## Task-sheet

To use this task-sheet, replace any information in [brackets] with information from your institution. Delete or add any additional tasks as needed.

**Searching and Navigating**

1. Using the search box, open animal [LOCAL ID].   
   * The last weight of this animal was ……………………………………….
   * The animal gained/lost …………………. since it’s last weight measurement
   * The parents of the animal are……………………………………….………………………………………. ……………………………………….……………………………………….……………………………………….……………………………………….
2. Using the Animal Simple Search, search for the species [ENTER SPECIES]  
   Add the following columns found underthe **Last Weight Measurement** menu:

* Date
* Value
* UOM
  + ……………………………………….… is the heaviest animal
  + …………………………………………. is the oldest animal

1. Using the Animal Advanced Search, search for all [MALE/FEMALE] [ENTER HIGHER TAXONOMY, E.G. MAMMALS] that were born between [DATE] and today.  
   * There are ……………………………….. [male/female] [mammals] are there in our institution
2. Create an Animal List which includes all [SPECIES]/ which includes all animals in [ENCLOSURE]  
   * The Animal List is called: …………………………………………………………………………

**Entering Single Information**

1. Record a weight on an animal record.
   * Write the Local ID here: ………………………………
2. Record a length on an animal record.
   * Write the Local ID here: ………………………………
3. Record a feed log on an animal record.
   * Write the Local ID here: ………………………………
4. Record a logical identifier on an animal record.
   * Write the Local ID here: ………………………………
5. Record a physical identifier on an animal record.
   * Write the Local ID here: ………………………………
6. Move an animal (or whole group) to another enclosure.
   * Write the Local ID here: ………………………………
7. Record a note or observation on an animal record.
   * Write the Local ID here: ………………………………
8. Record an enrichment session on an animal record.
   * Write the Local ID here: ………………………………
9. Record a training session on an animal record.
   * Write the Local ID here: ………………………………

**Batch Transactions**

1. Record a single note/observation on multiple animal records using an Animal List.  
   * Write the Animal List used here: ……………………………………………………
2. Record weights for two or more animals using the Batch Transaction box.
   * Write the Local IDs here: ………………………………
3. (keep one example and delete the others)

* Create a Husbandry log template to record animal weights for all the animals on your section.
* Create a Husbandry log template to record weights, notes/observations and training sessions for all the [SPECIES].
* Create a Husbandry log template to record weights, notes/observations and training sessions for all the [SPECIES], and all enclosure information (water quality, temperatures, barrier voltages) for [ENCLOSURE(S)].   
  + Write the name of the Husbandry Log Template here:………………………………………………………..

1. Use the Husbandry Log Template you just created, or one already created, to enter some daily information, e.g. weights, notes/observations  
   * Write the name of the Husbandry Log Template used here:………………………………………………………..

**Reports**

1. Run the Daily Report for [DATE/DATE RANGE], for [YOUR TEAM/SPECIES/ENCLOSURE].   
     
   Export the report to PDF and hand it in with this sheet.
2. Run the Note Retrieval Report for [DATE RANGE], searching for all notes for [SPECIES] with note type [e.g. REPRODUCTION]

Or

Run the Note Retrieval Report for [DATE RANGE], searching for all notes for [SPECIES] containing the words [FIRST WORD] [AND/OR] [SECOND WORD].  
  
Export the report to PDF and hand it in with this sheet

**Tools**

1. Graph all of the weights for [SPECIES] during [DATE RANGE, e.g. last month]. Export the graph to PDF and hand it in with this sheet.
2. Run the Pedigree Explorer for animal [LOCAL ID] and fill in the information.   
   * The animal’s Dam is ………………………………………………
   * The animal’s Sire is ………………………………………………
   * The animal has had ………………… offspring
   * The animal’s last offspring was born in ………………………