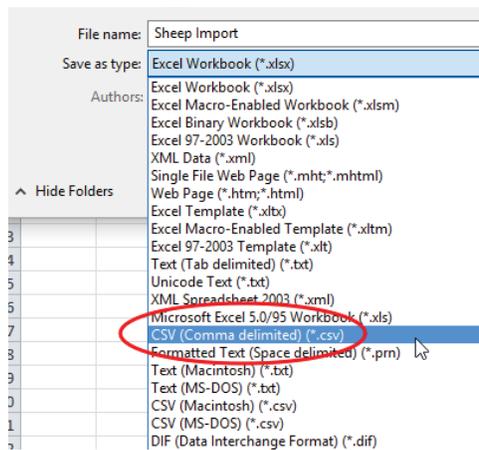
» A new message will warn about incompatible features. Click **Yes** to save.

> **Microsoft Excel** ✕
>
> ⓘ   Sheep Import.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?
>
> • To keep this format, which leaves out any incompatible features, click Yes.
> • To preserve the features, click No. Then save a copy in the latest Excel format.
> • To see what might be lost, click Help.
>
> [Yes]   [No]   [Help]
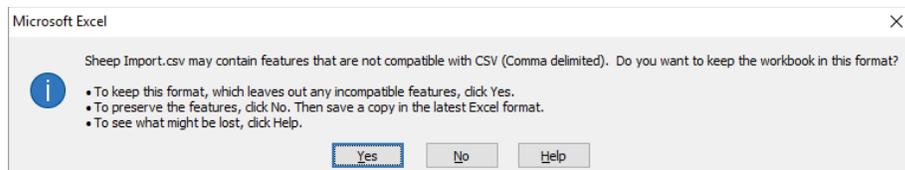
2. Name the columns

Type into the top row (row #1)
» Column A is **Tag**
» Column B is **Management Tag**
» Column C is **Name**
» Column D is **Management Group**
» Column E is **Gender**
» Column F is **Breed**
» Column G is **Date of Birth**

	A	B	C	D	E	F	G
1	Tag	Mgmt Tag	Name	Mgmt Group	Gender	Breed	Date of Birth
2							

» Column H is **Weight**
» Column I is **Dam**
» Column J is **Sire**
» Column K is **Breeding Stock**
» Column L is left empty

H	I	J	K	L
Weight	Dam	Sire	Breeding stock	(empty)

» Column M is **Purchase Date**
» Column N is **Purchased From**
» Column O is **Purchased To**
» Column P is **Seller's Name**
» Column Q is **Purchase Price**
» Column R is **Other Costs**

M	N	O	P	Q	R
Purchase Date	Purchase from	Purchased To	Seller's Name	Purchase price	Other Costs

3. Fill the columns with data

Tag number, sex, breed and date of birth must be entered for every animal; all other fields are optional. You must have a column for every field even if you are not entering any data in the column.

Column A - Tag

MANDATORY - Tag numbers are entered as the flock ID + tag number with a single space between.
The flock ID can be 2 to 5 characters (breeder prefix or Scrapie flock ID). Example: TDH or KY1234
The tag number should be 3 to 6 characters long. Example: 15028 or 99T
There must be one space between the prefix and the tag number. Example: KY1234 1502
The combination of prefix + tag must make every Tag unique in your records.

Column B - Management Tag

OPTIONAL- Management tags can be any visual tag number in any format and does not need to be unique.

Column C - Name

OPTIONAL - 16 digit Lambplan ID number - this must follow the NSIP convention:
Breed code + flock ID + year of birth + farm ID. Do not put in any spaces.

Column D - Management Group

OPTIONAL - If you want to assign an animal to a management group, you must first create that management group in FarmWorks. The management group in FarmWorks must be spelled exactly the same as the management group in this csv file.

Column E - Gender

MANDATORY - Use only the code letter: R = ram, E = ewe, L = ewe lamb, W = wether

Column F - Breed

MANDATORY - The name of the breed must be in FarmWorks already before you try to import. The breed in FarmWorks must be spelled exactly the same as the breed in this csv file.

Column G - Date of Birth

MANDATORY - Date of birth must be entered as DD/MM/YYYY. If your computer dates are set to US format (MM/DD/YYYY) you must re-format the column to be the UK format DD/MM/YYYY.

Column H - Weight

OPTIONAL - Weight of the animal when it arrived on your farm - birth weight or a purchase weight. Enter weight as a number only, do not enter lb or kg symbol.

Column I - Dam

OPTIONAL - Tag number of dam: flock ID + tag number with a single space between.

Column J - Sire

OPTIONAL - Tag number of sire: flock ID + tag number with a single space between.

Column K - Breeding Stock

OPTIONAL - Y = yes; N = no

Column L - empty column

Leave this column empty.

Column M - Purchase date

OPTIONAL - To enter purchase information you must have a purchase date, format DD/MM/YYYY.

Column N - Purchased from

OPTIONAL - Holding number, name or Premise ID of the farm or market where sheep were purchased. The farm or market with that holding number must already be in FarmWorks before you start.

Column O - Purchased To

OPTIONAL - Holding or on-farm location where sheep were sent after purchase. The holding or on-farm location must already be in FarmWorks before you start. If the animals are coming on-farm to no specific location then leave this column empty.

Column P - Seller's Name

OPTIONAL - Name of seller; does not have to be entered into FarmWorks before you start.

Column Q - Purchase Price

OPTIONAL - Number only, no dollar symbol

Column R - Other Costs

OPTIONAL - Any other amount you want to add to the purchase price.

» Your csv file should now look something like this...
» Mandatory fields are Tag, Gender, Breed and date of birth. All others are optional.

	A	B	C	D	E	F	G
1	Tag	Mgmt Tag	Name	Mgmt Group	Gender	Breed	Date of Birth
2	TDH 12045	202	6400992012TDH045	AI Rams	R	Katahdin	02/12/2012
3	TDH 12112	56Red	6400992012TDH112	AI Rams	R	Katahdin	28/01/2012
4	DASH 13005	Brutus	6400582013DA3005	AI Rams	R	Katahdin	20/04/2013
5	TDH 14217	M12365	6400992014TDH217	AI Rams	R	Katahdin	18/02/2014
6	MK 2045	781G	6400492012MK2045	AI Rams	R	Katahdin	29/03/2012
7	KY1234 16099	187458	6400772016TDH099	AI Rams	R	Katahdin	11/04/2016

H	I	J	K	L
Weight	Dam	Sire	Breeding stock	(empty)
	TDH 10614	MK 9141	Y	
	TDH 09055	CAR 10033	Y	
194			Y	
	TDH 10155	CAR 10033	Y	
177			Y	
	KY1234 08066	USD 13551	Y	

M	N	O	P	Q	R
Purchase Date	Purchase from	Purchased To	Seller's Name	Purchase price	Other Costs
15/06/2015	Keel Mart		Dashrose	955	
22/09/2012	Star Saleyard		FR Bryson	675	

4. Delete the header row and save the file

» Click to the left of the top row to highlight the entire row that has the column names.
» Right-click with your mouse - select Delete.
» The entire row should disappear and the columns should not have any names at the top.
» Save the file. Click *Yes* to the compatibility warning.
» Close the file. You will be asked if you wish to save the changes. Click *Yes*.

	A	B	C	D	E	F	G	H	I	J	
	Tag	Mgmt Tag	Name	Mgmt Group	Gender	Breed	Date of Birth	Weight	Dam	Sire	Bre
2	TDH 12045	202	6400992012TDH045	AI Rams	R	Katahdin	02/12/2012		TDH 10614	MK 9141	
3	TDH 12112	56Red	6400992012TDH112	AI Rams	R	Katahdin	28/01/2012		TDH 09055	CAR 10033	
4	DASH 13005	Brutus	6400582013DA3005	AI Rams	R	Katahdin	20/04/2013	194			
5	TDH 14217	M12365	6400992014TDH217	AI Rams	R	Katahdin	18/02/2014		TDH 10155	CAR 10033	
6	MK 2045	781G	6400492012MK2045	AI Rams	R	Katahdin	29/03/2012	177			

5.

Import into FarmWorks

» Open FarmWorks. Go to *Data Transfer > Import Data from File > CSV file*
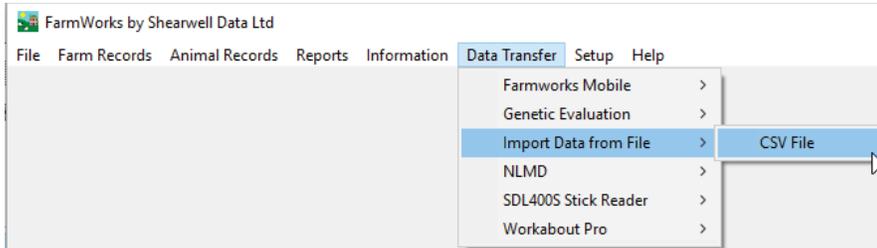
» Select *Import New Animals*.
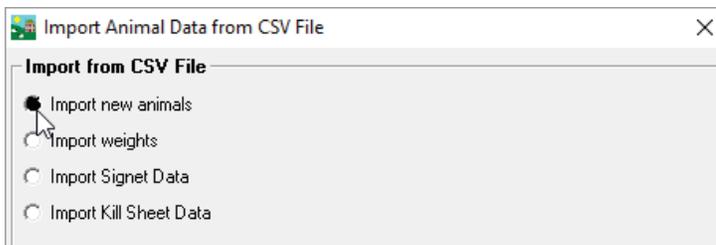
» Click on *Import Data* to search for the csv file you have saved.
» Select your csv file. Click *Open*.
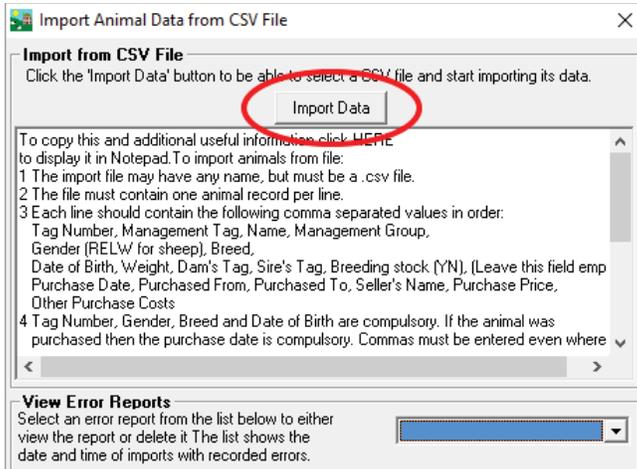
☹ Your data will be imported unless there are formatting errors. If your data is rejected then an error report is generated. Open the error report to learn where you went wrong.
☹ Read the Trouble-shooting page and correct your errors.
☹ Try importing again.
☹ Re-read the Trouble-shooting page.
☹ Try to stay calm....

Trouble-shooting

Error message: Tag number is invalid or not correctly formatted.
A tag number can be invalid because there is no space between the flock ID and the tag number, or if there is more than one space in between.
- The error message tells you exactly what line the error occurred.
- Open your csv file, find the error and correct it. Re-save the file.

> **FarmWorks by Shearwell Data Ltd**
> ⚠ The csv file has incorrect data in it at line 2.
> FLOCK123456,,,,R,Katahdin,28/01/2012,,,,,,
> The specific error is:
> The item (item 1) 'FLOCK123456' is invalid or not correctly formatted.
> Please correct the error and then try this import again. No data has been imported.
> [OK]
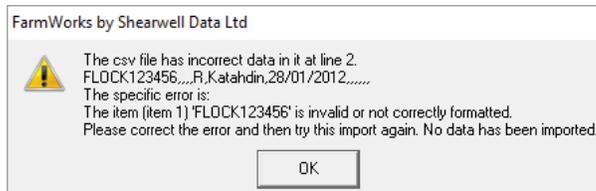
Error message: Breed or management group does not exist
The breed of sheep or management group must be in FarmWorks before you try importing, and the breed or group name on the import file must be spelled exactly the same as it is in FarmWorks.
Go to **Farm Records>Breeds** or **Farm Records>management Groups** to check the spelling.

Error message: Purchased From Location does not exist in your records.
If you want to import purchase information, then the source location (where you bought the animal from) must be entered as either a Holding or a Market in FarmWorks before you try the import.
- Go to **Farm Records > Holdings**, or **Farm Records> Markets** to add the information. Use their Premise ID number as the Holding No.
- In your csv file you can use either the name of the holding or market (if the spelling matches exactly!) or the Holding number.
- The Purchased To location can be left blank if the animals are coming onto your farm but to no specific on-farm location.

Error message: Invalid Format or Incorrect Data
A weight symbol or a dollar sign in your csv file will cause your import to be rejected.
- Open our csv file and remove any sign or symbol that does not belong.

> **FarmWorks by Shearwell Data Ltd**
> ⚠ The csv file has incorrect data in it at line 1.
> FLQ 1211345,,,,R,Katahdin,"December 2, 2012",150 lb
> The specific error is:
> The item (item 8) '150 lb' is invalid or not correctly formatted.
> Please correct the error and then try this import again. No data has been imported.
> [OK]

> **FarmWorks by Shearwell Data Ltd**
> ⚠ The csv file has incorrect data in it at line 3.
> DASH 13005,Brutus,6400582013DA3005,AI Rams,R,Katahdin,20/04/2013,194,,,Y,,15/06/2015,Keel Marts,,Dashrose ,$955.00
> The specific error is:
> The item (item 17) '$955.00' must be a number.
> Please correct the error and then try this import again. No data has been imported.
> [OK]

Shearwell Data
Animal Identification
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