

Exporting Dairy Plan Reports

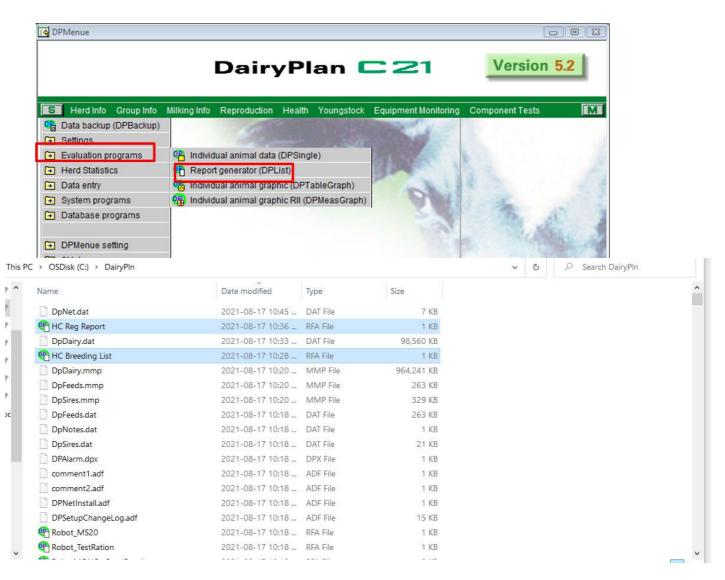
Report Overview

- Contact Holstein Canada Customer Service for a copy of the report file needed to collect breeding and birth information.
- Save the report file onto the DairyPlan Computer at the farm
- It is best to save the report into the C:\DairyPln folder
- The report is only the framework and it will populate with the most recent data every time it is opened.

Opening a Report



- File should open when you double click on it
- If it doesn't:
 - Open DPList from the Menu
 - Go to S > Evaluation Programs > Report Generator
 - Once DPList is open, then to open any report in DairyPlan choose file and open and browse to the file location
 - Select your report
 - Then choose open
 - DairyPlan report files end in .rfa

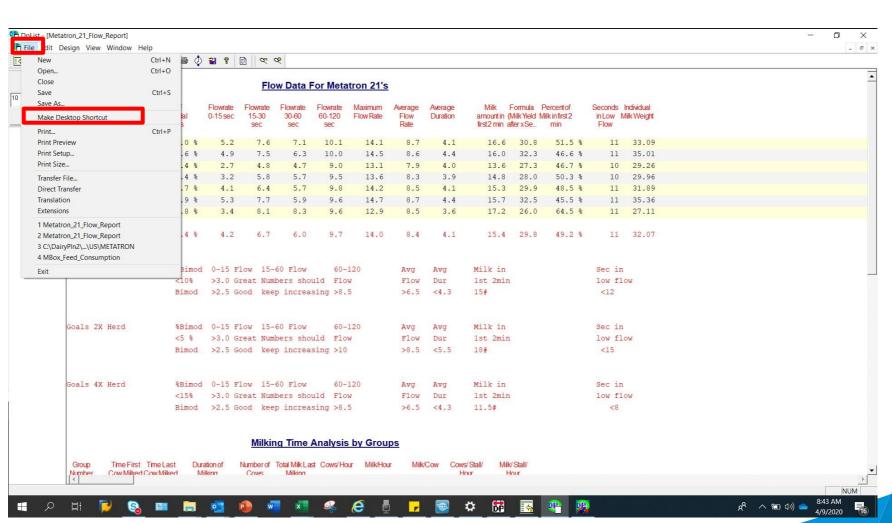


Make a desktop shortcut



- Choose File and make desktop shortcut to make a shortcut to this report on your desktop
- Then each time you double left click on the desktop shortcut it will open up the most recent data for this report



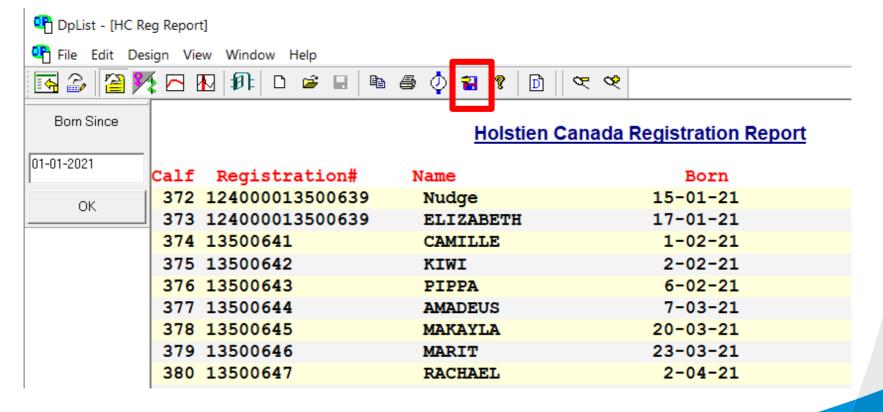


Exporting into MS Excel



Once the correct date has been entered into the question prompt on the report it can now be exported to sent to Holstien Canada

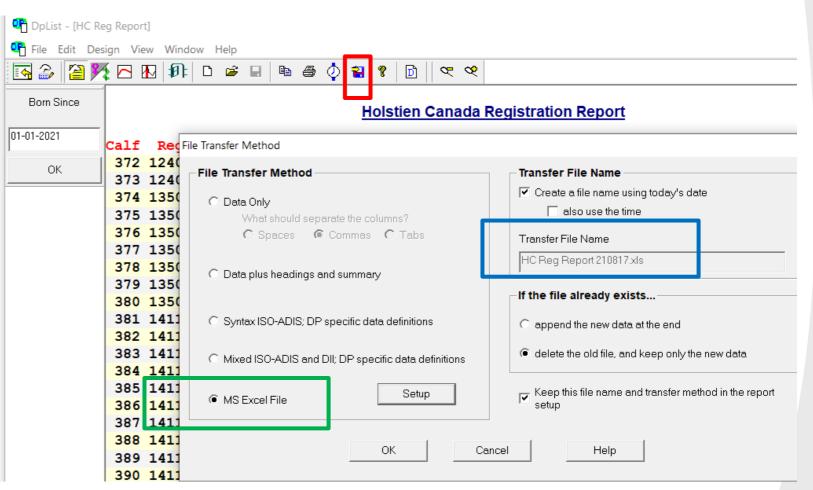
Select File Transfer option at the top of the report



Exporting the data



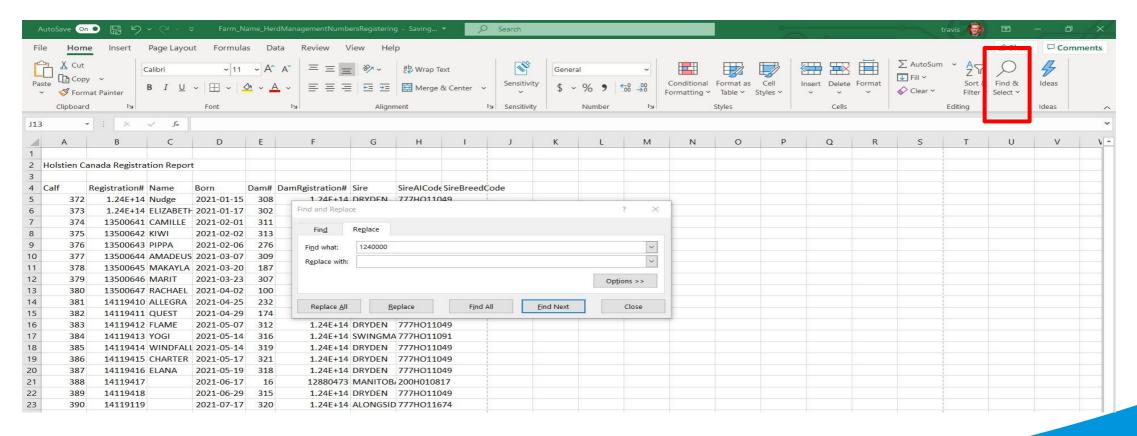
- Then select MS Excel File (green box)
- The file will be saved in C:\DairyPln
- The file name will be what is shown in the blue box
- Then choose OK



Cleaning up Data



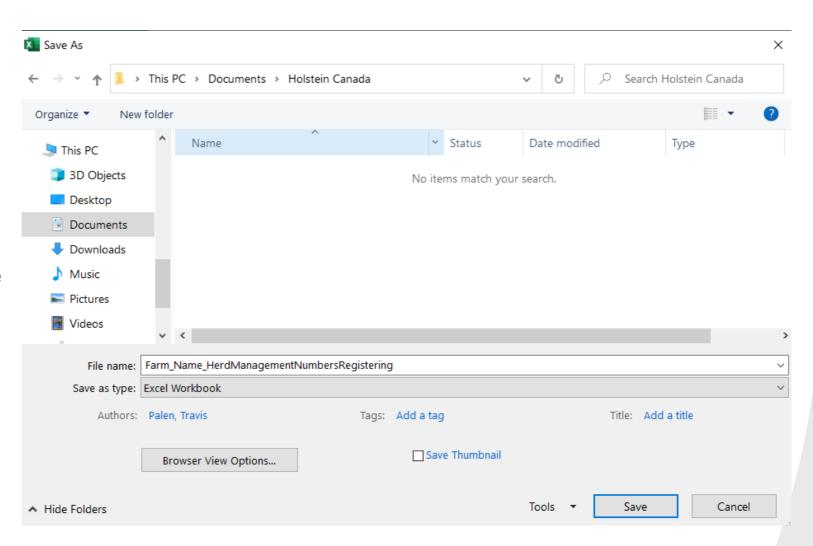
- The 124000 section in the Registration number will make it difficult to display the following 9 digits of the number.
- To clear the 124000, select "Find an Replace"
- Type in 124000 and select replace all. This will remove the 124000 from the start of the registration number.



Saving the File



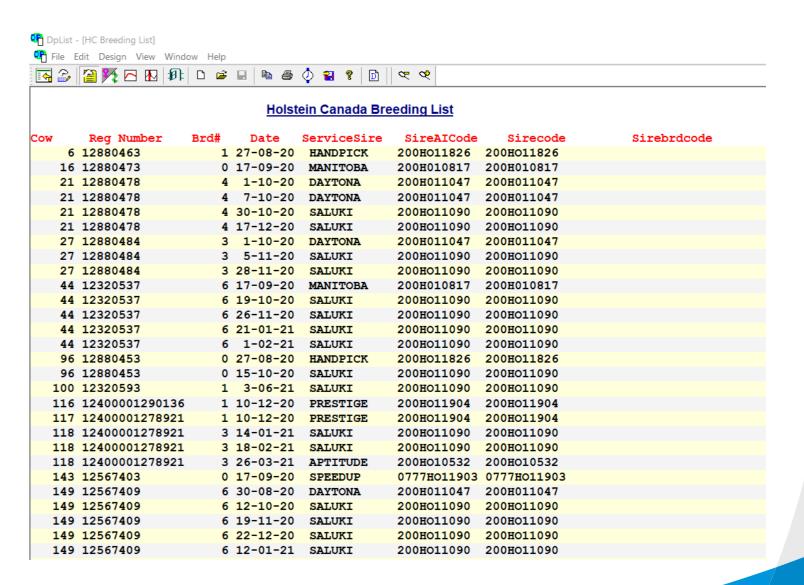
- Create a new Folder for Holstein Canada
- Save the Excel file in this folder
- Name the file
 "Farm_Name_HerdManagement NumbersRegistering"
- From here you can attach the file and email to Holstein Canada



Breedings List



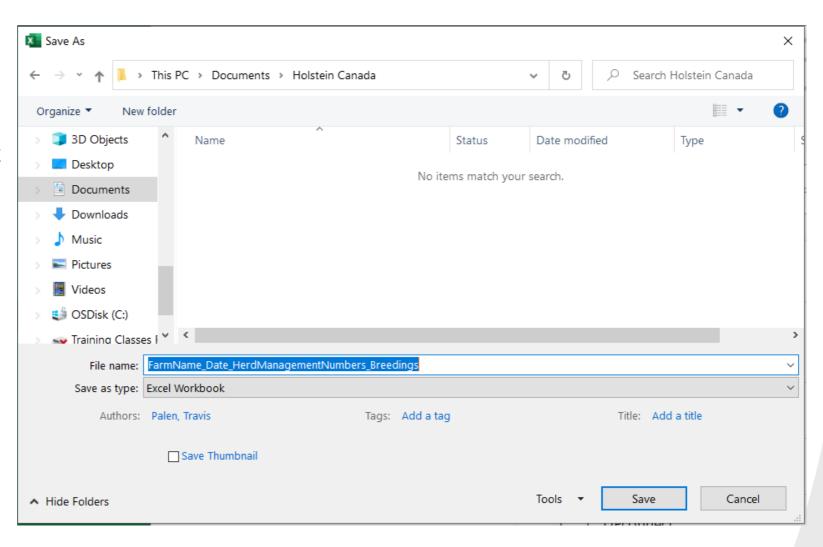
 Follow the same steps to open and export the report



Saving Breeding List



- Save the excel file in the "Holstien Canada" folder
- Name the file "FarmName_HerdManagement Numbers_Breeding"
- From here you can attach the file and email to Holstein Canada



Emailing the Files



- Attach BOTH files into the same email and email to <u>EREG@holstein.ca</u>
- The subject to the email should be "Prefix/Farm Name, Registration Sequence (Calf 202-250)
- If you want to attach photos to the pedigree, these must also be included in the email. The name of the file should be "(Herd Management Number)"

If you have questions or need help, please contact Holstein Canada Customer Service.

1-855-756-8300 ext 410