

Tutorial | MyObservatory Beta Release

Topics Covered: Livestock Tracking

Date: August 22, 2013



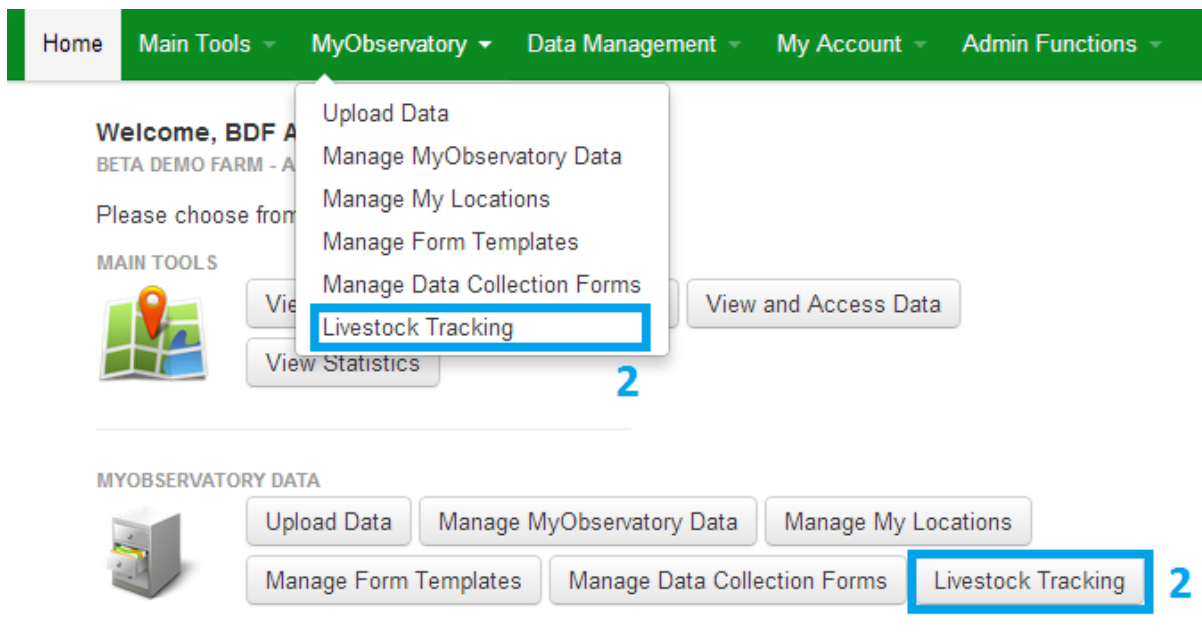
Overview

This tutorial covers the following topics.

- How do I use the Livestock Tracking feature?

How do I use the Livestock Tracking feature on the desktop site?

1. Log in to the MyObservatory desktop site.
2. From the Welcome screen, click the Livestock Tracking button (or select Livestock Tracking from the MyObservatory drop down list in the top navigation bar).



3. On the next screen, re-enter your MyObservatory password in the Livestock Data Access password text entry field and then click the Submit button for access to the Livestock Tracking feature.

Livestock Data Access

Please enter your account password to access your own livestock data:

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- To add a new animal to track, scroll down to the Recorded Animals section and click on the Add New Animal button.

Recorded Animals **4**

Showing 0 to 0 of 0 entries

Show entries Filter by:

[Previous](#) [Next](#) [Refresh Listing](#)

Animal ID	Animal Name	Animal Added	# Events
No data available in table			

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- In the New Animal popup window that appears, enter the animal's name and ID/tag number. (the group name is optional). Some farmers may want to use the optional group name field to track sources of livestock e.g. ABC Livestock Market or Harold the neighbor, etc.

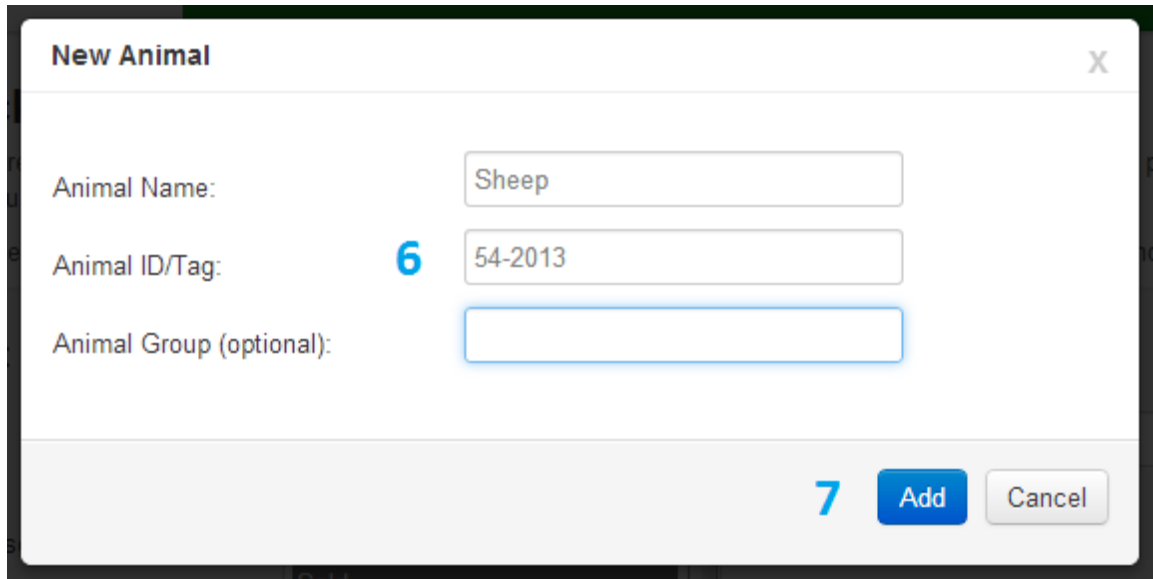
New Animal X

Animal Name: **5**

Animal ID/Tag:

Animal Group (optional):

- The current year will be automatically appended to the animal ID/tag number. MyObservatory automatically adds the year to the animal ID/tag number so that future duplicate animal ID/tag numbers will remain unique.



New Animal X

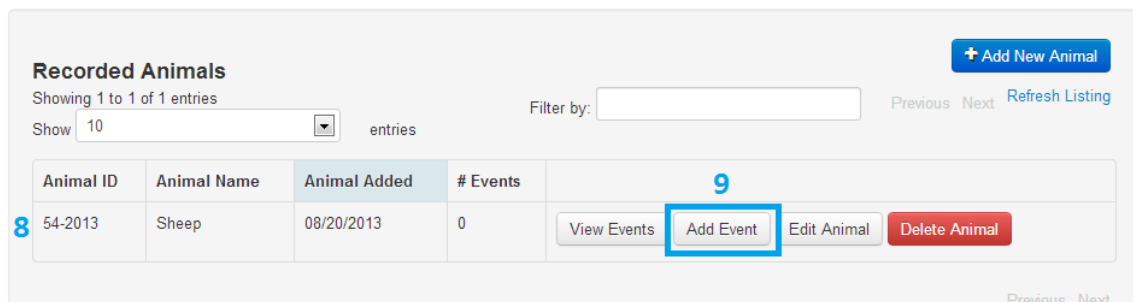
Animal Name:

Animal ID/Tag: **6**

Animal Group (optional):

7

- Click the Add button when done.
- The animal will then appear in the list of recorded animals.



Recorded Animals

Showing 1 to 1 of 1 entries Filter by: Previous Next Refresh Listing

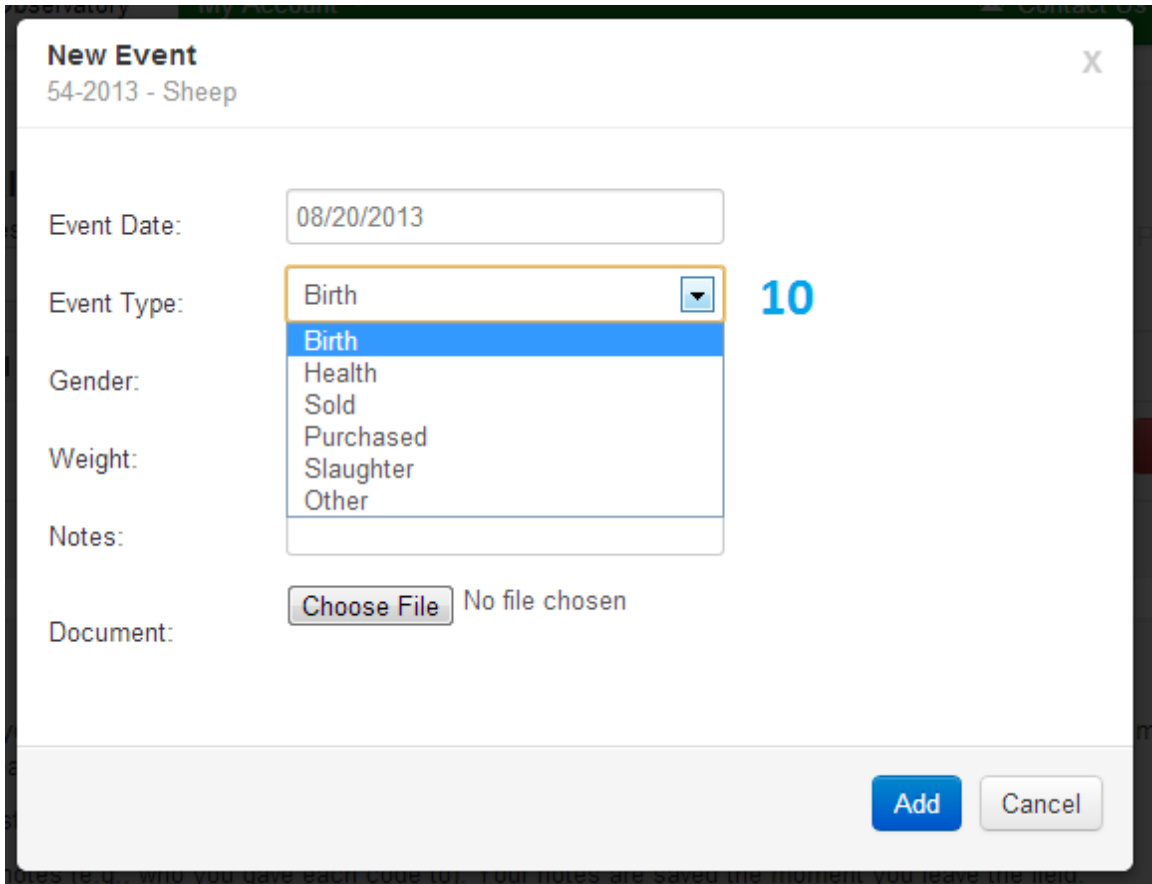
Show 10 entries

Animal ID	Animal Name	Animal Added	# Events	
8 54-2013	Sheep	08/20/2013	0	<input type="button" value="View Events"/> <input type="button" value="Add Event"/> <input type="button" value="Edit Animal"/> <input type="button" value="Delete Animal"/>

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- To add an event for an animal, click the Add Event button for that animal.

10. In the New Event popup window that appears, select the event type from the drop down list and then fill in the appropriate event details.



The screenshot shows a 'New Event' popup window with the following fields and options:

- Event Date:** 08/20/2013
- Event Type:** Birth (dropdown menu is open, showing options: Birth, Health, Sold, Purchased, Slaughter, Other). A blue '10' is overlaid on the dropdown.
- Gender:** (empty field)
- Weight:** (empty field)
- Notes:** (empty text area)
- Document:** Choose File No file chosen

Buttons: Add, Cancel

11. To change the event date, click inside the date text entry field and a calendar tool will display allowing you to select another date or you may edit the text in the text entry field directly.

New Event X

54-2013 - Sheep

Event Date: **11**

Event Type:

Gender:

Weight:

Notes:

Document:

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12. When done, click the Add button.

13. To view the list of events for an animal, click the View Events button for that animal.

Recorded Animals

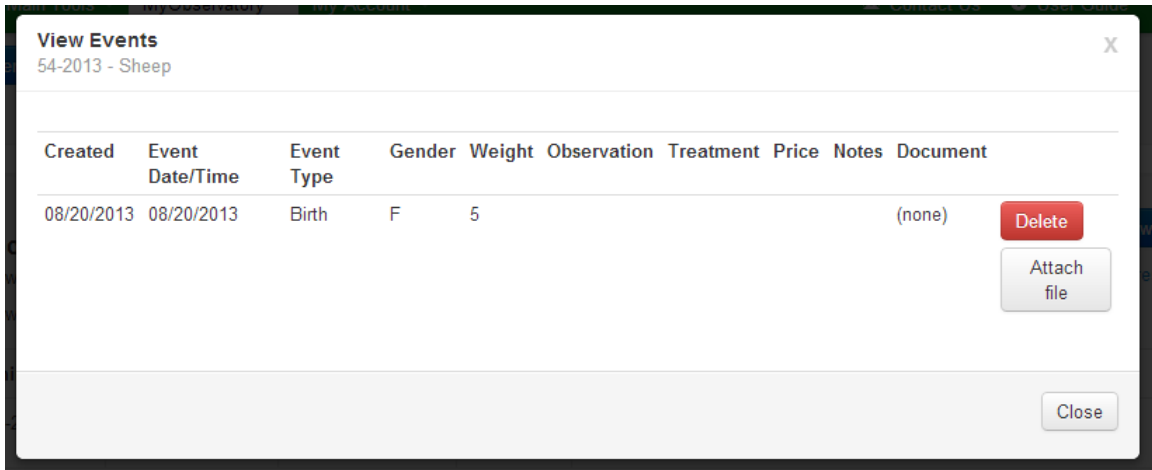
Showing 1 to 1 of 1 entries Filter by: Previous Next Refresh Listing

Show entries

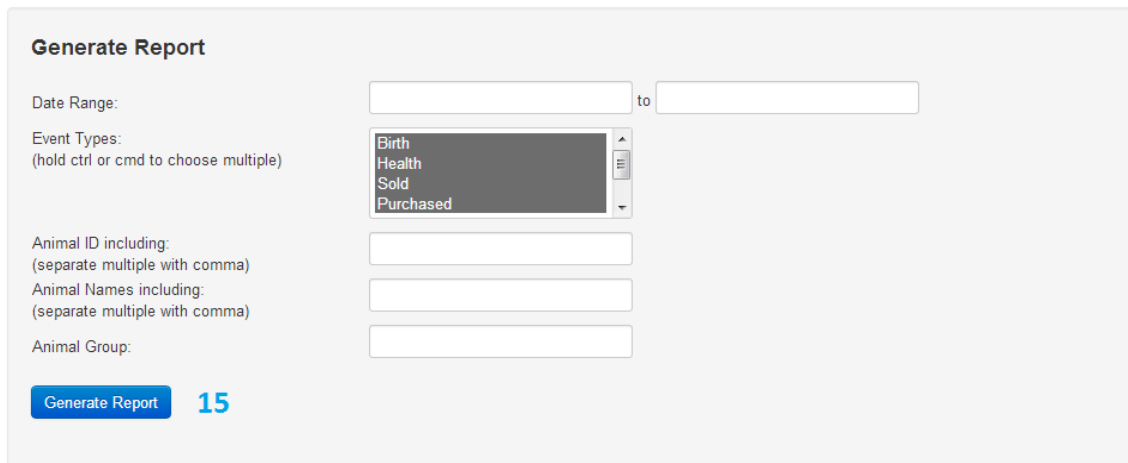
Animal ID	Animal Name	Animal Added	# Events	
54-2013	Sheep	08/20/2013	1	13 <input type="button" value="View Events"/> <input type="button" value="Add Event"/> <input type="button" value="Edit Animal"/> <input type="button" value="Delete Animal"/>

Previous Next

14. A popup window displaying the list of events for that animal will appear.



- To view a report listing events within a particular date range, of a certain type, or for a particular animal or group of animals, use the Generate Report feature. To view a report listing all animals and events, select each event type in the Event Types list and leave all other fields blank. Click the Generate Report button when ready.



- The Livestock Event Report will be opened up in a separate tab.

Animal ID	Animal Name	Date Animal Recorded							
27-2013	Sheep	08/20/2013							
Date Event Recorded	Event Date/Time	Event Type	Gender	Weight	Observation	Treatment	Price	Notes	Document?
08/20/2013	08/20/2013	Purchased	F	27			\$100		
34-2013	Sheep	08/20/2013							
Date Event Recorded	Event Date/Time	Event Type	Gender	Weight	Observation	Treatment	Price	Notes	Document?
08/20/2013	08/20/2013	Purchased	M	54			\$150		
54-2013	Sheep	08/20/2013							
Date Event Recorded	Event Date/Time	Event Type	Gender	Weight	Observation	Treatment	Price	Notes	Document?
08/20/2013	08/20/2013	Birth	F	5					

- To allow another user in your institution to access your Livestock Tracking data (animals and events), scroll down to the Special Access section on the Livestock Tracking screen and click the Generate New Access Key button.

Special Access

The tool below will allow you to grant access to other users of this institution, to allow them to see your livestock data. You may revoke this access at any time, so be sure to give each person a separate code for the highest security.

In order to get started, just click *Generate New Access Key*, and then give that code to the appropriate person.

You may make freeform notes (e.g., who you gave each code to). Your notes are saved the moment you leave the field.

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Show entries Filter by:

Date Code Generated	Access Code	Times Used	Notes
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

- An access code will appear in the table below which you may then provide to another user in your institution.

Special Access

The tool below will allow you to grant access to other users of this institution, to allow them to see your livestock data. You may revoke this access at any time, so be sure to give each person a separate code for the highest security.

In order to get started, just click *Generate New Access Key*, and then give that code to the appropriate person.

You may make freeform notes (e.g., who you gave each code to). Your notes are saved the moment you leave the field.

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[Access Other Users' Data](#)

[Generate New Access Key](#)

Show entries Filter by:

Date Code Generated	Access Code	Times Used	Notes	
08/20/2013	18 Uv,+bSwj	0	<input type="text"/>	Revoke Code

Showing 1 to 1 of 1 entries [Previous](#) [Next](#)

19. To access another user’s Livestock Tracking data with an access code provided to you, click on the Access Other Users’ Data button from this screen.

20. You will be returned to the Livestock Tracking password entry screen. Scroll down to the Special Access of Other Livestock Data section, enter the access code that was provided to you, and click the Submit button.

Special Access of Other Livestock Data

If you have been provided an access code to work with somebody else’s livestock data, please enter it here.

Access Code:

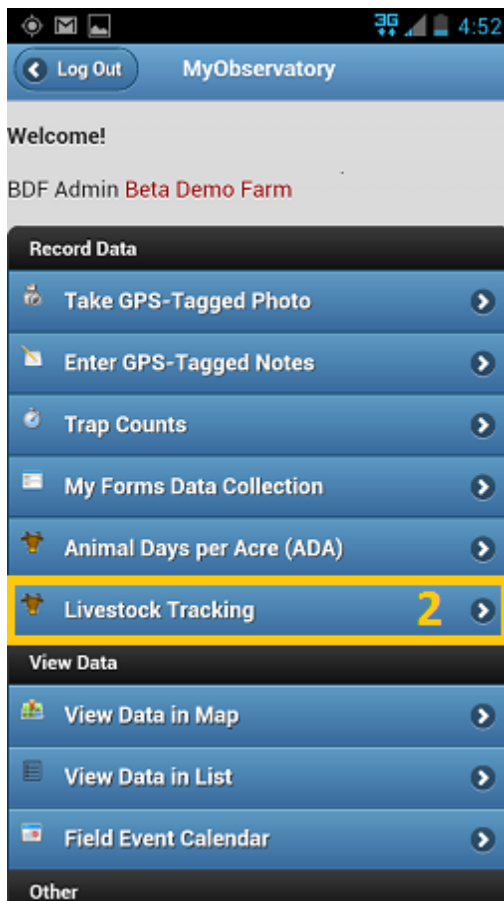
[Submit](#) **20**

21. The Livestock Tracking feature will now display the other user’s animals and events rather than your own. Granting Livestock Tracking access to another user allows them to view, add, edit, and delete your animals and events.

Special Access
 You are using a special access code to gain limited access to another user’s livestock data. [Click here](#) to go back to your (or another person’s) data.

How do I use the Livestock Tracking feature on the mobile site?

1. Log in to the MyObservatory mobile site.
2. From the Welcome screen, tap on the Livestock Tracking button.



3. On the Livestock Tracking screen, your list of animals will appear in the Existing Animals table at the bottom of the screen.

Livestock Tracking

Please choose the animal to track, or enter a new animal.
Livestock tracking data is private to you only and is never shared with other users of the institution.

New Animal (scroll down to add an event to an existing animal)

Animal Name:

Animal ID/Tag:

Group Name (optional):

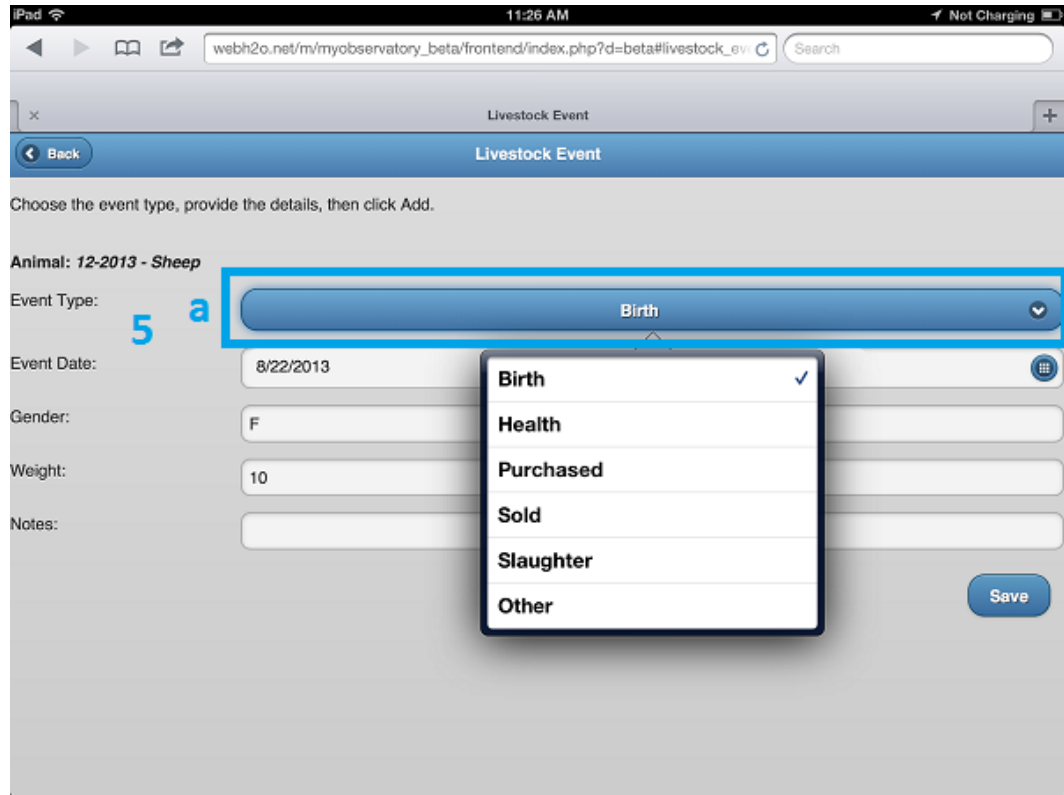
Add and Use

Existing Animals

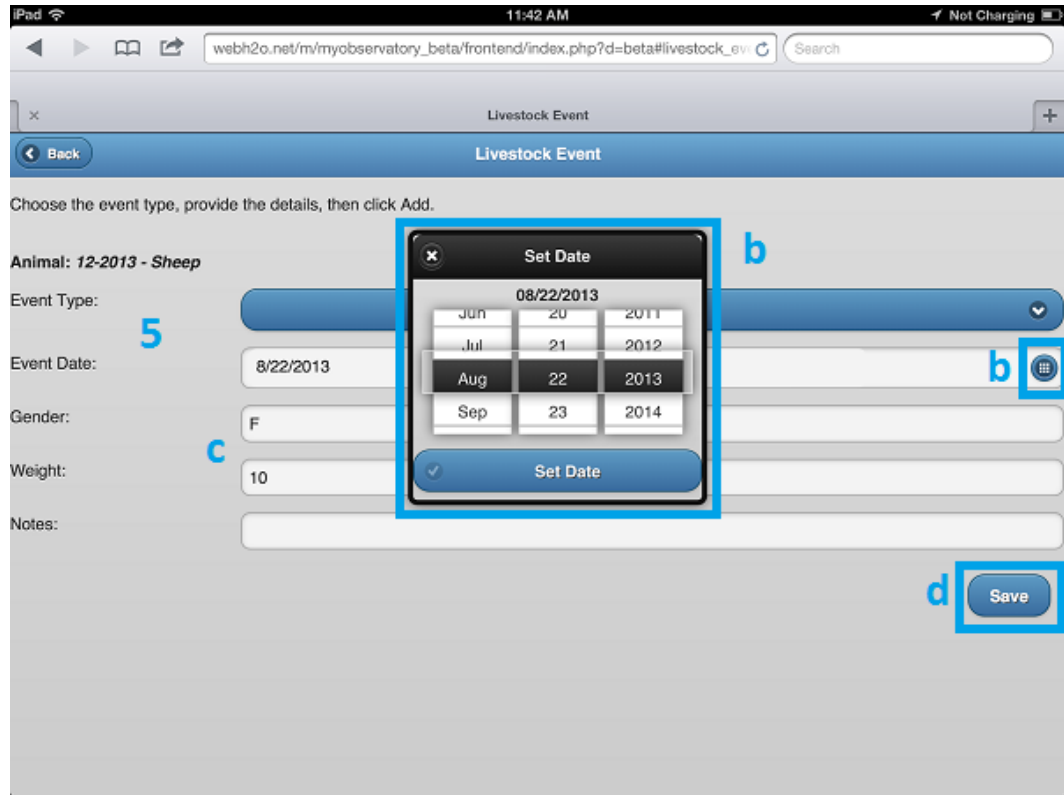
Show Entries: Search:

	Animal ID/Tag	# Events	Group Name	Created
<input type="button" value="Add Event"/> <input type="button" value="View Events"/>	10-2013	4		08/20/2013
<input type="button" value="Add Event"/> <input type="button" value="View Events"/>	44-2013	1		08/20/2013
<input type="button" value="Add Event"/> <input type="button" value="View Events"/>	54-2013	3		08/13/2013

4. To add a new animal, enter the animal name and ID/tag (the group name is optional) and tap the Add and Use button.
5. The animal will be added and the Livestock Event screen will appear. Here you may add a new event for this animal. To do so:
 - a. Select the appropriate event type from the Event Type drop down list (tap the drop down menu to make the list of selections appear and then tap the appropriate selection)



- b. Select the date for the event (tap the icon in the Event Date field to display the Set Date popup, tap and drag the month, day, and year up or down until the desired date is highlighted and listed at the top, then tap the Set Date button when done)
- c. Fill out the appropriate information in the text entry fields below and
- d. Tap the Save button when done.



- You will be returned to the Livestock Tracking screen and the animal will appear in the Existing Animals table at the bottom of the screen.

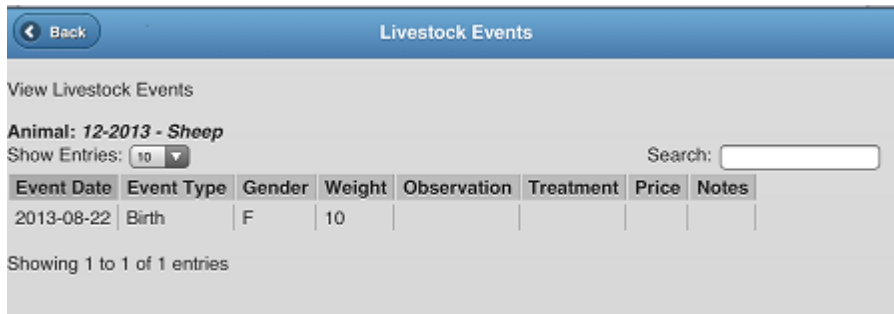
Existing Animals
 Show Entries: 10

	Animal ID/Tag	# Events	Group Name	Created
<input type="button" value="Add Event"/> <input type="button" value="View Events"/>	10-2013	4		08/20/2013
<input type="button" value="Add Event"/> <input type="button" value="View Events"/>	12-2013	1		08/22/2013
<input type="button" value="Add Event"/> <input type="button" value="View Events"/>	44-2013	1		08/20/2013
<input type="button" value="Add Event"/> <input type="button" value="View Events"/>	54-2013	3		08/13/2013

Showing 1 to 4 of 4 entries

- To add an event to an existing animal, tap the Add Event button next to the animal in Existing Animals table and follow the same process as before.

- To view the events associated with an animal, tap the View Events button next to the animal.
- The Livestock Events screen will appear displaying all events associated with that particular animal.



- All edits made using the mobile site will be immediately available on the desktop site (and vice versa) although you may need to refresh your screen to see them.