Tip Tuesday!

Part 6: FARM Program 4.0 – Entering Chores Done

Over the past several weeks we have demonstrated how to set up protocols to coincide with the FARM Program criteria. Once an animal is enrolled on a protocol, the farm staff may now follow these steps to make sure the chore assignment is followed. When the chores are completed, follow these steps to record that activity.

- 1. Click Input Desk
- 2. Click **Chore Done** (P11)
- 3. Select animal(s)
- 4. Click Apply Individually or Apply to All
- 5. Click the name of the completed **chore**
- 6. Enter the Chore-done Date
- 7. Enter the **Technician Short ID** or select it from the drop-down menu by clicking the magnifying glass
- 8. Click Done (or press Enter)

In addition, this menu contains a list of Available Chores. These are chores that are not part of a protocol assigned to the animal. To mark these chores done as well:

- 9. Click the name of the completed **chore**
- 10. Enter the Chore-done Date (6)
- 11. Enter the Technician Short ID (7)
- 12. Click **Done** (or press Enter) (8)

Deleting a Chore

- 13. If Delete a Chore is checked, chores that can be deleted will appear in the upper left hand corner of the screen
- 14. Click on Chore to be deleted
- 15. Click Yes to delete or No to cancel

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Next week we will discuss a way to automate the process of enrolling cows and heifers on a protocol.