FlockFiler Lite

Covers FlockFiler Lite Version 1.7.2

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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. All three platforms (Windows, Mac OS X, and Classic Mac) are supported by the latest version of FlockFiler Lite.

If you are updating a previous installation, follow the instructions in the User Manual. You will need to take measures to preserve your data during the FlockFiler Lite update.

1.1.1 Microsoft Windows

Installer

Download the file "FlockFilerLiteSetup172.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 172. Download and save this file to your "My Documents" folder or to your Desktop, whichever is easiest for you.

Double-click the "FlockFilerLiteSetup172.exe" file (you might not see the ".exe" ending on the filename since Windows frequently hides that part).

If you are running Windows XP and are presented with a dialog stating that "The publisher could not be verified.", go ahead and select "Run" to install FlockFiler Lite. Most users can select the default choices in the FlockFiler Lite

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

Setup Wizard. By default FlockFiler Lite is installed into your "My Documents" area. The program and the data files are stored in the same "FlockFiler Lite" directory. Putting it into your private document 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 Windows Vista you would could install it into `C:\Users\Public\FlockFiler Lite`.

When you are finished, you will find a new entry, FlockFiler Lite 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 Lite from your computer, select Uninstall FlockFiler Lite from the FlockFiler Lite menu in the Start menu. The "FlockFiler Lite" folder will still be present after the uninstallation and will contain your 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 Flock-Filer Lite 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 "FlockFilerLiteWin172.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 this file to your "My Documents" folder or to your Desktop, whichever is easiest for you.

Unzip this file using your preferred choice of software to handle Zip files. Popular choices are Winzip and StuffIt Expander. If you are running Windows XP or Windows Vista, you can double click the file to open it and see its contents since recent versions of Windows understand Zip files without any extra help.

Copy the "FlockFiler Lite" folder from inside the Zip file to your "My Documents" folder (in XP), "Documents" (in Vista) or wherever you find convenient.

That completes your installation. You can simply start up FlockFiler Lite by running the program file called "FlockFiler Lite" contained within the "Flock-Filer Lite" folder.

If you need to delete FlockFiler Lite from your computer system, simply delete the "FlockFiler Lite" folder. Note that you will be deleting your Flock-Filer Lite data files at the same time. Be sure to keep a backup copy of this

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[2]You **are** backing up your files, right?

[3]Since FlockFiler Lite 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.

folder somewhere if you want to retain your data.

1.1.2   Macintosh OS X

Install via Drag and Drop

Download the file "FlockFilerLiteX172.dmg" from `flockfiler.com` or locate it in the "Macintosh OS X" folder on the CD-ROM. (Later versions of Flock-Filer Lite will have a higher number at the end.) Double-click on this file to mount this disk image file. A new Finder window called "FlockFilerLiteX172" will open. This new window contains one folder called "FlockFiler Lite".

Drag the "FlockFiler Lite" folder to your "Documents" folder. Run the file called "FlockFiler Lite" 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 Lite 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 private directory.

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

1.1.3   Macintosh OS 8 or 9

Download the file "FlockFilerLiteMac172.hqx" from `flockfiler.com` or locate it in the "Macintosh OS 8 or 9" folder on the CD-ROM. Decode this Binhexed StuffIt archive file using StuffIt Expander to create a new folder called "Flock-Filer Lite". (Later versions of FlockFiler Lite will have a different number sequence at the end.) As needed, move this "FlockFiler Lite" folder into your Documents folder or a convenient location of your choosing.

Inside the "FlockFiler Lite" folder, there is a program called "`FlockFiler Lite`". This is the program that you use to start FlockFiler Lite. For your convenience, you might want to add an alias to this file to your Apple menu, your Desktop, or your Launcher.

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

1.2   Starting and Customizing

To start FlockFiler Lite, double-click the file `FlockFiler Lite` in the new folder "FlockFiler Lite" (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 the countdown delay it will ask you if you want to run it as a Demo or Update from a previous installation. If you have data from a previous installation, choose "Update" 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".

Note that if you are updating FlockFiler Lite from version 1.6.5 or earlier, FlockFiler Lite will take extra time to convert your data to the new, more efficient data format. If you have a slow computer or a lot of data you may have to wait quite a while for this automatic conversion to finish.

This "first run" dialog will come up each time you start FlockFiler Lite until you edit or delete the sample records or add your own records.

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 1.2: 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 Lite" folder.

If you received your Registration Info via e-mail, you can copy and paste the entire text of e-mail directly into FlockFiler Lite and avoid typing in your lengthy Registration Code directly. 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. In addition to taking the tedium out of entering the lengthy letter sequence, this can save you the frustration of making any typos.

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.

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 will be used for all 1.x versions of the program 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 Lite 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 Lite never contacts the Internet on its own initiative (e.g. to automatically check for updates). The only time FlockFiler Lite will try to use the Internet is when you push the button to 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.

Edit

1.2.4   Select Spelling Dictionaries

FlockFiler Lite provides you with two spelling dictionaries (Main and User) for you to use to enable the spell checking ability. The Main dictionary is a fixed look-up dictionary to handle the bulk of the spell checking. The User dictionary is populated by your selection of words. By adding words to the User dictionary, you can teach the spell checker any words it does not know. The Main dictionary provided with a standard FlockFiler Lite installation contains American English words.[4]

Before the spell checking feature can be used, you need to tell FlockFiler Lite where the spell checking dictionary files are located. Do this by selecting "Select

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[4]You can find a dictionary file for UK English in the file download area at `flockfiler.com`. The filename for that dictionary is "UKENGLSH.MPR".

Dictionaries..." from the "Spelling" menu in the "Edit" menu. In this dialog select to display Files of type "Main Dictionary" (Windows) or Show the Main Dictionary (Mac). Then open the file called "USENGLSH.MPR" located in the "FlockFiler Lite" folder where FlockFiler Lite is installed. Do the same thing again except choose to display the User Dictionary and open the file called "USER.UPR".

1.2.5 Specify Breeds

To cutomize 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.

Chapter 2

Using

2.1 Entering Records

To begin entering sheep records into FlockFiler Lite, push the "Form" button at the top of any screen.[1] This navigates to the 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 values[2], 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

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[1] "Any screen" means any screen except those in the LogEntries module. The "Form" button there takes you to the Log Entry form.

[2] You can customize these default values on the Behavior aspect of the Customize form.

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

enter additional information and examine information FlockFiler Lite has cal-
culated based upon the information in this record and other related records.

When starting fresh with FlockFiler 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 User Manual
for detailed instructions on how to properly import your records. Otherwise you
will be typing your records one at a time directly into FlockFiler Lite.

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 from the `Dam` and `Sire` menus when
entering their offspring. If you want FlockFiler Lite to be able to display the
pedigree (Genealogy), 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. They will automatically get the `Record Status`
of "Reference" instead of "Current" or "Removed".

After the elder sheep are in FlockFiler 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.

2.2 Navigating between records

At the upper-left corner of every FlockFiler Lite window, you can see the Status Area. This shows you the total number of records in your database ("Records:") and how many records you are currently browsing ("Found:").

If you click on the bottom portion of the picture of a rotating card file, FlockFiler Lite will navigate to the next record. Clicking on the top portion navigates back one record. The tiny "thumb" indicator[3] to the right of the card file picture can be dragged up and down with the mouse to quickly move among the records.

2.3 Deleting Records

Beside the "New" button at the top of the "Form" 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.

FlockFiler Lite won't let you delete a record using the on-screen button if the record is cross referenced by another record in FlockFiler Lite. For example, it won't let you delete a ram's record if another sheep's record has that ram selected as its sire. (See Section 11.6.3 and Section 11.6.4 for more ways to delete records.) In the sample records, two of the records are offspring from the other two so you will need to delete (or edit) the sample offspring records before deleting the parents. If there are other records that depend on the record, when you try to delete it a dialog will come up explaining the situation. You can choose to "Cancel" or to "Show Them". When you view them, you will simply be sent over to the sheep's "Sibs./Offspr." screen where you can see an itemized list of the dependent offspring. It is up to you to navigate to those offspring (e.g. using the magnifying glass button) and either delete them or edit their `Dam` or `Sire` fields to remove the reference to the sheep you want to delete.

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. 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.[4] 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

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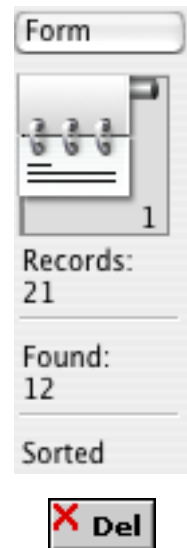
[3]It doesn't look like a thumb. It looks like a little rectangle. That's just what it is called.

[4]The red border acutally shows up when you aren't viewing a specific record which most commonly occurs in Find Mode.

for Sex. Press the "Continue" button at the left side of the window to carry out the search.[5]

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.[6]

2.5   Sorting Records

Sorting the records you are browsing is accomplished by the "Sort" button on the List screen or choosing the "Sort..." 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.

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[5]Instead of pushing "Continue", you can push the "Find" button again or hit the enter/return key on the keyboard to start your search.

[6]This 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 Lite is a "runtime" database solution created in the FileMaker[®] framework.[1] To be specific, FlockFiler Lite is created using FileMaker Developer version 5.5v2. Using FileMaker as the foundation provides a feature-rich and stable database environment that supports both Windows and Macintosh natively. FlockFiler Lite inherits many of its features directly from the underlying FileMaker structure. This includes the menus at the top of the screen and the elements at the far left side of the window.

Because these features come from both from the underlying database software directly and from the customizations that comprise FlockFiler Lite, there are usually multiple ways to accomplish the same thing. For example, initiating a search can be accomplished by (a) pushing the "Find" button, (b) choosing Find Mode from the View Menu, (c) choosing Find from the Mode Indicator, or (d) pushing the key combination Ctrl-F (Command-F on Macintosh). Only (a) is provided directly by FlockFiler Lite, while (b), (c), and (d) are inherited from FileMaker. You will find that using the on-screen buttons will be the easiest way to accomplish your tasks. As you gain familiarity, you might change to using one of the alternate methods to optimize your workflow.

3.1 Evaluation/Demo Mode

When FlockFiler Lite is first installed, it is in Evaluation Mode, In 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,

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[1]FileMaker is a registered trademark of FileMaker Incorporated.

and a dialog will interrupt your work periodically to remind you that you are
not registered.

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. It will have a label either to its right or above it to indicate what the checkbox means. 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. The choices cannot be altered. 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

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[1]Holding down the "shift" key will also let you select more than one pop-up item.

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 to the choices the next time you use that pop-up list.

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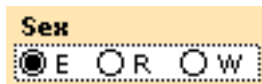
A radio button is similar to a pop-up menu in that you generally select only one item and the choices are fixed. Unlike the pop-up list, you cannot add items of your own to the available choices. Click the item you want with the mouse.

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 left side of the FlockFiler Lite window you will find the Status Area.

4.2.1   Layout Menu

At the top 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 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.

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[2]Or hold down the "shift" key while pressing the "space bar" if you are using the keyboard instead.
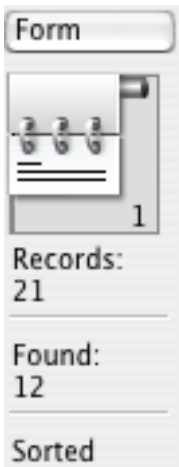
4.2.2 The Book (Record Navigator)

Beneath the Layout Menu is the Book. It looks like vertically-oriented, tiny three-ring binder or an imitation Rolodex$^{\circledR}$.[3]

If you click on the top part of the Book, FlockFiler Lite moves back one record. Click on the bottom part of the Book to move forward one record. If you are in Find Mode, the movement would be forward and back among Find Requests. If you are in Preview Mode, it would move forward and back among the pages. There is a keystroke shortcut to clicking on the book. 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).[4]

The little number just to the lower-right of the Book indicates which record number you are on. This isn't an absolute number for all your records, it only indicates which record you are on in the list you are actively browsing. If you are looking at 10 sheep records out of 50, the little number would go from 1 to 10. If you want to jump quickly to the 5th record, you can click on that number and then type "5".

The Book has a small rectangle on its right side that is used to quickly scroll between records. It is called the Thumb. Drag it up and down with the mouse to navigate forward and backward in the list of records.

4.2.3 Record Count, Found Count, and Sort Status

The label "Records:" in the Status Area shows you how many sheep records are in FlockFiler Lite. Beneath this, the "Found:" label shows you how many records you are actively browsing.

If the records are sorted, there will be a message saying "Sorted" underneath the "Found:" message. Not surprisingly, the word "Unsorted" will appear when your records are not sorted. A third option "Semi-sorted" is possible too. If you have a Sorted list, and you add a new sheep, it will be added to the list just after the record you were browsing. Since the list started out as "Sorted" and only your new record is out of place, the list is labeled as "Semi-sorted".

4.3 Zoom Controls

If you would like to magnify or "zoom in" the contents of the FlockFiler Lite 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 Lite 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%).

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[3]Rolodex is a registered trademark of the Insilco Corporation.

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

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 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 11.3.7).

The first time FlockFiler Lite runs it automatically chooses a magnification that is its best guess to fit your display. If you don't like its choice, change it to whatever you like. This feature is intended to let new users know that they can resize the display. Afterwards you may need to zoom the display each time you launch FlockFiler Lite.

4.4 Mode Indicator

At the lower-left of the FlockFiler Lite 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 Lite 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. The red border also shows up in Browse Mode when you are browsing zero records. So it is more technically accurate to say that the light brown rectangular border appears when you are browsing some records otherwise you will see the red border.

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 Lite 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 Lite 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. In Browse Mode the Book navigates between records, and the "New" and "Del" buttons add and delete (remove) 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 Book navigates between Find Requests, and the "New" and "Del" buttons add and remove Find Requests.

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 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 meu. When you are done with any printing you can use the Continue at the left to return to yor normal workflow browsing records.

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 Lite 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.

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`, `Breeder?`, and `Alternate ID`. The values you enter into the fields `Default Tag Type`, `Default Location (General)`, `Default Location (Specific)`, `Default Horn Status`, and `Default Alternate ID Value` 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

Figure 5.2: Available Breeds aspect of the Customize form.

to leave the `Premises ID` field blank so that the `Scrapie Tag` ID field will be blank until you need it.

The `Alternate ID` value is used specifically for advanced users wanting to type in the ID of the sire and dam instead of selecting them from menus (see Section 6.2.1). The `Alternate ID` is internally known as `Import ID` and is also used to facilitate importing your sheep records from a file (see Chapter 10). To automatically have FlockFiler Lite fill in the `Alternate ID` on each new record from one of the other identifiers, select the identifier in the menu for `Default Alternate ID`. Regardless of your selection in `Default Alternate ID` you can populate the `Alternate ID` field for all your records using the tools on the "Utilities" aspect of the "Advanced" form.

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

Figure 5.3: Appearance aspect of the Customize form.

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 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 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.

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[1]If you do need to change the units on old data, you can use the "Replace..." menu selection with the "Replace with calculated result" choice and your conversion forumula to do the conversion from one set of units to another in your existing data (see Section 11.6.11).

[2] These original generic "Custom" labels will still appear on-screen is some obscure locations.

Chapter 6

Data Entry

6.1   You Control The Info

FlockFiler Lite 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 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.

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)".

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. You can put one tag per line. The one 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

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

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. Records with this box checked are found on the pop-up lists used for data entry on the `Dam` and `Sire` fields. You must check this box for any sheep you want to have on those menus. Obviously, you should not check this box for any wethers. It is recommended that you check this box each year for only those sheep that you have bred to make it easier to do data entry on the lambs that result. After you retire the sheep from breeding, you should uncheck this box. `Breeder?` is also used by the preprogrramed 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. Ths designates if the sheep is "Current", "Removed", or "Reference". This choice is 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

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

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 specificis 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 60-day, 90-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 text fields. You may type in (or paste in) many pages of text there. When the text exceeds the size of the box, 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.

To ensure that FlockFiler Lite can manage many different types of images, it is a good idea to have a recent version of Apple's QuickTime software installed.[3]

The Windows version of FlockFiler Lite cannot display very large images. If do you insert an overly large image file, the message In the case of JPEG images that are too large the `Photo` field will display "`JPEG error #53`" instead of the image. You should be OK if your images are smaller than 5 Megapixels. Since the on-screen view of the image is nowhere near that large size, you can avoid all image size problems if you adjust the size of your images to a width in pixels of 1024 wide by 768 tall or smaller. 1024x768 is a good compromise between quality of picture and economy of space for a large collection of images. Save the smaller version of the file into the "Images" folder inside the "FlockFiler Lite" folder and insert that into the `Photo` field.

While the Macintosh version of FlockFiler Lite does not have a specific size restriction to the image files allowed in `Photo`, it does have limitation that you cannot select an image file for insertion into the `Photo` field using the Insert Picture dialog unless it has the proper Macintosh image file type (e.g. "JPEG"). This is independent from the filename and is a hidden Macintosh code on the file. This is a holdover from the Classic Macintosh days and most software for Mac OS X doesn't take the extra step to add this hidden identifier code.

To assist in adding the proper Macintosh file type to image files you can use the drag-and-drop application called MacImageTyper.app located in the "FlockFiler Lite" folder. Drag and drop one or more image file icons onto MacImageTyper.app to have the proper image code added. Your images are not altered in any way. This simply adds Macintosh "meta-data" to tell the Finder and other Macintosh programs a little more about the file.

`Dam` and `Sire` denote the maternal and paternal parents of the sheep. When clicked for data entry, the small while box to the left of the `Dam` and `Sire` labels will display a pop-up list of the sheep available for data entry into these fields. If either list is empty, you need to add sheep to these lists using the `Breeder?` field. Because the records of the Dam and Sire are used for data entry on their

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[3]The free QuickTime player (for Microsoft Windows or Macintosh) is available to download at `http://www.apple.com/quicktime/`. It is also bundled with Apple's free iTunes software.

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.

Selecting the Sire or Dam will trigger FlockFiler Lite to update the sheep's Breed. The breed will be calculated from the combination of the breeds of the Sire and Dam.

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.

The grey magnifying glass nearby the `Dam` and `Sire` selectors will bring you to another screen you can use to select the `Sire` or `Dam` in a different way. On that screen you can do a mini search for the dam or sire you want and select it from one of the matching entries. This method is an alternative to selecting the `Sire` or `Dam` using the menus on the Basic form.

Next to the grey magnifying glass button nearby the `Sire` and `Dam` selectors is a button with stylized "A" on it. Like the grey magnifying glass, this provides yet another method for specifying the `Sire` or `Dam`. On this special screen you can type in the `Alternate ID` of the dam or sire directly and avoid selecting from menus or lists at all. Most users will use the simple menus directly on the Basic screen. Some users will want to use the grey magnifying glass method of doing a mini search for the dam or sire. Very few "power users" will find this `Alternate ID` method useful.

`Is Unknown` for the Sire or Dam is used to designate that the Sire or Dam is not known and that you have left the corresponding `Sire` or `Dam` field blank.

`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

Figure 6.3: Guided interface to select parents by a mini-search.

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.

Choose Sire/Dam by Searching ID/Name

The Sire and Dam selection menus on the Basic screen are the quick way to select the Sire and Dam. But this way isn't very quick if the sheep you are trying to select insn't already on the menu or if the menu has an excessively large number of choices. If you want to select the Sire and Dam without being restricted to those menus, you can navigate over to a dedicated Sire/Dam selection screen.

To navigate to this Sire/Dam selection screen as shown in Figure 6.3, push the gray magnifying glass button on the Basic screen near the Sire/Dam fields. On this screen you can type in part or all of the ID or Name of the Sire or Dam you want. You don't have to enter the entire ID or Name. You can enter only the first letters or numbers of the ID or Name to have all matches listed below it. After entering the information for the search you can use tab or click out of the field to have the matching list recalculated.[4] Choose the sheep you want from the list of matches by pushing the "Choose" button to the right of it.

If you want specify that the Sire or Dam is unknown, you can push the "Unknown" button. This will clear any menu selection and will put a check the appropriate "Unknown?" checkbox on the Basic screen.

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[4]You can click on the "Redisplay List" button if you want a target to click. Clicking outside of the field on any inactive area of the screen will work as well.

Figure 6.4: Guided interface to specify parents via Alternate ID.

Choose Sire/Dam by Typing Alternate ID

If you are the type of user who wants to type in the ID or Name of the Sire or Dam directly without choosing from a menu, you can use another dedicated screen for specifying the Sire and Dam. This method is more confusing than the other methods of selecting the Sire and Dam, but can be more efficient if you are entering the Sire and Dam for a large number of records and are working from an orderly list of printed information.

To navigate to this Sire/Dam selection screen as shown in Figure 6.4, push the gray stacked "A" button on the Basic screen near the Sire/Dam fields.

This method uses Alternate ID values. First make sure that all of the Sires or Dams that you want to enter have their own unique Alternate ID values. You can then enter the Alternate ID of the Sire or Dam on this screen.

When using this method you are probably going to be typing in many Sires and Dams for many sheep so it is probably better to enter them all in a list. Push the "List Alternate IDs" button to see all of the records you are browsing in a list. You can enter the Sire and Dam for all of these on the same screen. If you haven't entered Alternate IDs for all of the parents you can also enter them on this screen.

Use one of the tools on the Utilities aspect of the Advanced screen to fill in the Alternate ID automatically for many records at once.

Figure 6.5: Extra Data Entry aspect of the Advanced Form. Less frequently needed information is entered on this form.

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 6.5. `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.[5]

   `Alternate 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

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[5]If 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 ID` is only unique inside one copy of FlockFiler Lite.

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.

The `Alternate ID` is also used for an optional data entry method for specifying the Sire and Dam of a sheep. For more details on this see Section 6.2.1.

`Record Status` on ths 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 FlockFiler 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 perform-

Figure 6.6: Guided interface to document removal of a group of sheep from your flock.

ing searches involving comparision 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.

The "Add New Offpsring to this Sheep" buton is the same as the 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 6.7) 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

Figure 6.7: Guided interface to document removal of a group of sheep from your flock.

"Removed" in their `Record Status`.

The "USDA Scrapie Program Reporting" button navigates to a screen (Figure 6.8) 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 "Change Many..." button is used to change fields simultaneously on many records. Pushing it will bring you to the screen shown in Figure 6.9. There are nine fields on this screen in where you can specify the values that will be inserted into all the records you are browsing. To the left of each field is a checkbox. Only those with the boxes checked will be changed on each record. The rest of the fields will be ignored.

After you have checked the boxes and filled in the values that you want to change, push the "Change Only The Marked Items" button. Push the "Form" button to navigate back to your records and observe that the fields you specified have been changed.

This screen is most useful when selling or otherwise removing sheep from your flock. In that case you will usually need to change the values on all the records in the left column on many sheep records.

The "Find External List" button brings you to a screen (Figure 6.10) where you can type in or paste in a list of sheep identifiers and then have FlockFiler Lite

Figure 6.8: Guided interface for reporting on additions, removals, and your current inventory.

Figure 6.9: Change Many. Change fields on many records at the same time using this screen. This is most useful when recording the sale of many sheep.

Figure 6.10: Find External List. Find the sheep that you have in a list which you copied from somewhere else.

find all the sheep in the list. This is useful in particular if you work with lists 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 6.11) provides tools to interact with FlockFiler Lite's data files 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 "Exports" folder in the "FlockFiler Lite" folder where you installed FlockFiler Lite.

The "Save A Backup in v1.6.5 format" button works similarly to the "Save A Normal Backup" button except it writes the files in the format of Flock-Filer Lite version 1.6.5. This is potentially useful for two reasons: if you need to revert to using the earlier FlockFiler Lite version or if you want to upgrade to FlockFiler Pro version 0.9.9d which can't read the newer Lite v1.7.1 format.[6]

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"

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[6]The next update to FlockFiler Pro will be able to read in Lite v1.7.1 data directly.

Figure 6.11: Data Management aspect of the Advanced screen.

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.

To view where these FlockFiler Lite backup files are on your computer, push the 'Show "Exports" Folder' button. FlockFiler Lite will then ask your computer to open up a window in Windows Explorer or the Macintosh Finder displaying the "Exports" folder. You can then copy these backup data files to a safe place off of your computer for safe keeping. These backup files are critical for transferring your data to a newer version of FlockFiler Lite. You can also use these 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 Lite" 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 two new text files in the "Exports" folder inside the FlockFiler Lite installation folder. These two 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 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 exported,

Figure 6.12: Utilities aspect of the Advanced screen.

but you don't lose track of the records you were browsing when you pushed the button to export. A column in the named "BrowsedWhenExported" in each file will contain a "Y" 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 `Sheep_ExportedData.csv` and `LogEntry_ExportedData.csv`. Newer files will overwrite any older ones automatically without asking permission. This predicitability in location and naming is what makes thees files a good tool 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 6.12) 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 60-day adjusted weight. 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 correct 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.

There are five utility buttons for filling in the `Alternate ID` value on each sheep record. These buttons can save you the trouble of typing in values yourself. Choose a field you have already filled in with an identifier that is unique to each record. If you don't have a single field that satisfies this, you can choose to use the automatically-assigned `Record ID`.

6.2.3 Form: Measuring

General Measurements

The General aspect of the Measuring screen (Figure 6.13) 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`.

Figure 6.13: The General aspect of the Measuring Form.

`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.

`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.

Wool Measurements

Like the General measurements, on the Wool aspect of the Measuring form (Figure 6.14) you have numeric scores to evaluate the different aspects of the 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

Figure 6.14: The Wool aspect of the Measuring Form.

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`.

Weight Measurements

The Weight aspect of the Measuring form is shown in Figure 6.15.

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

Figure 6.15: The Weight aspect of the Measuring Form.

Figure 6.16: Weaning Weight List.

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 6.16. 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 `60-Day Adjusted Weight` by taking the 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 6.17) are explained in the following.

The family tree on the "Genealogy" screen is computed 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.

By pushing the "Show More Info" button you can see more info displayed on the pedigree chart (see Figure 6.18). Select which info will be displayed under each sheep displayed on the pedigree using the pop-up menu.

`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.

6.2.5   Form: Siblings and Offspring

The fields displayed on the Sibs./Offspring Form (Figure 6.19) are explained in the following.

All of the information on the "Sibs./Offspring" screen is computed 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

Figure 6.17: Genealogy Form. This is used primarily to examine the sheep's lineage. Use the buttons to navigate easily to any sheep displayed.

Figure 6.18: 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.

Figure 6.19: Siblings and Offspring Form. At a glance you can see all of the direct offspring of a ram or ewe.

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.[7]

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 6.20) 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.)

When you select the Birth Type, a green box will appear next to each row of the Tag/Sex/Weight table designating rows that will be used for the lamb

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[7]You 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.

Figure 6.20: Add Offspring guided interface. Using this form, you can add quickily record lambings and add records for twins, triplets, and so on.

information. (The ones with grey boxes to the left will be ignored.)

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.

6.2.6   Form: Log Entries

The fields displayed on the Log Entries Form (Figure 6.21) 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. You can also create a log entry 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 "Make New Log Entry For These n Sheep" button where n is the number of sheep you are browsing. The same log entry will be added to all of those sheep simultaneously.

Figure 6.21: Log Entries Form. Scroll among the history of notes for the sheep.

The message "This note applies to n sheep." will appear on these log entries 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 6.22) 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 Printable Activity Log" button will run a report to display all log entries 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 choose either the "Make New Log Entry For This 1 Sheep" or the "Make New Log Entry for These n Sheep", a new Log Entry form will be presented. This form is shown in Figure 6.23

Figure 6.22: Filtered Log Entries Form. Select which category of Log Entries to display.

Figure 6.23: Form for detailing your Log Entry.

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.

`End Date` is not usually used. 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.

`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 6.21).

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-Filer 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 This 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.

The "Split into Many" 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.

Figure 6.24: The Behavior aspect of the Customize screen.

Customize Behavior

The fields displayed on the Behavior aspect of the Customize screen (Figure 6.24) 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.

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 an 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 made blank independent of the value you have specified in `Default Value for ''Breeder?''`.

The `Default Alternate ID Value` specifies if the `Alternate ID` should be automatically filled in and if so, what value should be used. If you choose to have FlockFiler Lite fill in a value, choose a field that you know has a unique value for each sheep.

Figure 6.25: The Appearance aspect of the Customize screen.

Customize Appearance

The "Appearance" aspect of the Customize screen (Figure 6.25) provides a way for you to alter some of the labels that appear on screen. You can add your own labels to some unlabled 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.

`Unit for Weight Measurements` is where you specify what units to display on the "Measurements" screen for the `Weight`.

Customize Available Breeds

`Specify Breeds` field on the Available Breeds aspect of the Customize screen (Figure 6.26) 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

Figure 6.26: The Available Breeds aspect of the Customize screen.

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 6.27) 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 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. Push it's corresponding "Apply" button to have FlockFiler Lite fill in the other

Figure 6.27: Calculations Form. These tools are available to assist in your sheep management.

dates accordingly. For example, if you plan to sell your lambs on September 5, 2005, fill in "9/5/2005" for the `Ready For Sale Date` and push the "Apply" button to the right. For a particular set of "Days" interval choices, Flock-Filer 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`, push the corresponding "Apply" button and FlockFiler Lite may tell you that you need to breed on October 21 and that the lambs would be available for sale in the middle of August.

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 non-breeding sheep.

6.3 List Screens

A List screen (Figure 6.28) 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 to the left of

Figure 6.28: An example of one of the formats of a List screen. A list with one record per line is dislayed.

the magnifying glass. In Figure 6.28 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 visting 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). [8]

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.

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[8]When 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.

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 Lite can focus in on your desired records very simply. You can search by `Tag ID`, `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 Lite. You will see how in this chapter.

7.1.1 The Find Button

On the top of each screen you will find the "Find" button. 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".

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[1]The `Photo` field is the only exception. FlockFiler Lite cannot search on a picture.

[2]Using formal logic this is expressed as "ram" AND "lamb" AND "≥ 0.5 Romney". FlockFiler Lite doesn't require you to know formal logic. (That's why this is in a footnote.)

[3]Formally "≥ 0.5 Romney" OR "≥ 0.5 Tunis".

[4]For the sake of completeness, this is "ewe" NOT "< 2 weeks".

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

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 "Continue" button at the far left, hit the return (or enter) key on the keyboard, or push the "Find" button again. 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]
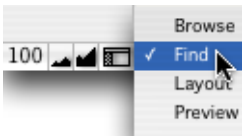
7.1.2 Find Mode Manually

The "Find" button provides a guided search. You may choose to go without a guide and enter the "Find Mode" manually. Switch to Find Mode by choosing it from the menu at the lower left or by choosing Find Mode from the View menu at the top.

In this Find Mode, carry out the search by hitting "Find" at the left or hitting the return (or enter) key on the keyboard. Unlike using the "Find" button, the results are not sorted and FlockFiler Lite won't change to the List screen if there are multiple records found.

7.1.3 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 "Continue" button.

7.1.4 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 "Tasks" menu.

7.2 Advanced Searching

FlockFiler Lite 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 Lite.

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,

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

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 "Curent". You can fill in as many fields as you need to narrow down your search.

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 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" button at the top of the window to create a New Find Request. Notice that the Status Area on the left hand side now shows "Requests: 2". You can move between the requests using the Book in the Status Area just like you move between records. While

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[7]This 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.
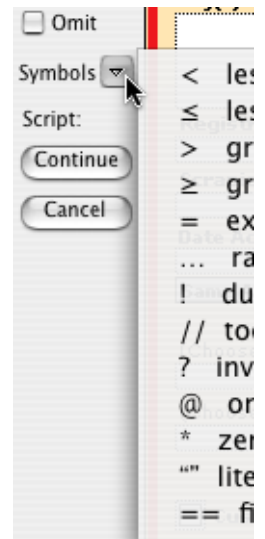
Table 7.1: Some examples of using Symbols in Find Mode.

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.

on this second request, select "E" for the `Sex`. Then push "Continue" to carry out your search.

If you want to delete a Find Request that you created and no longer need, you can use the "Delete" button.

7.2.5   Excluding Records

Notice that when you are in Find Mode, there is an "Omit" checkbox on the left hand side of the window. This is used to exclude records from appearing in your search.

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 button. On this New Request, specify the undesired sire in the `Sire` field and then click in the "Omit" box at the left. When you push "Continue" 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 the 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 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.

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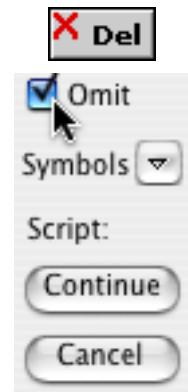
[8]Any of the gray "List" reports on the report screen will carry out searches that you can revisit using "Modify Last Find".

Chapter 8

Sorting

When you use the "Find" button, your search results are automatically sorted by the entry in the top line of the `Tag (s)` field. When you are in the "List" screen, you can choose to sort by `Name` by pushing the "Name" button at the top. Using FlockFiler Lite's Sort feature, you can do much more sophisticated sorting.

When you are browsing your records on the List screen pushing the "Sort" button will bring up a dialog (Figure 8.1) that lets you sort your records by any fields you desire. That is, by fields that can be ordered and not multimedia fields like `Photo`.

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

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 in the lower left of the Sort Records dialog.

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.

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
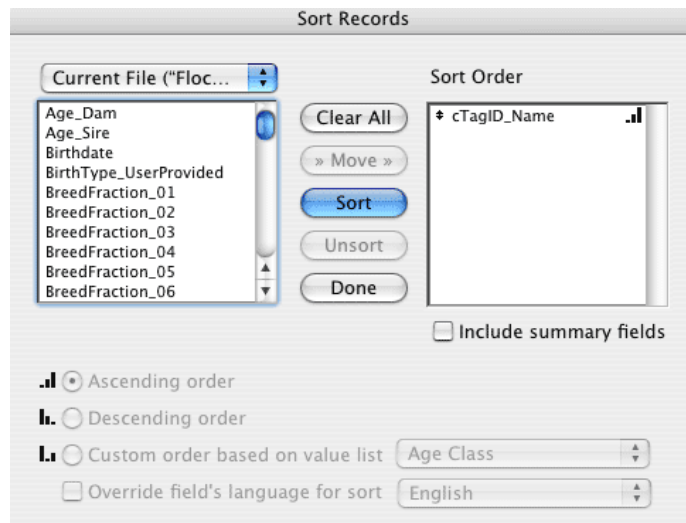
Figure 8.1: Sort Dialog.

by ascending or descending order on each sort key. You may add as many fields as you desire to sort by. Make sure to push the "Sort" button on this dialog to carry out your search. The "Done" button gets rid of the dialog like a "Cancel" button.

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 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 File (''FlockFiler_Lite.FFR'')` which represents the normal set of fields in FlockFiler Lite. 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 "Mother" Relationship will let you access all of the fields in the Mother's (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 a `Record Status` of "Current" and a `Sex` value of either "R" or "W".

"Current Lambs" finds all sheep in FlockFiler Lite with a a `Record Status` of "Current" and a `Age Class` value of "Lamb".

"Current Yearlings" finds all sheep in FlockFiler Lite with a 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.
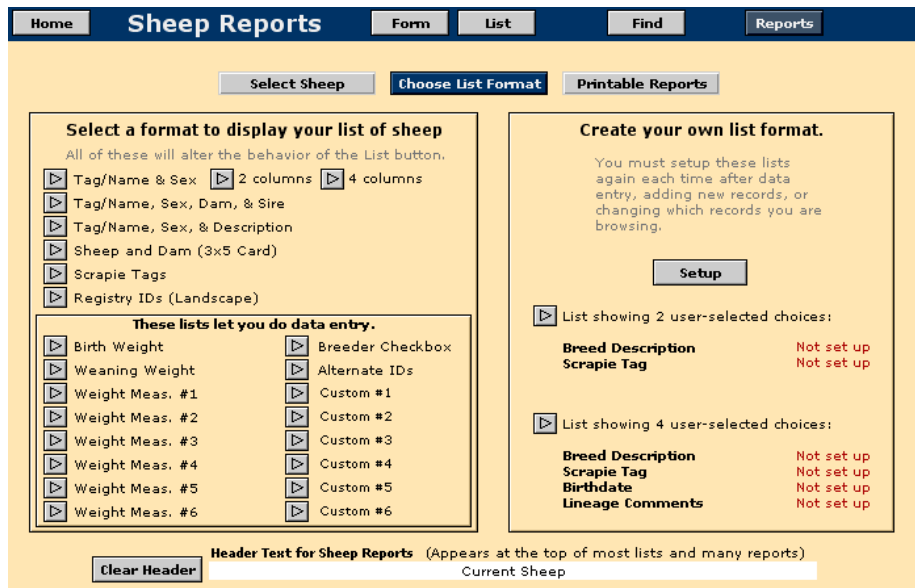
Figure 9.2: The "Choose List Format" aspect of the Reports screen. Select the way you want your sheep listed. Your choice here alters the behavior of the List button on every screen.
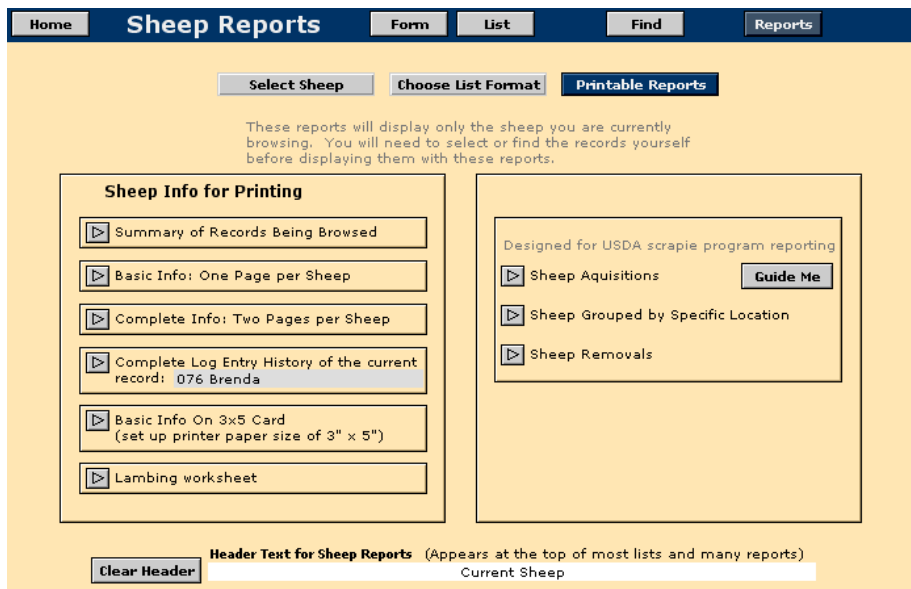
Figure 9.3: The "Printable Reports" aspect of the Reports screen. A selection of reports are available in a way optimized for printing.

"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 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.

"Breeder Checkbox" and "Alternate IDs" allow for rapid data entry into these 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 custom choices:" and "List showing 4 custom choices:" are special reports that show your choice of fields in a list for the sheep you are browsing. Because these lists are highly configurable, FlockFiler Lite needs to do some preparation work to setup these for display. Push the "Setup" button to bring up the "Setup Custom Lists" screen (Figure 9.4) and configure these lists. Behind the scenes, FlockFiler Lite will analyze your selections and copy over the data you selected to temporary fields used for display purposes only. To save time, it will do this only for the fields you are browsing instead of the entire database. Once the lists are setup, you can view them again quickly with the List button or the triangle buttons on the Reports screen.

If you change which records you are browsing by doing a Find, you will need to setup these lists again for that set of data. Similarly if you customize these lists to display different fields, you will need to set them up again. FlockFiler Lite

Figure 9.4: Setup Custom Lists Screen. Configure which fields are displayed in these two lists. In this example, the first of the four selections is not yet set up for the current data set.

will notice when these custom lists need to be setup again when you change which records you are browsing or change the field names, but it won't be aware of the copies it created going stale if you edit the data in the fields it is displaying. If you notice that the data is old, you can setup the reports again yourself to update the data.

Choose the fields to appear in the menus before pushing the "plus" button. The 4-field list will show the two from the 2-field list as well as the two additional ones you select for it. Because these lists do additional work due to their flexibility, they will take considerably longer than the other lists to display on the screen.

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 primarliy 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 Lite is happy to participate. You can export any information you have typed into FlockFiler Lite.[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.[2]

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 "Y" when they are checked and are empty when unchecked. This is a single capital letter Y. Otherwise the field is blank.

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 hexidecimal, or 13 in octal). This is usually only an issue in the files exported from FlockFiler Lite.

10.1   Importing

10.1.1   General

To import records into FlockFiler Lite, choose "Import Records..." from the File menu at the top. This will open up an Open File dialog that asks you

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

[2]Maybe you want to move up to FlockFiler Pro. Note that FlockFiler Pro can load in all of your FlockFiler Lite records automatically without you needing to learn anything about these import/export capabilities.

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 "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	Import	Export
Tab-Separated Text	x	x
Comma-Separated Text	x	x
SYLK	x	x
DBF		x
DIF	x	x
Lotus 1-2-3/WKS	x	x
BASIC	x	x
Merge	x	x
HTML Table		x
FileMaker Pro	x	x

to find the file containing the information you want to import. We will call this the Data Source. Data Sources can be in a variety of formats as shown in Table 10.1.

To import from the proprietary format of Microsoft Excel (or some other spreadsheet), first save your Excel document into one of the standard formats shown in Table 10.1. Tab-Separated is usually a good choice. Then open up this new file using FlockFiler Lite. See Section 10.1.2 for special considerations when importing text files on the Macintosh.

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 `RecordID` to match up the records.[3]

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[3]This presumes that you have exported the `RecordID` previously.
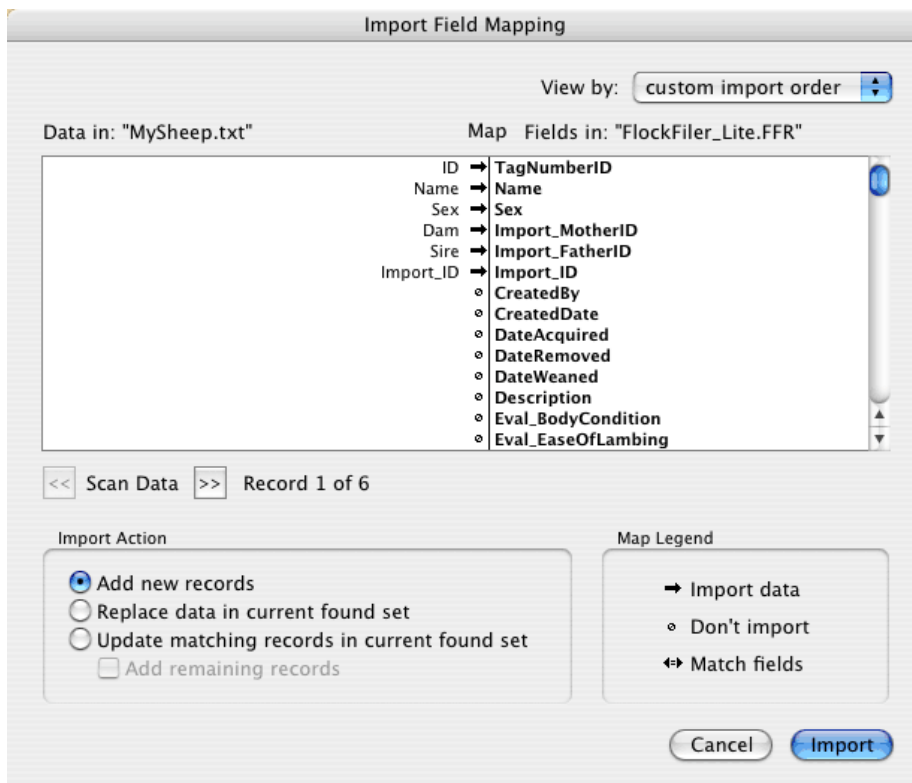
Figure 10.1: Import Field Mapping Dialog.

10.1.2   Importing Text Files on a Macintosh

Macintosh users may need to perform an extra step before attempting to import a text or ASCII file. Tab-separated text (often .tab or .tsv) and comma-separated text (.csv) are examples of text files.

The Macintosh version of FlockFiler Lite requires that text files have the proper classic Macintosh "File Type" of "TEXT". This is a special 4-letter code that is stamped into the meta-data of a file behind the scenes. In Mac OS 9 and earlier File Type codes were required for any file on the Macintosh so that software could reliably know what type of information was inside a file without depending on the fragile filename suffix (e.g. '.txt'). Mac OS X has done away with this convention but the underlying (older) software called FileMaker Pro that runs FlockFiler Lite still uses this convention.

If the file you are trying to open in the Import dialog does not have the File Type code "TEXT" you may be able to see the file but you won't be able to select it. Unfortunately most modern programs that run on Mac OS X do not add this File Type code for you when they save their files so you will need to add it. There is a handy drag-and-drop tool in the "FlockFiler Lite" installation folder called MacTEXTer.app that will add the "TEXT" File Type to any file you drop onto it. It won't touch the data in the file at all. It will merely add the invisible Mac-specific "TEXT" attribute to the file's meta-data.

If you have tried unsuccessfully with FlockFiler Lite to open a text file that didn't have the "TEXT" File Type code, you will have to quit and relauch FlockFiler Lite to get it to reread the File Type code for you to be able to select the text file after you have added the "TEXT" File Type code.

10.1.3   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 computed from that. FlockFiler Lite uses its internal `Record ID` values to cross-reference these sheep records instead of more fragile user-entered fields.[4] 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_FatherID`, and `Import_MotherID`. These do not appear on any data entry screen. When you import your information into these special import

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[4]Cross-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 she 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.

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.[5]

In order to make proper use of the `Import_ID`, `Import_FatherID`, and `Import_MotherID` 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 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.

Specifying Lineage by Name

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

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[5]The values in the "ID" column could be a combination of letters and numbers instead of just the pure numbers shown in the example.

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_FatherID`, and `Import_MotherID` 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.

In this case, in order to make proper use of the `Import_ID`, `Import_FatherID`, and `Import_MotherID` 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. [6]

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

---

[6]If 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.

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. Failure

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.

10.1.4   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

Navigate over to the Log Entries database to import records there. Once there when you select Import. . . from the File menu, you will be importing into the Log Entry table instead of the Sheep table. To make it easier for you to import Log Entry records and have them properly associated with sheep already in the Sheep database, you can use the `Import_ID` field in the Log Entry table. This should be the same identifier that you previously imported into the `Import_ID` field in the Sheep table.

When you use this `Import_ID` feature, you are limited to having the Log Entry record only apply to one sheep since you are only specifying one sheep identifier in the `Import_ID` field. The Log Entries created by FlockFiler Lite can apply to more than one sheep. If you want to import directly into the `SheepID` field that FlockFiler Lite uses to associate Log Entries with Sheep, you will need to use the `RecordID` value in the Sheep table auto-assigned by FlockFiler Lite for each sheep. You can use multiple `RecordID` values. When you are importing from an ASCII file such as a comma-separated ASCII or tab-delimited ASCII file, separate multiple `RecordID` values by an ASCII vertical tab character (11 in decimal, B in hexidecimal, or 13 in octal).

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.

To export to Microsoft Excel or any other spreadsheet, choose Tab-Separated Text (.tab), Comma-Separated Text, or Merge format for the export format. Most spreadsheets can read all three of these. The Merge format may be the best choice since it is Comma-Separated 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 *Flock-Filer 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.
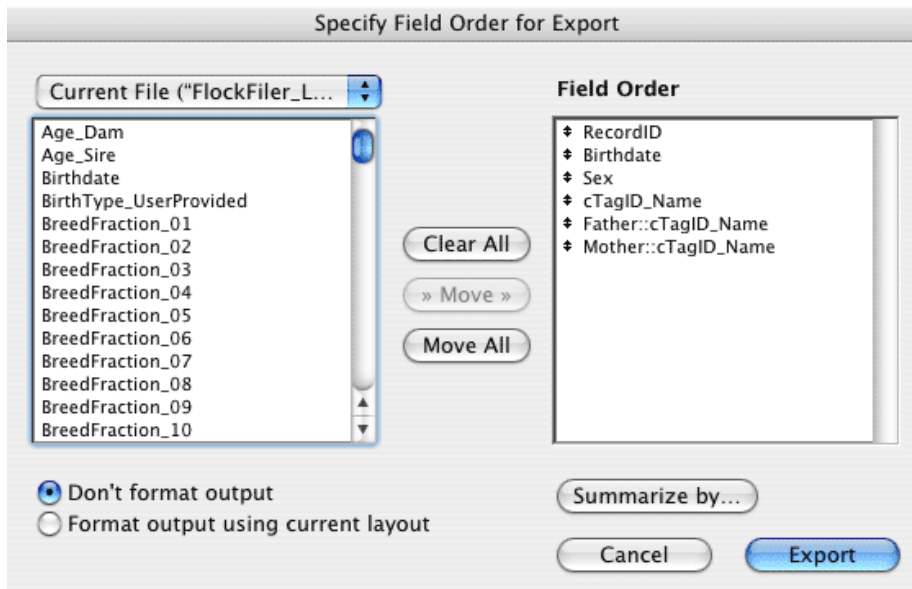
Figure 10.3: Specify the Fields and the Field Order for the Export Dialog.

You can choose to export any or all fields in your sheep records.[7] 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.

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[7]The `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

Because FlockFiler Lite is built upon the foundation of FileMaker, there are a quite a few powerful features that are available in the menus along the top. These menu selections are described in the following.

11.1 File Menu

11.1.1 Change Password...

Since FlockFiler Lite does not use passwords, this menu selection is disabled. If consumer demand is high enough, access passwords will be implemented in a future release of FlockFiler Lite.

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 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 Lite since you can achieve a better result by getting a fresh copy of the empty FlockFiler Lite 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 Lite 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. If you hold down the Shift key (Option key on Macintosh) while selecting the Copy menu item, the copy operation will copy all fields from every record you are browsing. This is most useful when you are browsing a List screen. Paste the result into a spreadsheet and each field will be placed in a different column. Each record

will go in a different row. 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.

Note that when you copy the information in this way, there will usually be some extra columns corresponding to hidden fields that are present on the screen. Ignore or delete the extra, undesired 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.

11.2.3   Spelling

After you have told FlockFiler Lite which spelling dictionaries to use (Section 1.2.4), you can use the Spelling menu selections in the Edit menu. "Check Selection..." will check the selected text in a field. This is the text you have highlighted. "Check Record..." will check the spelling on all of the fields of the current screen for the current record. "Check All..." will check all of the fields of the current screen in all of the records being browsed.

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

In FlockFiler Lite, only the "View as Form" and "View as List" selections are available. These selections are chosen automatically for each screen as appropriate to the type of information displayed. You cannot change these.

11.3.3   Toolbars

This menu selection is active under Microsoft Windows® only. You can choose to display or hide two rows of information across the top of your display window. One is the "Standard" set of toolbars. It has redundant buttons for the menu items. The other is the "Text Formatting" toolbar. It has redundant controls for text formatting items that are already found in the menus. If you need more room on your display, remove these toolbars.

11.3.4   Status Bar

This menu selection appears under Microsoft Windows® only. This displays or removes the Status Bar that appears across the bottom of your display window. If you need more room on your display, remove the Status Bar.

11.3.5   Status Area

This menu selection hides or reveals the Status Area. In FlockFiler Lite this is disabled so that the Status Area is always visible. You need it so that you can navigate among the records and use other features only found in the Status Area.

11.3.6   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 a 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.

11.3.7   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 Flock-Filer 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 presently the only example of a Container field. Container fields can hold images, movies, or sounds. 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/`).

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.[1]

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.

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".

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[1]At present, there are no Time fields in FlockFiler Lite.

11.6.1   New Record (Add New Request. . .)

Like the "New" button, the New Record selection will create a new, blank record. The only difference is that the "New" button will navigate to the "Basic" Form screen.

When you are in Find Mode, the menu selection changes to New Request. Again, this is essentially the same as using the "New" button on-screen.

11.6.2   Duplicate Record (Duplicate Request)

Duplicate Record will. . . drumroll please. . . Create a duplicate of your record. This is 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 is the down-and-dirty way to delete records with no safety net. It is not a good idea to use this feature unless you are an advanced user. It is much safer to use the "Del" button on the Form to delete records. The "Del" button will do a check to see if the record is needed by other parts of FlockFiler Lite to satisfy a dependency. The Delete Record menu selection will only ask you if you would like to delete the record and it will not do any sanity checks on the action. If another record cross references the record you are deleting (e.g. uses it as its choice of `Sire`) then the other record's cross reference will be invalid. This invalid cross reference may be confusing for you when you browse the record (and see no Sire ID/Name next to the chosen record) but it shouldn't cause any problems with FlockFiler Lite working properly.

In Find Mode, the selection changes to "Delete Request. . . ". This is safe to use as an alternative to the "Del" button when you are in Find Mode.

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. The only reason you might want to do this is if you want to start over using FlockFiler Lite. If so, then you should delete all the records in the LogEntries section first.

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   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.

11.6.6 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.

11.6.7 Show Omitted

Instead of showing all records, this shows you the records that you aren't actively browsing. If you are currently browsing all records, this selection is disabled. 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.

11.6.8 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.

11.6.9 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.

11.6.10 Sort. . .

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

11.6.11 Replace. . .

This is a very powerful feature. It is for advanced users and has the potential to affect many records in one step. Replace. . . 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 many common changes, you can use the "Change Many. . ." button on the "Advanced" form (see Section **??**). When you need to change a field that is not available through that guided method, you can use the "Replace. . ." menu item described here.

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
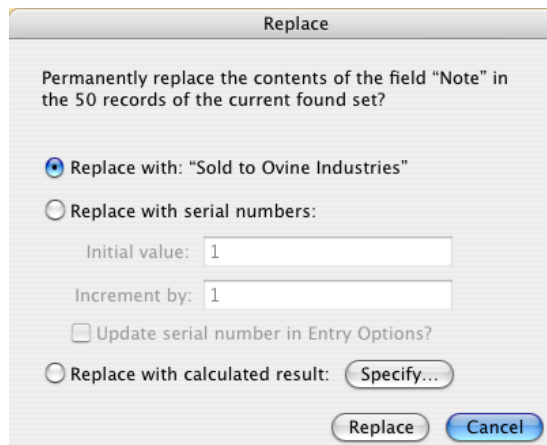
Figure 11.1: Replace dialog.

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.

The second option "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.

11.6.12   Relookup

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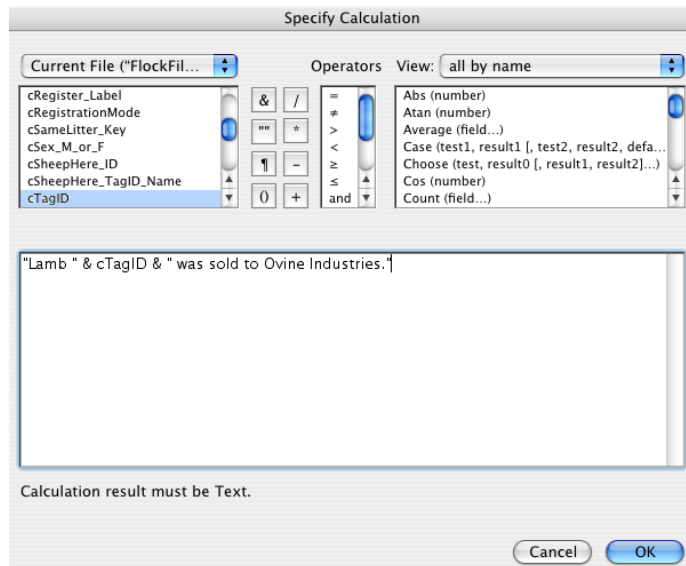
Figure 11.2: The Specify Calculation dialog when you choose "Replace with calculated result".

internally, buttons are provided on-screen to crry out a Relookup where appropriate. Therefore it is unlikely that you would ever need to use the Relookup menu command directly.

11.6.13 Revert Record

Revert Record is useful in some situations. If you are making changes to a record and have not yet "left" the field you are changing, you can use Revert Record to undo your typing and restore the field's contents. Leaving a field means clicking on the background to get FlockFiler Lite to accept what you have typed.

If you are using the tab key to move between fields, all those fields that you have changed while using the tab key can be restored when you Revert Record. Even though you are moving between multiple fields, tabbing between fields does not count as having "left" the field.

11.7 Tasks Menu

The Tasks 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 Task menu as well.

11.7.1   "Go to" Tasks

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 Tasks menu.

11.7.2   "Find" Tasks

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

11.7.3   "Sort" Tasks

These "Sort" tasks are the same ones that you find on the List screen. They are included in the Tasks 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   Isolate Record

The "Isolate Record" task is used to trim down your list to just the record you are currently browsing. It omits every other record in your list. This can be useful if you want to run a report that prints out a page for every sheep and you only want to print one page for just that sheep.

11.7.5   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.

11.7.6   Open Exports Folder

This task does the same thing as the "Show Backup Files" on the Advanced form and the "Show Backups" button on the Admin. Area form. It opens up the "Exports" folder found within the "FlockFiler Lite" folder where FlockFiler Lite is installed.

11.8   Window Menu

Because FlockFiler Lite keeps track of both sheep records and log entries, there are two available windows in the Windows menu. It is not necessary to use the Windows menu to navigate between these because there are on-screen buttons to bring you to the correct screen when you need it. Plus the tenth item in the Tasks menu lets you toggle between viewing the Sheep database and the Log Entries database with the same key shortcut.

Chapter 12

Updating

To assist you in updating to a newer version of FlockFiler Lite, there is one button on the "Data Management" aspect of the "Customize" screen to automate the process. Each time you quit FlockFiler Lite, backup files are created in the "Exports" directory when you answer "Save" in the dialog. It is very important to save these backup files since that is where your data is stored while you update to the new version. These two files are named "SheepData172.FFR" and "LogEntryData172.FFR".[1] The Exports directory sits next to the other FlockFiler Lite files as part of the default installation. You can locate it at any time by using the 'Show "Exports" Folder' button on the "Data Management" aspect of the "Customize" screen.

After you have obtained a newer version of FlockFiler Lite, when you run it 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 files from your previous installation. If multiple save files are located in the Exports 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 "Customize" screen.

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[1]Save files from FlockFiler Lite version 1.6.5 or ealier are named "SheepData.FFR" and "LogEntryData.FFR".

Chapter 13

Making Backups

Each time you quit FlockFiler Lite, backup files will be created in the "Exports" directory. These two files are named "SheepData172.FFR" and "LogEntryData172.FFR". 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 Normal Backup" button on the Advanced screen. You can easily locate these backup files by pushing the 'Show "Exports" Folder' button.

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

To restore the installation from the backup files, place the backup copies into the "Exports" of the new installation. Then follow the upgrade procedure described in Chapter 12.

Chapter 14

Recovering Damaged Files

Recovery is the process of repairing FlockFiler Lite files that might have become damaged. If your computer has a stability problem and FlockFiler Lite is not allowed to quit normally, its files will become damaged. The next time FlockFiler Lite starts up, it discovers that it was not shut down properly and attempts to repair the files automatically. This usually works and the repair is successful. If the damage is too severe, then FlockFiler Lite will report that the files are damaged and that you need to contact the developer. Before contacting the developer (Cosmic Consulting), use the `RecoverFF_Lite` file. This is what the developer would tell you to use.[1] You can use it yourself very simply.

In the FlockFiler Lite project folder there is a file called `RecoverFF_Lite.FFR`. (Depending upon your computer configuration, your computer might not display the ".FFR" at the end of the name.) Under Microsoft Windows®, this will have a generic Windows icon. Open this file. If you used the Windows Installer file, you will have an entry in your Start Menu called "Recover FFLite" that you can use instead. There is only one button on the screen (Figure 14.1) titled "Recover FlockFiler Lite". Push that button. The program will show you the results of the repairs on the two project files. Your original damaged files are renamed with the word "Old"' at the end. Two new repaired project files will be created using the proper names. Use these new files instead of the old ones.

Even though you can probably repair the database files fully, it is a good idea to use a good backup copy of your files if the working set becomes damaged. The repair process is very good but it is not perfect. If your files need to be repaired many times because your computer is unstable, these files might be degraded over time.

Note that whenever you download an update, you are provided with a brand new copy of the files so any previous damage to the files will not be present.

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[1] I am the developer. I am telling you to use it.

Figure 14.1: Recover Files Screen.

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