



# 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

The screenshot displays the 'Input Desk' window in the FARM Program 4.0 software. The 'Chore Done' option is selected in the left-hand menu (2). The main window shows a list of animals with 'Cw 3407' highlighted (3). A 'Chore Done (P11)' dialog box is open, showing a list of 'Available Chores' (4) and the 'Chore-done Date' (6) set to 02/08/21. The 'Technician Short ID' is set to AMA (7). The 'Done' button is highlighted (8). A second dialog box shows a list of chores with 'Excen1' selected (5) and a 'Delete?' dialog box with 'Yes' selected (15).

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