

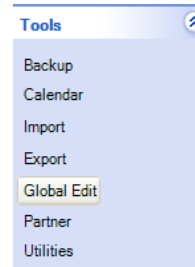


Guide to the Global Edit Tool

Please contact us at support@cowsense.com or 800-584-0040 for any questions or assistance.

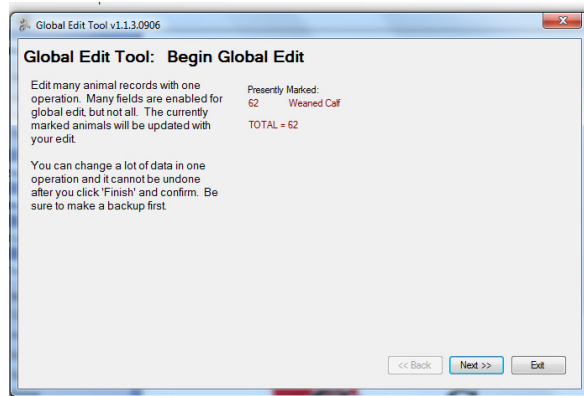
The Global Edit Tool is designed to be a simple way to edit a single data field on a number of animal records at one time. This tool can be very helpful, but should also be used with caution, especially when deleting or modifying large amounts of data. As a result to protect the integrity of your data, not all fields are available to be modified via the Global Edit Tool. A **Backup should always be made before proceeding with the Global Edit Tool** (see NxGen Guide 3).

To launch the Global Edit Tool, from the Task Pane on the left choose **Tools > Global Edit**.

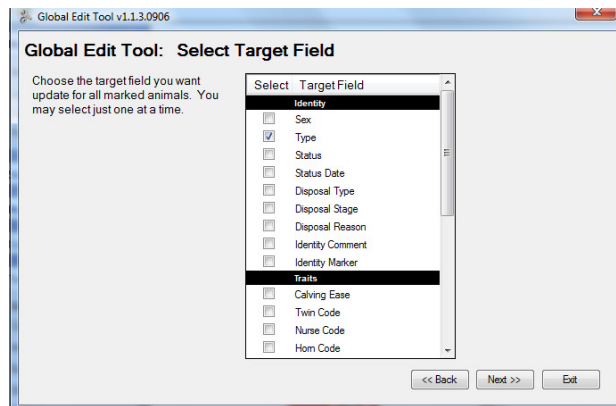


The Global Edit Tool: Begin Global Edit Window will appear. Records are selected to be included in a Global Edit if their Identity Marker field is toggled on, therefore becoming "Marked Records". Refer to the Animal List Tutorial for more information on selecting records to flag as Marked Records.

Verify that the correct number of records are displayed on the screen as marked. If you are satisfied that the desired records are marked, click the Next button.



The Select Target Field Window allows you to select which field you would like to update for all marked records. Only one selection may be made. If multiple fields are to be modified, they must be run as separate edits. Choose your selection by clicking in the box next to it, and then click the Next button.

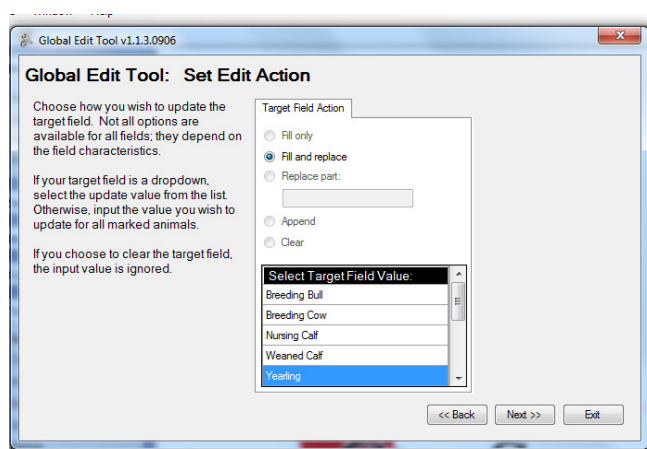


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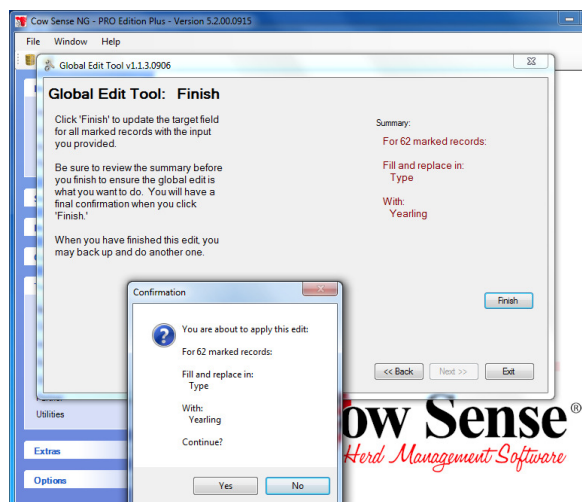
On the Set Edit Action Screen, select how you wish to update the Target Field as well as how you wish to change the data. Not all options are available for all fields. Available choices depend on the characteristics of the Target Field selected to edit. Options for making changes in a text or number field include:

- Fill Only (Fill data only on those marked records where the selected data field is empty)
- Fill and Replace (Fill data on all marked records, and replace any existing data with the changes)
- Replace Part (Replace only part of the existing data string. Input the part to replace in the field below.)
- Append (Add data to an existing data string)
- Clear (Clear all existing data from the selected data field)

Enter the value to be added to the target field in the Input Target Field Value. If the selected field contains a validation or drop down, a list of values is given to select from. If a field such as Identity Marker or Watch Flag is selected, the only options available will be True (Marked) or False (Not Marked). Make your selection and click the Next Button.



A summary is displayed on the Finish Window of all edits to be made. Review these changes and click Finish if the number of animals and type of edit appears correct. A Confirmation Screen will appear to double check that you want to continue with the changes. Remember that the Marked Records will be permanently changed with the edit selections. Click Yes if you are sure, or No to cancel the operation. If Yes was selected, changes will be applied to all marked records. If the changes do not appear, close out of your data view and reopen it to refresh the records.



When done making your changes, click Exit to close the tool or click Back to make another change to this set of records.