



Tip

Tuesday!

Part 5: FARM Program 4.0–Enrolling Cows on Protocols

In recent tips we have created a protocol system in line with FARM Program Version 4.0. Once the protocols are designed using the chores created in coordination with your staff and veterinarian, the next step is to actually enroll animals on these protocols.

Animals can be enrolled in protocols manually or automatically. We will review manual enrollment this week. Stay tuned next week for automatic enrollment steps.

1. Click **Input Desk**
2. Click **Protocol Enrollment (P10)**
3. Select the **index numbers** of animals to which you will assign protocols
4. Click **Apply Individually** or **Apply to All** for multiple cows
5. Assign a **Protocol** from the list of available protocols for the animal, either in the list window or from the drop down menu

Note: In some cases PCDART will allow you to assign the protocol AFTER some of the chores have been completed. A check box will appear at the bottom of the Protocol Enrollment (P10) screen when the option is available. Also, the allowable number of days for each chore within each protocol are displayed on this screen.

6. Enter the abbreviation for the **Technician** who assigned the chore. For a list of technicians click the magnifying glass next to the Technician field.
7. Click **Done**

Action List: Assign is the default setting. You may also use the other actions in this list when you select Apply Individually on the previous screen, not Apply to All.

- **Delete** removes all evidence that an animal was enrolled on a protocol. Sometimes this is an appropriate action, but it might confuse a manager who may need to know why certain chores were completed.
- **Terminate** leaves the protocol assigned to the animal but this animal will not appear on any reports that look for chores which should be done.
- **Remove Term** removes a terminated protocol and re-enrolls the animal on the previously assigned protocol.

Animals are now enrolled on a protocol. This does not guarantee the chores will be completed. It provides guidance and reminders to all farm staff of what needs to be done with an animal. Next week we will discuss automating protocol enrollment and how to record a chore was completed.